



An Ghníomhaireacht
Tithíochta
The Housing Agency

Framework Agreement for Cost Consultancy, Quantity Surveying & Advisory Services for the Croí Cónaithe (Cities) Scheme

TENDER SUBMISSION DOCUMENT
– Notional Project Description

September 2026



Description of Services

The Proposal for inclusion in the CCC Scheme is for a development in Donabate, Co. Dublin. The development comprises of two blocks, Block A and B, and consists of 92 apartments over 6 storeys within a larger overall development. The 92 apartments comprise of 25 one beds, 61 two beds and 6 three beds.

The Services

The Core Services

The Services described hereinafter are the basic services that are envisaged to be required under this Service Contract with a Framework Participant engaged under the terms of the Framework Agreement. While the description of services endeavours to be comprehensive, please note it cannot include every action that the consultant may need to undertake in dealing with the Proposal. Framework Participants should make appropriate provision in their tender prices for achieving the Client's objectives set out in each of the Required Core Services as described, taking account of the characteristics of the Proposal.

With regards to the Stage Services as set out in Schedule B of the Form of Tender, the Core Services described below are **Stage (ii) Design Stage Services** (the "Core Services").

Additional services may be required and will be based on the time charges proposed in the Framework Participant's tender submission for appointment to the Framework.

The Core Services shall include the following:



Required Core Service 1: Pre-Contract assessment of the initial submission uploaded by the Proposer into the SharePoint folder including

- a) Assess completeness of documentation uploaded into the folder
- b) Engaging with the Proposer as required to
 - a. Establish when any incomplete or provisional items will be finalised
 - b. eliminate arithmetic inaccuracies
 - c. clarify/confirm issues such as financing costs, developer's margin etc.
- c) Prepare a short initial report for the Housing Agency describing the completeness and accuracy of the Proposers submission and provide an estimate on when any incomplete or provisional items will be available for review.
- d) Review cost and pricing information provided in the submission. For fixed incurred costs such as site costs, confirm that the evidence provided by the proposer is robust. For priced items such as the construction costs, assess the quantities used (high level assessment of appropriateness of significant quantities, not a detailed ARM measurement) and review the rates used by the proposer.
- e) Re-engage with the Proposer after d) and clarify any issues around quantities, rates and margins as required. Where the QS consultant identifies quantities, rates or margins that they believe are excessive in the proposal the consultant will be obliged to challenge the Proposer regarding same. Following this engagement, taking account of the Proposer's responses, assess the overall impact of any priced items which are still considered by the QS consultant to be excessive either due to excessive quantities or due to rates or other issues.
- f) Liaise as required with the Proposer regarding any outstanding information still awaited to ensure timely production of same.
- g) On receipt of outstanding information review the pricing of same in a similar fashion to e) above as appropriate, or in the case of financing costs, carry out an assessment of the total costs included by the Proposer for the scheme once the funding structure is finalised along with interest rates and any anticipated return on equity.
- h) Review apportionment of costs within the overall scheme (as appropriate) to ensure that costs are apportioned correctly to the apartments that comprises the



proposal only. Apportion any associated development costs (e.g. design team fees, financing costs) to the proposal as required. Agree apportionment of overall delivery costs with the Proposer.

- i) Review the proposed delivery programme for the proposed development.
- j) Finalise a report to the Housing Agency on the initial open book assessment of delivery costs for the proposal and submit same in PDF format. The report should cover all of the matters outlined above but should also highlight/comment on other matters that the QS consultant considers relevant such as the form of construction proposed by the Proposer, proposed construction programme etc. identifying any risk to delivery of the proposal. The report should at a minimum include:
 - Whether the delivery costs represent a complete breakdown of the costs of the development.
 - Whether satisfactory evidence has been provided to support all of the costs of the development.
 - Whether the construction costs are reasonable/in line with market norms for the type of development and the form of construction and that any abnormal costs have been identified and costed.
 - An assessment of finance costs based on the evidence of finance rates/terms available to the proposer and historic and projected timescales.
 - Whether the proposer's development margin are reasonable/in line with market norms for the type of development

Arrange three (virtual) meetings with the Housing Agency to review the report and explain the findings.



Required Core Service 2: Finalising delivery costs for the Proposal.

Take instruction from the Housing Agency and re-engage with the proposer including

- a) Seek further clarifications from the proposer regarding any aspect of delivery costs as directed by the Agency.
- b) Prepare an interim update report for the Housing Agency on the outcome of a)
- c) Engage with the proposer to finalise and agree fixed price delivery costs for the proposed development including assessing the likely impact of material and labour cost increases during the proposed delivery timeframe and the impact of these on any other cost element (e.g. financing costs).
- d) Subject to any clarification required at a) and fixing delivery costs at c) finalise the overall delivery costs for the proposal.
- e) Following on from d) finalise total delivery for each CCC apartment. As CCC subsidy payments will be linked to individual apartment sales to individual owner occupier purchasers delivery costs for each apartment will need to be apportioned and calculated as appropriate.
- f) Prepare a report for the Housing Agency summarising any final clarifications from the proposer, the impact of price fixing on delivery costs (and appropriateness of same) and setting out the calculation of the total delivery costs including preparing a schedule of delivery cost per apartment which will be used by the Housing Agency in the Designation and Delivery Agreement with the proposer. Arrange a meeting with the Housing Agency to review the report and explain the findings.
- g) At practical completion stage review of certain aspects of the Proposer/Developer' final delivery costs. This will consist of a review of a) some of the Developer's preliminaries items that may still be outstanding and b) any estimated amounts to close out the subcontractors' final accounts which have not been resolved at practical completion stage. Following a review of these items and any required liaison with the Developer to obtain clarifications etc, write to the Housing Agency regarding the reasonableness (or otherwise) of any unresolved figures included by the Developer under a) and b).



Staged Services – Additional Services

The following work may be required by the Housing Agency. These services will require specific instruction from the Housing Agency.

Additional Service 1: Negotiate cost reductions (Stage (ii) Design Stage Services)

- a) Separate to and in addition to the clarifying and challenging work described in Required Core Service 1 and 2, engage with the proposer to identify cost reductions. These cost reductions could include:
 - a. A further review of priced rates to seek cost reductions
 - b. Engaging with the proposer to discuss alternative materials, components, systems or other efficiencies to achieve cost reductions.

Stage (iv) Construction:

Additional Service 2: Post contract cost advice

- a) The Housing Agency intends to enter into Designation and Delivery Agreements with proposer for the construction and delivery of apartments for sale to individual owner occupiers. Once an agreement has been entered into it is generally envisaged that, as deliver costs will be fixed, there will be no need to further cost advice. However, it is not possible to exclude the possibility that some matters may arise which will require the QS consultant's advice. This could include assessing exceptional material cost increases linked to exceptional events affecting supply chains etc.

Stage (v) Handover of Works:

Additional Service 3: Post completion cost advice

- a) As noted in Additional Service 2, once an agreement has been entered into it is generally envisaged that, as deliver costs will be fixed, there will be no need to further cost advice. However, it is not possible to exclude the possibility that some matters may arise post completion which will require the QS consultant's advice.



This could include assessing the impact of unforeseen factors including exceptional material cost increases linked to exceptional events affecting supply chains etc.

In respect to Pricing of Additional Services 1, 2 & 3.

Where such work arises the original QS consultant who advised on the proposal at the pre-contract stage will be contacted by the Housing Agency, provided with a specific brief to the extent of the service required or the nature and extent of service required. The QS consultant will be asked to quote for the time required to provide the service. The appropriate hourly rate will then be applied to the time taken to provide the advice. The Housing Agency will not be bound to accept the time quotes for providing additional services and may at its discretion secure this additional service from another framework participant.