



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Donegal County Council
Housing, MD Services & Capital Projects Directorate

04 : Project Brief & Service Requirements

For

Integrated Design Team Services

To Deliver

The Letterkenny Transport Hub Project

September 2026



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

Project Ireland 2040
**Building Ireland's
Future**

Document Description:	Procurement of Architect Led Integrated Design Team Services for the Development of the Letterkenny Transport Hub Project
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Letterkenny Transport Hub Project

Project Brief & Service Requirements

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1 Introduction

1.1 Background to the Scheme

The Letterkenny 2040 Regeneration Strategy (LKY 2040) sets the blueprint for reimagining the town centre by creating/connecting more green spaces, embracing heritage, transforming the urban environment as a place for people, repopulating the centre and making it the go-to destination. The LKY 2040 Masterplan is contained in the information pack and within it the Letterkenny Transport Hub is 1 of 15 projects identified as priority projects for delivery. All 15 projects are interrelated and connect to work on a strategic level to transform the urban environment as a place for people, repopulating the centre and making it the go-to destination.

The LKY 2040 Design Concept outlines the importance of a Transport Hub as an integral component of the towns regeneration. It will transform the arrival experience and urban environment into a more desirable place, encouraging a modal shift to more sustainable modes of transport. It will also be a key origin/destination, connecting people effectively throughout the town centre and in the wider context supported by walking, cycling networks and associated public transport infrastructure.

The Design Concept identified the preferred lands for the Transport Hub at the location of the proposed project following a Multi-Criteria Assessment Framework. Image No.1 below shows the Hub with future integration into private sector development and integration of public realm to improve the arrival space and create good connections to LK Green Connect walking/cycling project.

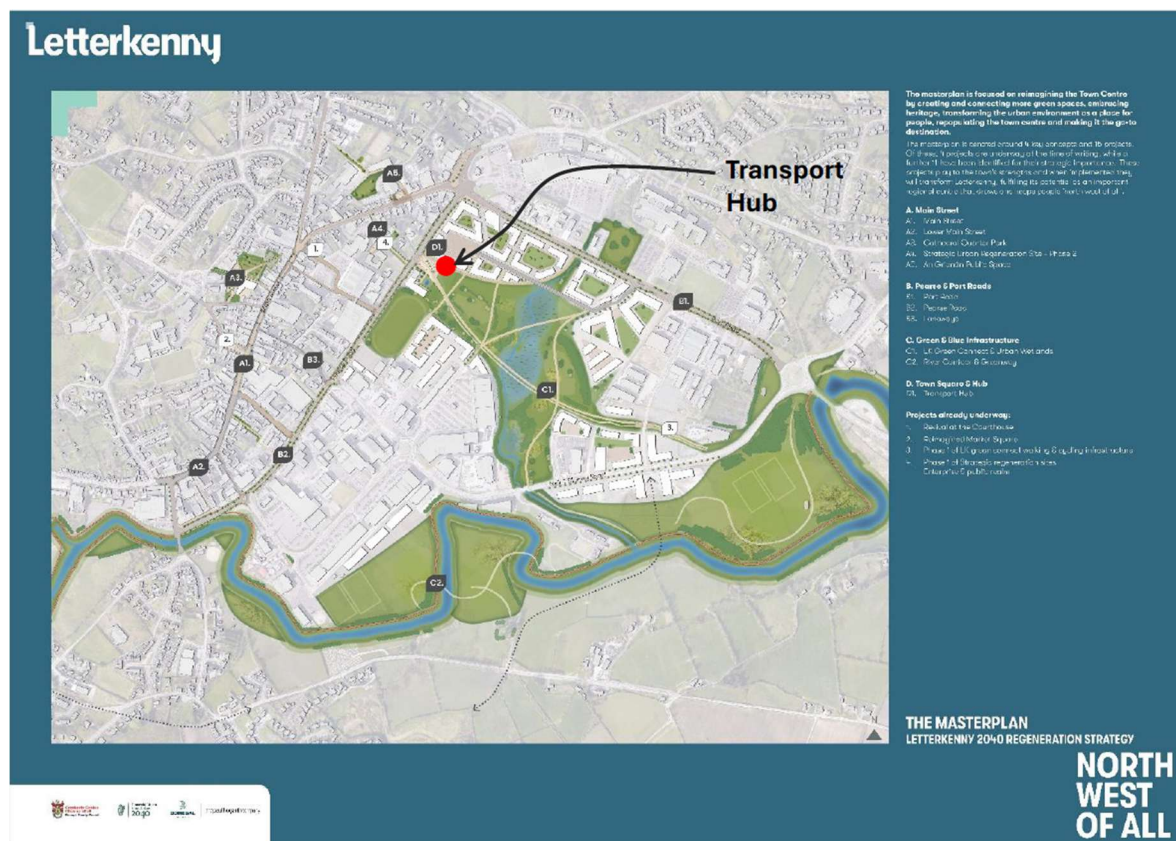


Image No.1 – LKY Masterplan

1.2 Project Overview

The Letterkenny Transport Hub Project is located in Letterkenny in Letterkenny-Milford Municipal District, County Donegal. The site extends to 2.2 acres and is located on lands between the Pearse Road and Isle Lane. The site is a vacant brown field site, generally overgrown with the presence of substantial invasive species and imported spoil. Donegal County Council is negotiating separately with the landowner to acquire this land.

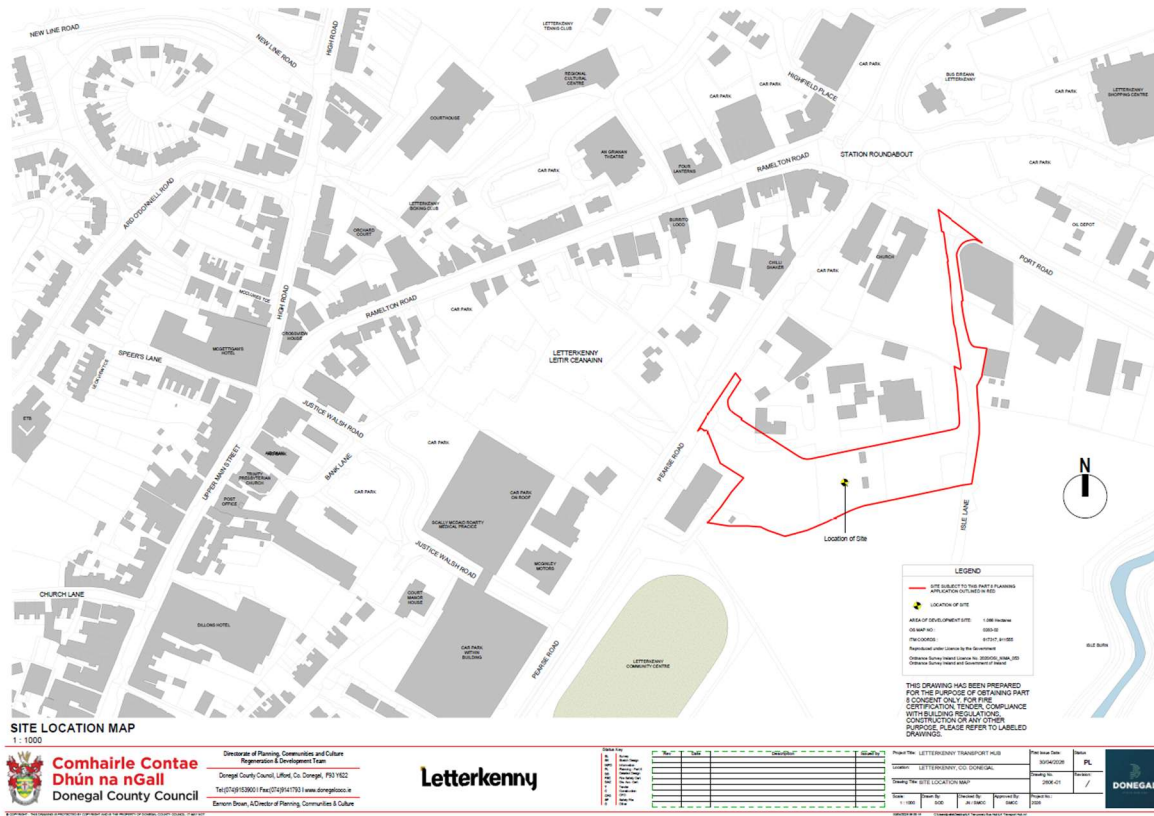


Image No.2 – Site Location

It is required to deliver a Transport Hub capable of meeting the long-term needs of Letterkenny in respect of bus services operated by licensed/private/commercial operators. The project integrates the operational/capacity needs for an effective and growing public transport network alongside a high-quality, climate resilient public realm that will transform the arrival experience into a more desirable place encouraging modal shift to more sustainable modes of transport. It will act as a key origin/destination and connect with wider strategic plans for walking/cycling networks and direct connection to LK Green Connect. It will facilitate easy onward journeys by foot, cycle, taxi, pick up/drop off facilities and public conveniences/amenities.

The project has been awarded funding under the Towns & Cities Investment Fund administered by the Department of Housing, Local Government & Heritage with match funding being provided by Donegal County Council. This tender process will procure consultancy services for the development and delivery of the project through all stages. The notional capital cost of the project is estimated at €7,380,000 excluding VAT and professional fees.

A preliminary design has been developed sufficient to apply for Part 8 planning approval. This process is ongoing and the Part 8 site layout is contained in the Information Pack. It is anticipated that the Part 8 application will be submitted in November 2026.

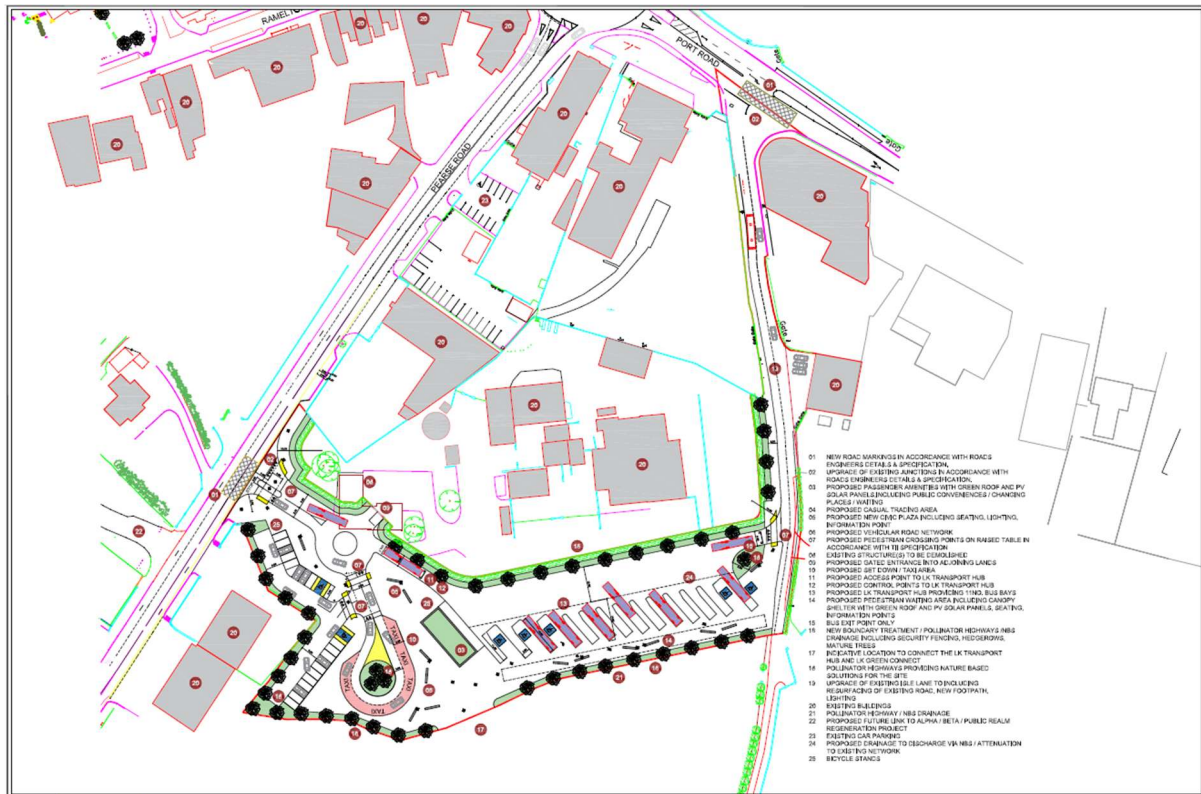


Image No.3 – Part 8 Site Layout

The site specific works includes:

- Capacity for 15 bus bays
- Canopy shelter
- High quality public realm, orientation space, amenity space
- Public conveniences and passenger waiting area
- Capacity for future integrated ticketing space
- Casual trading bay and power provision
- Cycle stands, seating, planting, signage, branding, service-related information panels
- Use of nature-based drainage solutions including attenuation
- Drop off facilities and taxi rank.
- Footpath and carriageway improvements along Isle Lane.
- Connection to the future LK Green Connect walking/cycling project.
- Access to adjoining land.

1.3 Invitation

Donegal County Council (the Client) invites tenders from competent firms (the Consultant) with experience in the design and delivery of high architectural quality civic spaces and buildings to provide Integrated Design Team Services for the design, construction and management of the project for Stages (ii) – (v) as described in this document.

The selected Consultant shall provide complete Integrated Design Team (IDT) services including Project Management, Architectural, Landscaping, Civil & Structural, Environmental & Ecological, Mechanical & Electrical, Quantity Surveying, and PSDP in accordance with all relevant current legislation, standards and guidelines, the current Irish Building Regulations and all statutory requirements.

The Consultant will be required to provide a full service as outlined within this document and all other tender documentation and shall be responsible for regular site inspections and issuing necessary certification during the construction stage and on completion.

The appointed Consultant shall carry out their work in consultation with and to the direction and satisfaction of the Client. The Consultant will be required to deliver the service efficiently by putting in place and managing a competent and experienced team through all stages of the project. The project shall be managed using the Infrastructure Guidelines and shall be delivered through the Capital Works Management Framework (CWMF) project management structures, processes and procedures for Public Works Contracts and Conditions of Engagement for Consultancy Services (Technical) for capital works. The appointed consultant will be required to provide services in stages as described in this brief and other tender documents. The Consultant must use the most appropriate form of construction tender from the Capital Works Management Frameworks suite of contracts.

The Consultant will be required to provide all opinions, certificates, and declarations of Statutory, Regulatory, and other normal Compliances to Donegal County Council prior to the issue of tender documentation to the Contractors and at each relevant juncture during the project.

1.4 Programme Management

The following is the indicative project delivery programme:

Item	Description of Event	Indicative Timeframe
1.	Appoint Consultant	Q4 2026
2.	Requirements and Preliminary Design Review	6 weeks
3.	Detailed Design and Tender Documents Completion	20 weeks
5	Construction Contract Tender Period	16 weeks
6	Construction Contract	84 weeks
7	Defects Period	52 weeks

A key funding requirement is that construction shall commence before 30th September 2027. The successful tenderer must ensure that they have a suitable team capable of meeting this deadline.

The Consultant shall develop a detailed delivery programme outlining the key items, milestones and critical path for the project. The programme must be updated for each Steering Committee meeting.

The Consultant shall maintain a 3 month look ahead programme throughout the duration of the Contract with the Client.

1.5 Project Information

The project has been developed and designed to a preliminary stage suitable for submission for a Part 8 planning application only. The key challenges that have been identified and addressed in the Part 8 Design include:

- Fragmented, uncoordinated & disconnected public transport provision resulting in negative perceptions for public transport uptake.
- Chronic deficiency in capacity of existing terminus (known as Mr Chippy) resulting in significant overspill onto carriageway (existing lay-by: circa 33m in length accommodating maximum 2 buses at any one time)
- Service data evidencing existing need to cater for up to 6 buses at one time at peak times.
- Lack of bay capacity in existing Bus Éireann station to accommodate need.
- Chronic resultant safety issues for pedestrian/road users.
- Chronic congestion resulting from overspill.
- Poor integration with town bus service
- Poor public realm/customer experience at existing terminus in terms of shelter/seating/cycle stands/service information and competing demands due to adjoining business activity.
- Poor onward pedestrian environment to town centre destinations.
- Car dominated surrounding environment due to location between high volume junctions including 5-arm Station roundabout.
- Zero capacity to cater for known need for growth in services.
- Lack of green space/planting/vegetation resulting in poor performance across climate resilience, biodiversity quality, managing surface water, visual aesthetics, health/well-being.
- Combined challenges resulting in poor customer experience inhibiting PT growth and uptake and consequently driving down footfall/dwell time/spend/economic environment while increasing reliance on the car.
- Continued legacy of obsolete/vacant/centrally located brownfield site on Pearse Road impacting on viability and attractiveness of the town.

The following design principles apply to the project and designers must incorporate them into their design strategies:

- Removal of unsafe practices at existing terminus.
- A more viable, sustainable & effective public transport system
- Increase in modal shift; reduction in car usage, increase in walking/cycling.
- A more accessible town centre for easy/safe/attractive pedestrian movement including improved legibility ensuring a better pedestrian and visitor experience.
- Reduction in carbon footprint and contribution toward climate resilience.
- Reduction in air pollution resulting in a healthier town.
- Reduction in travel time to work/education therefore improving quality of life.
- Improved ecological and biodiversity performance because of a climate adaptive design
- Better health and well-being by enabling connecting walking/cycling/interaction with the outdoors.
- Enhanced social/community accessibility to services/facilities/destinations.

- Establishment of a dynamic/safe public realm environment with quality sense of arrival/increased attractiveness for visitors.
- Increased footfall/dwell time/spend in the town centre improving competitiveness/viability for business.
- Better business viability amongst the public transport sector because of increased passenger numbers.

Following an initial review of the design, the Consultant should allow for three meetings with the Client to confirm and agree the project requirements as follows;

- Meeting 1: Initial Scoping.
- Meeting 2: Presentation and review of draft Consultant proposals.
- Meeting 3: Presentation of final Consultant proposals.

1.6 Project Specific Requirements

1.6.1 Building

To date the building has been designed architecturally only with other considerations being held over for the post Part 8 planning phase. A full review and update of this design to include the other design elements is required within the limitations of any Part 8 planning consent prior to advancing to the detailed design stage.

The overall building layout will require review with the project team and revision to ensure all uses are catered for. The consultant shall develop an agreed design through a collaborative engagement between the Consultant and the Client.

The Consultant shall be required to present their proposals for arrangement of the internal spaces for further discussion and refinement as the design progresses towards final agreement on the layout which will allow the final detailed design to be completed.

The building should be a **zero energy building** as defined by the European Commission's Energy Performance of Buildings Directive.

1.6.2 Public Realm

All paths should be designed to standard and finished in a low maintenance surface while encouraging accessibility for all. All path gradients must comply with the applicable regulations where appropriate.

All areas including the path network, footpaths and car parking areas must be adequately lit to allow their use after dark. Access and facilities for the disabled and emergency services/maintenance must be provided.

High quality/low maintenance aesthetically pleasing, and vandalism resistant fittings and finishes must be specified. Seating is to be provided along walking routes to provide resting points. Usable space must be maximized whilst providing appropriate circulation and event spaces.

The design will develop a planting schedule throughout the outdoor area including pollinator friendly, indigenous, and ornamental plants. Earth material will be reused on site for landform where

possible as opposed to removal off site to reduce carbon emissions and landfill.

1.6.3 Traffic & Access

The proposed development lies between the Pearse Road (R250) and Isle Lane with onward access to the R229. A Traffic Impact Assessment Report (TIAR) will be developed for submission with the Part 8 application.

Any requirements arising out of the TIAR must be incorporated into the design and the Consultant will be required to complete a combined Stage 1 & Stage 2 Road Safety Audit in accordance with TII GE-STY-01024, TII GE-STY-01025 & TII GE-STY-01027.

This Road Safety Audit shall include all development accesses, pedestrian crossing facilities and all other civil engineering works associated with the development and all agreed recommendations of the Road Safety Audit shall be implemented in full through the design and construction processes.

1.6.4 Planning

An application for Part 8 Planning Consent will be submitted in November 2026 with an anticipated decision in February 2027. Any specific conditions of the planners report along with the submissions raised and associated remedial action proposed in the Chief Executives report must be fully delivered on within this project. All relevant documents will be shared with the Consultant when received.

1.6.5 Site Enabling Works

Extensive Invasive Species have identified on the site and details provided in the Invasive Species Survey and Management Plan contained in the Information Pack. The Consultant will be required to complete all other surveys and studies necessary to fully establish the condition of the site.

The Consultant shall develop all documentation to procure a contractor to complete a site enabling works contract, including managing the tender process and works phase. It is anticipated that this will include site clearance, tree and vegetation removal, invasive species management, and contaminated soil management.

1.6.6 Drainage

Sustainable Urban Drainage System (SUDS) will be applied to harvest rainwater and containment of run-off and attenuation from hard surfaces planned as part of the project. Surface and rainwater management in this project will be focused on nature-based solutions through a range of features that are designed to absorb, retain, store and treat run-off prior to discharge back into the environment.

1.7 Consultations

Consultation has taken place for this project with the Donegal Public Transport Forum and with Local Link. The Consultant will be required to continue this consultation as the project develops through all stages.

The Consultant shall prepare a Consultation Strategy in conjunction with the Client to include for consultations with the public, partners and stakeholders, relevant Statutory Bodies and other utility providers which will be central to the development of the project.

Consultation with the relevant Public Bodies

The Consultant shall be responsible for undertaking any consultations required with the relevant Statutory Bodies and/or Utility providers including relevant departments of Donegal County Council, , ESB Networks, Uisce Éireann, SEAI, Telecoms, etc. The Client Team will provide all reasonable assistance.

Consultation with Stakeholders

There are a number of key stakeholders involved in this project

1. Donegal Public Transport Forum
2. Local Link

The Consultant shall be responsible for undertaking any consultations required with these groups, any other relevant local community groups and local businesses.

The objective of the consultations will be to:

- finalise the functional and service requirements of the Civic Spaces, places and buildings and the infrastructure connections between,
- agree specification for the features to be provided in the Civic Spaces, places and buildings,
- inform those likely to be impacted by the development,
- discuss what is being proposed; and
- seek to address any concerns they may have in so far as it is possible to do so.

The outcome of such consultations will inform the design.

The Consultant shall facilitate and lead all necessary consultations, ensuring provision of in person guidance and expertise to assist and communicate the potential for the spaces and their functionality as necessary to finalise the design to the approval of the Client.

1.8 Site Limitations & Conditions

The project area is located in the urban environment of Letterkenny. The site is largely overgrown brown field site with significant invasives species, large tree cover and an filled ground. No ground investigation has been carried out on the site to date.

The site can be accessed from both the Pearse Road and Isle lane. Access, however, may be restricted until the site is in the ownership of Donegal County Council.

1.9 Budget

The notional capital value of the project is €7,380,000.00 excluding VAT and professional fees. A preliminary cost estimate has broken this total into the following sub-headings:

Demolition & Site Preparation -	€406,000
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Building -	€888,000
Drainage -	€737,000
Public Realm & Ancillary Works -	€2,874,000
Preliminaries -	€736,000
Contingency / Optimism Bias / Inflation -	€1,739,000

It is essential that these notional capital values are strictly adhered to and that all foreseeable requirements are included in the construction tender documentation. Should the Consultant become aware of any information that points to a likely increase in the notional capital values they shall notify the Client as soon as possible and explore value engineering opportunities.

1.10 Constraints

The primary constraints that construction shall commence before 30th September 2027. The successful tenderer must ensure that they have a suitable team capable of meeting this deadline.

Every effort must also be made to minimise disruption/access/car parking to users and operators of the town centre environment and residents of/visitors to the town centre during the construction phase. Appropriate screening is required at all stages of the project to minimise the impact of the development on the surrounding environment.

These constraints and the project timelines and processes generally are also subject to constraints associated with public health measures and other global events which has the potential to delay and prolong processes and project delivery.

The following are other key constraints which relate to the project:

- Financial Constraint – project must be completed within the specified budget as agreed with the Client.
- Physical Constraints (Access & storage).
- Ecological and Environmental Constraints.
- Conservation and Built Heritage Constraints.

1.11 Publicity Requirements

This project is supported by the Towns and Cities Regeneration Investment Fund (TCRIF) with funding announced by the Mr. James Browne T.D., Minister for Housing, Local Government and Heritage on 14th September 2026 supporting policies such as Town Centre First.

Publicity requirements of the funders must be observed on all publicity documents i.e. site sign boards, advertisements, procurement, reports, public consultations, announcements, launches, openings, websites or other promotional material related to the project.

Guidance on Publicity Requirements shall be made available to the appointed Consultant by the Client.

For project publicity purposes, the Consultant will use logos as directed by the Client.

1.12 Risk Management

The Consultant will be required to prepare and maintain a Project Risk Register. This will identify, quantify, and assign to an appropriate owner, all project related risks. The likelihood of each risk materializing should be estimated, and a cost assigned to it. A Construction Risk Register will also be operated when the project progresses to the construction stage. All risks will be monitored, managed, and reported on at Project Steering Group Meetings.

Key Risks identified at this stage are:

Risk	Details
Project Programme	The funding award requires the construction phase to commence before 30 th September 2026
Project Costs	The project must be delivered within the budget detailed in Section 1.9.
Land Acquisition	DCC is in the process of acquiring the land. Any delay in securing the property may impact on the IDT's ability to deliver the project on time.
Invasive Species	Significant invasive species have been identified and a management plan developed. Site access is required to carry out this work in advance of the main construction contract.
Contaminated Soil	An historic spoil heap exists on site. No tests have been carried out to determine the nature of the soil.
Traffic Management	Access is required on to the Pearse Road and Isle Lane / Port Road.

2 Extent of the Appointment & Scope of Services

- 2.1 The selected consultant shall provide complete services from inception to completion and including the defects period (1 year) and provide complete Architectural, Civil, Structural, Landscaping and Mechanical and Electrical designs, specifications, tender drawings, construction drawings/details, Bill of Quantities, comprehensively detailed fit for tendering and construction purposes, and all to meet current design standards, the Irish Building Regulations and statutory requirements.

The selected consultant shall carry out the roles of PSDP, Designer, Employers Representative (Construction Contract), Assigned Certifier and Design Certifier including carrying out all quality control and BC(A)R site inspections and issue / arrange for all appropriate certification during the construction stage and on completion of the project.

- 2.2 The scheme design must comply with, but not limited to:
- a. The current Irish Building Regulations.
 - b. Irish and EU Building Standards.
 - c. DHPLG Housing and urban design guidelines (available to download at <http://www.environ.ie>).
 - d. Zero Energy Building Standard (ZEB).
 - e. DMURS (design manual for urban roads and streets).
 - f. Client's instructions regarding the project requirements.
 - g. Architectural Heritage Protection Guidelines.
 - h. Latest standards and codes of practice for modular paving.
 - i. The County Development Plan 2024-2030 (as varied) or any subsequent statutory plan
 - j. Water Sensitive Urban Design – Best Practice Interim Guidance Document – Department of Housing, Local Government & Heritage
- 2.3 The Consultancy services to be provided in stages (ii) to (v) as described in sections 3 to 8 of this document and the Schedule B of the Form of Tender and Schedule.
- 2.4 The fee and maximum time allowed to complete all stages shall be as stated in Schedule B of the Form of Tender and Schedule.
- 2.5 The fee will be payable in stages / sub stages on successful completion of the respective stage or sub stage to the satisfaction of the Client by a written confirmation.
- 2.6 The commencement of any stage will be subject to written instructions from the Client.
- 2.7 The fees shall be for full delivery of the design team services including the cost of any specialist services and surveys (subject to section 2.8), deemed necessary to complete the design, tender documents, construction drawings, bill of quantities and specifications etc., to achieve successful delivery of the project within budget and on time, which should include, but not be limited to the following:
- a. Architectural, including Lead Consultancy Service.

- b. Project Management Services.
- c. Landscaping Architecture Services.
- d. Civil & Structural Engineering Consultancy Services.
- e. Mechanical & Electrical Consultancy Services including Energy Efficiency (ZEB and BMS).
- f. Quantity Surveying Consultancy Services - including payment certification for the works.
- g. Drainage Specialist.
- h. Archaeology Consultancy Services.
- i. Traffic Consultancy Services including Road Safety Audits.
- j. Fire Consultancy Services.
- k. Ecological & Environmental Consultancy Services.
- l. PSDP -Project Supervisor Design Process.
- m. BC(A)R services as Designer, Design Certifier and Assigned Certifier
- n. Disability Access Certificate.
- o. Fire Safety Certificate.
- p. Undertaking the Employer's Representative role in the construction contract including contract administration and site inspections.
- q. Carrying out all investigations/surveys and the preparation of the respective interpretative reports necessary for the successful completion of the design and the project. The full cost of all such services shall be deemed to be included in the overall tender fee (except as described in section 2.8).
- r. Managing the scoping, procurement, appointment of all necessary Specialist Skills Providers. The Specialist Skill Provider appointed by the Consultant will provide collateral warranties, where required in the contract. The full cost of all such services shall be deemed to be included in the overall tender fee (except as described in section 2.8)

2.8 The following costs shall be borne by the Client:

- Application Fee(s) for Fire Safety Certificates and Disability Access Certificates
- Uisce Éireann application fee for connection to water and wastewater services
- ESB connection application fees
- Telecommunication application fees
- Site Investigation Works.
- Topographical Survey

For each application the Consultant shall managing the scoping, procurement, appointment and delivery of the service as required.

The Consultant shall interpret the findings/results of any investigations/assessment(s) undertaken and assume responsibility and liability for the interpretation of the information

and documents produced. These findings shall inform the design, drawings, specifications, and other construction documents.

2.9 The Consultant's overall fees shall be inclusive of:

- a. Design team services as detailed in this document and referred to in Schedule B.
- b. Cost of all Design Team Members including Specialist Skills Providers with exceptions as stated in section 2.8.
- c. The preparation & submission of all applications.
- d. Office, printing, postage and stationery charges.
- e. Travelling, boarding and lodging expenses.
- f. Professional architectural photography of completed project. (See section 8.18)

3 Design Stage (ii)a : Project Review, Consultation, Developed Design & Site Clearance

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
3.1	The Consultant shall familiarise themselves with the proposed project, review relevant background documentation and information supplied with this tender. Seek any required further clarification and information from the Client to ascertain full project requirements. (The background documents being supplied with this invitation are for information purpose only). The Consultant shall develop details of the Project Brief with the Client. Attend three preliminary Design Meetings with the Client to review the information available including the concept design submitted as part of the Part 8 Planning Application. Fully understand the Clients requirements and present design options to improve the design, including layout, circulation, and use of space. The Consultant shall incorporate fully any conditions attached to the grant of Planning Permissions into the design.
3.2	The successful Consultant will be appointed and shall carry out the duties of the Project Supervisor Design Process (PSDP) pursuant to the current Safety, Health and Welfare at Work Act and Safety, Health and Welfare at Work (Construction) Regulations. At this stage the Consultant shall commence the development of the project specific Preliminary Safety and Health Plan, in accordance with the current legislation.
3.3	For the duration of this contract, Stages (ii)b to (v), the Consultant must organise and chair regular design team meetings with the Client as detailed in Section 8.2. At the design team meeting the Consultant shall present progress, monitor progress against the programme and budget, list early warnings, highlight any shortfall in design information and take any action necessary to correct any deficiencies. The Consultant shall draft and circulate minutes of the meetings to the Client within two days of the meeting. The minutes shall record the action taken to rectify any deficiencies and shall indicate who is to be responsible for taking that action and by when. The Consultant shall compile and monitor an action list for the project. For the duration of this contract, Stages (ii)b to (v), the Lead Consultant and Quantity Surveyor must attend an Employer's Representative meetings as detailed in Section 8.2. The purpose of this meeting is to ensure that the design is being progressed in line with the approved budget. For each Project Steering Committee meeting, the Consultant will be required to provide a report detailing project progress and present it at each meeting. For the duration of this contract, Stages (ii)b to (v), the Consultant must attend Project

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
	Steering Committee meetings as detailed in Section 8.2. For each Project Steering Committee meeting, the Consultant will be required to provide a report detailing project progress and present it at each meeting.
3.4	The design has been developed to a preliminary design stage suitable for a Part 8 Planning submission. The Consultant shall develop the project from preliminary design to developed design status within the scope of any Part 8 planning consent and incorporating all requirements contained within the Chief Executives Part 8 report. The general services to be provided during this stage shall include: - Organise, lead and record design team meetings and employer's representative meetings. - Participate with other members of the Design Team in value engineering workshops when required, - Record the design risk assessment process and provide the Project Supervisor Design Stage with a copy of these records, - Develop the Architecture and Landscape solutions - Provide Civil and Structural solutions - Provide Mechanical and Electrical solutions - Provide drainage solutions - Develop the design of utilities in consultation with the various utility providers.
3.5	The following surveys are required. • Site Investigation • Topographical Survey • Services and Utility Surveys. • Contaminated Land Survey. • Road Safety Audits. • Sustainability Assessments. • Archaeological Assessment. These surveys should be completed by competent and qualified persons and properly supervised and certified. The Consultant shall analyse and interpret the findings and use this information to inform the design. The Consultant should also advise the Client of the need for any other special surveys, investigations or tests and advise the Client on the results of any such work carried out. Following consultation with the Client, specify, procure, manage and supervise any additional investigations, surveys, tests etc. outlined above as recommended. The Consultant shall supervise all surveys and approve all reports.

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
3.6	The Consultant shall lead and participate in risk management exercises, including an initial risk appraisal workshop attended by all stakeholders, to establish a Project Risk Register for the Works Project. This Risk Register must be reviewed and updated on at least a monthly basis for the duration of the Contract with identified risks costed as and when required. The Consultant shall record the design risk assessment process and provide the Project Supervisor Design Stage with a copy of those records.
3.7	The Consultant shall develop a cost plan for each element of the project, including general comparative costs of alternative designs or techniques of construction, to allow the Client team to make informed decisions. The budget allocation and cost limits for each element must be agreed at this stage. Cost control is a key requirement of the project and must be included on all meeting agendas. The Consultant shall lead and participate in Value Engineering workshops if required based on the outcome of the cost plan review.
3.8	The Consultant shall consult with the relevant stakeholders, statutory bodies and/or utility providers. e.g. Donegal County Council, ESB Networks, Eir, Úisce Éireann, etc. The consultant should also be aware of the specific issues identified in Section 1.6
3.9	The Consultant shall integrate the Government's policy on Green Public Procurement into the Project and report to the Client on how these requirements can be achieved within the various options.
3.10	The Consultant shall employ a suitably qualified archaeologist to obtain a licence from Dept. Housing Local Government and Heritage and complete pre-development archaeological testing. The archaeologist shall prepare a written report and submit to National Monuments Service for review and permission to proceed with construction
3.11	The Consultant shall develop an outline Construction Environmental Management Plan to outline how environmental effects during construction will be managed and minimised during the construction of the proposed development.

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
3.14	The Consultant shall complete Preliminary, Detailed and Quantitative Risk Assessment to appropriately characterise current site conditions, identify potential pollutant links and associated potential risks based on the proposed development, determine a corrective strategy and corrective action implementation plan.
3.15	The consultant shall produce a Preliminary Ecological Appraisal Report in relation to the proposed development to assess the ecological value of the pre-development site, identify any likely ecological constraints, mitigation measures likely to be required and identify the need for further ecological surveys.
3.15	The Consultant shall develop an Invasive Non-Native Species Management Plan to identify all invasive species within and surrounding the project area together with an outline management plan to control any species identified.
3.16	The consultant shall produce a procurement options report, in conjunction with the Client, for the procurement of the construction contract setting out the procurement options available, the advantages and disadvantages of each option as they specifically relate to this project and a recommendation as to the preferred procurement option. All construction tender packages will be based on the CWMF Public Works Contract designed by the Employer.
3.17	The Consultant shall prepare and submit to the Client a Project Execution Plan (PEP) to include the following elements: • Project objective and brief • Constraints on Project • Key Risks • Change and Cost Control Procedures • Programme & Milestones • Roles and responsibilities • Key Stakeholder Consultation Strategy • Priorities The PEP should provide detail on how the Consultant shall meet the sustainability and energy requirements of the project. The above list is indicative only and the Client may request additional information be provided within the PEP. The Consultant shall submit the PEP to the Client for approval and shall update and maintain the PEP as appropriate and carry out the key tasks as scheduled therein from appointment to completion of this appointment. The Consultant will engage at various stages to ensure that the PEP is implemented and remains on target. The PEP will be used to set the Agenda for progress meetings which will be held to ensure that the project remains on track to completion and within budget. Regular

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
	progress reports and actioning items will be reported directly to the Client Team and the Steering Group.
3.18	Following the review of the Client supplied information, the initial consultations with the Client, relevant public bodies, and having regard to the available budget for the project, the consultant will prepare and present results of the findings along with indicative proposals for consideration by the Client. A report shall be presented in the form of a Developed Design Report. This report shall contain the following, but not limited to: • Project requirements and detailed design brief established following the review of the Client information, consultations, planning considerations, surveys and investigations. • Issues/constraints identified relating to the delivery of the project. • A review of the Concept Design to ensure that the design is fit for purpose and complies with all relevant standards. • Findings of the initial consultations with relevant Statutory Bodies/ Utilities. • Outline specification of materials/finishes. • Outline of any Civil & Structural design including any specialist foundation & drainage design. • Outline of M&E design including high energy efficiency, compliance with ZEB and council policy for energy efficiency. • A detailed project programme incorporating key target dates & milestones for the delivery of the services. The programme shall have regard to the performance periods set out in Schedule B and shall make allowance for Client review of documentation and approval at the end of each stage /sub stage. • Setting out and analysing the results of site surveys/investigations and the implication of the findings on the proposed project. • Outline Cost Plan including estimated cost of the project based on preliminary findings. • A costed project risk register. • Developed design details including drawings and reports. • A project specific Preliminary Safety and Health Plan, in accordance with the current legislation. The Consultant will be required to present this Developed Design Report to the Steering Committee for approval.
3.19	Following Project Steering Committee approval, the consultant shall make necessary arrangements to present and promote the designs to the Letterkenny-Milford Municipal District meeting. The Consultant shall take into consideration any feedback, further

Capital Works Management Framework Stage (ii) a – Project Review, Consultation, Developed Design & Site Clearance	
	DESCRIPTION OF TASKS
	information and comments received from the attendees and shall update the design and report accordingly.
	The Consultant will be required to survey the site and develop tender documentation suitable for the procurement of a site clearance contractor. At a minimum, the following information should be provided with the tender documents. • Invasive Species Management Plan • Contaminate Land Management Plan • Tree removal requirements. • Outline Waste Management Plan • Preliminary Health & Safety Plan • Designers Risk Assessment The Consultant shall acquire any disconnection necessary from existing services to facilitate the site clearance works. The successful site clearance Contractor will be required to secure any approvals necessary for disposal of material off-site if required.
	The Consultant shall manage the tender process and provide a tender report recommending the appointment of the Most Economically Advantageous Tender.
	The Consultant shall perform the role of Designer, PSDP and Employer's Representative throughout this site clearance contract.

4 Design Stage (ii) b : Detailed Design & Construction Tender Documentation

Capital Works Management Framework Stage (ii) b – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS
4.1	The Consultant shall integrate within the overall design of the Project, the design of any part or parts of the Project designed by specialist suppliers and/or contractors. The Consultant shall review, with the Client, the services design in respect of its compliance with the requirements of the project brief developed in Stage (ii) a.
4.2	Following completion and approval of sub-stage (ii) a, and with consideration to any further instruction by the Client, the Consultant shall finalise the detailed design. It should include but not be limited to: • Complete architectural design. • Specification of materials/finishes. • Performance specifications of various products/components. • Structural design. • Civil design. • Landscape design. • Interior design. • M&E design. • All tender documents for the construction contract. • Developed Cost Plan and Detailed Cost Check (including filling in the prescribed cost forms) and preparation of CWMF Stage 3 pre-tender submission. The drawings will be of a high standard and level of detail with clear cross referencing to other drawings, details, and specifications. The design specifications and construction details shall conform to National (Irish) and European building standards (Euro-code) and the current Irish Building Regulations.
4.3	The Consultant shall review the Costed Project Risk Register at all Steering Committee meetings with the Client. The Consultant shall record the design risk assessment process and provide the Project Supervisor Design Process with a copy of those records.
4.4	The Consultant shall complete and submit to the relevant authorities all necessary information required for Fire Safety Certificate Application and Disability Access Certificate Application. The Consultant shall be responsible for ensuring applications are granted and shall include for all preparation, submissions, monitoring and responding to RFI's as required to ensure Certification is achieved. The Consultant shall incorporate fully the conditions attached to the Fire Safety Certificate & Disability Access Certificate into the detailed design & tender documentation.
4.5	The Consultant shall complete & submit service connection application forms to all necessary utility providers i.e. ESB Networks, telecoms, Uisce Éireann etc. Attaching any necessary detailed

Capital Works Management Framework Stage (ii) b – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS
	drawings and reports required.
4.6	The Consultant shall complete a combined Stage 1 & Stage 2 Road Safety Audit in accordance with TII GE-STY-01024, TII GE-STY-01025 & TII GE-STY-01027. This Road Safety Audit shall include all development accesses, pedestrian crossing facilities and all other civil engineering works associated with the development and all agreed recommendations of the Road Safety Audit shall be implemented in full through the design and construction processes.
4.7	The consultant shall prepare an outline Construction Environmental Management Plan to ensure that the impact of all construction activities on the environment is managed appropriately in accordance with the governing legislation and industry standards.
4.8	The Consultant shall implement a Building Management System and Site Security measures through consultation with both the Client and the end user of the facility.
4.9	The Consultant shall complete a thermal model for the building to verify and optimise the building energy efficiency design.
4.10	The Consultant shall review the Cost Plan against detailed design development on an ongoing basis and prepare the Developed Cost Plan, including cost checks as the design is developed and advice on value engineering solutions to maintain the project within budget. The Consultant shall comply with guidance provided by the Office of Government Procurement on inflation and supply chain delays. Any guidance provided must be considered and incorporated into the construction tender documentation.
4.11	The Consultant must prepare cash flow forecasts as appropriate and prepare whole life-cycle cost estimates for all elements.
4.12	The Consultant shall undertake a Statutory Approvals compliance check for all elements of the design and shall make any amendments to the tender documents necessary as a result of such a compliance check.
4.13	The Consultant shall update the Preliminary Safety and Health Plan to be issued to tenderers for the construction works.
4.14	The Consultant shall advise on tendering procedures, selection of tenders and contract arrangements. The Consultant shall prepare complete tender and contract documents including an updated detailed pre-tender cost estimate for the project based on the detailed design, detailed bill of quantities and a pricing document for each phase of construction work. The tender package should be suitable for use with the public works contract, based on Capital Works Management Framework (CWMF) by the Department of Finance. The Consultant shall consult with and advise the Client and the design team regarding conditions

Capital Works Management Framework Stage (ii) b – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS
	of contract, forms of tender and warranties to be used on the project.
4.15	The Consultant shall attend a Tender Documents Review meeting and finalise tender documents incorporating any amendments in accordance with the outcome of that meeting.
4.16	The Consultant shall prepare a publicity booklet for showcasing of the final design with the Client, tenants or other stakeholders. The booklet should present the layout, elevations and floor plans for the project in reduced detail for clarity and include text as necessary to introduce and clarify the design. 3D renders of the project should also be provided for presentation. It is anticipated that the booklet may be up to A3 size and should be suitable for print and digital distribution.
4.17	A Detailed Design Report shall be submitted at the end of Stage (ii) b and shall include all design reports, drawings, specifications, Bill of Quantities, site investigation reports, Preliminary Safety & Health Plan, Cost estimates, and tender documents, etc. These documents should be suitable for pricing, tendering and construction purposes. Following a review by the Client of this Report, the Consultant shall amend the documents, design and plans as required and appropriate, and resubmit the updated report to the Client within 2 weeks. Written approval of the above submission by the Client will complete stage-(ii) b of the service. A written approval of the above submission by the Client will complete Stage (ii) b of the service.

5 Stage – (iii): Tender Period, Evaluation and Award of Construction Contract

Capital Works Management Framework Stage (iii)- Tender Period, Evaluation and Award of Construction Contract	
	DESCRIPTION OF TASKS
5.1	The Consultant shall prepare all Prequalification Questionnaire documents in relation to the construction of the project and advise on the pre- selection/selection of panel of tenderers if required.
5.2	The Consultant shall advise the Client on the requirements for the tender process and shall undertake to place the advertisements (tender notice) on the Irish public tenders website www.etenders.gov.ie and European tenders website www.ted.europa.eu where appropriate, inviting Contractor's to tender for the works in the agreed tender procedure for each phase. The consultant will be required to take account of the procurement requirements in accordance with the EU directives and the national procurement guidelines.
5.3	The Consultant, in consultation with the Client, shall respond in a timely manner to any requests for clarification and/or further information sought from the tenderers during the tender process. Should it be required, as a result of tenderer's queries, the consultants shall amend the tender documents, prepare any additional information and clarification and issue them to all tenderers and the interested parties in timely manner.
5.4	The Consultant in consultation with the Client shall lead and manage the tender assessment process using a competent panel to be pre-agreed with the Client, advise the Client as to the suitability of persons and firms tendering, the relative merits of tenders, prices and estimates received for carrying out the works. The tender assessment panel shall contain at least one representative of the Client. The Client will also be involved in assessing the competency of the proposed contractor to undertake the role of PSCS for the project.
5.5	The Consultant shall prepare a Tender Report which will provide the Client with details of the tender process, a detailed report on each tender, and a recommendation for appointment of a suitable and competent Contractor to undertake the works and to undertake the role of PSCS. The tender report will include a "comparison" spreadsheet outlining a breakdown of the cost of all items in the Bill of Quantities as priced by each contractor.
5.6	The Consultant shall reconcile the recommended tender with the project cost check and as appropriate provide recommendations on schedule of adjustments to reconcile this tender with the cost check.
5.7	The Consultant shall update the expenditure cash flow forecast based on tender.
5.8	The Consultant shall attend any post-tender clarification meetings with successful or unsuccessful tenderers and provide feedback as necessary.

Capital Works Management Framework Stage (iii)- Tender Period, Evaluation and Award of Construction Contract	
	DESCRIPTION OF TASKS
5.9	As part of the tendering process the Client will review the Tender Report. Further information may be required on any part of the tender and selection process. The Consultant shall provide this information in a timely manner. Should the cost estimate / tender cost be considered high by the Client or the funding agency, the consultant shall be required to prepare proposal/(s) for cost reduction. The Consultant will be required to develop any proposals to a stage suitable for re-issue to the proposed contractor.
5.10	Written approval of the Tender Report by the Client will complete Stage-(iii).

6 Stage – (iv): Construction

Stage-(iv): Construction includes the following services:

Capital Works Management Framework Stage (iv)- Construction	
	DESCRIPTION OF TASKS
6.1	The Consultant shall continue to undertake the role of PSDP during the construction phase of the project. The Consultant shall monitor the Contractor's safety management documentation and practices during the entire construction phase and advise the Client on the adequacy of same.
6.2	The Consultant shall undertake the role of Employer's Representative (ER) in accordance with the conditions of the construction contract. The Consultant shall be responsible for the detailed inspection of the construction works by its personnel approved by the Client. Inspections to be carried out by competent person(s) suitably qualified and experienced in construction works to ensure quality of the works.
6.3	The Consultant shall examine and approve the Contractor's works programme and works proposals during the construction phase of the proposed project.
6.4	The Consultant shall prepare cash flow estimates based on the Contractor's programme of works and shall update monthly. The Consultant shall examine and verify the Contractor's valuation certificates for payments in accordance with the provisions of the construction contract.
6.5	The Consultant shall provide a site supervision and inspection programme and provide suitably qualified personnel to carry out site monitoring to be agreed with the Client. The Consultant and their site staff shall keep accurate site records of (but not limited to) elements of work undertaken by the Contractor, issues arising, instructions issued to the Contractor, change orders, compensation events, requests for information and any other relevant information. The Consultant shall maintain a full time competent on-site supervisory presence for the duration of the construction contract.
6.6	The Consultant shall arrange for any special inspections or tests necessary to ensure that proper and adequate standards of construction are maintained and that all works are constructed in accordance with the contract documents. Advise the Client on numbers of defects, trends and recommendations for improvement.
6.7	The Consultant shall perform as Designer, Design Certifier and Assigned Certifier on this project under the BC(A)R 2014 and ensure the Declaration of Performance is provided for all material used on site to ensure it meets the design requirements.
6.8	The Consultant shall complete a Stage 3 Road Safety Audit prior to first use or occupation of the development. Any and all agreed further recommendations shall be implemented as required.
6.9	The Consultant shall report on costs as required by the Client and shall agree any cost variations

Capital Works Management Framework Stage (iv)- Construction	
	DESCRIPTION OF TASKS
	with the Client.
6.10	The Consultant shall provide fully co-ordinated drawings for the contractor together with revisions of contract documents as required.
6.11	The Consultant shall advise the Client of potential variations and compensating savings.

7 Stage – (v): Handover of Works

The Consultant will be required in Stage (v) to carry out the following:

Capital Works Management Framework Stage (v)- Handover of Works	
	DESCRIPTION OF TASKS
7.1	Upon notification of substantial completion by the Contactor, the Consultant shall inspect the works and if satisfied issue a certificate of substantial completion in accordance with the conditions of engagement.
7.2	The Consultant shall obtain from the Contractor all testing and commissioning reports required to verify the correct operation of the building services and systems involved, including all M&E installations, having witnessed commissioning tests where appropriate. The M&E Sub-Consultants must demonstrate the operation of all M&E equipment to the Client. The Consultant shall review the test and commissioning reports and confirm that this work has been completed satisfactorily.
7.3	The Consultant shall ensure that M & E Sub-Consultants provide detailed input on the Building Management System (BMS) and control system for the adopted building's mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems.
7.4	The Consultant shall deliver to the Client on completion of the Works such records and manufacturer's manuals as are reasonably necessary to enable the Client to operate and maintain the Works. Operation & Maintenance manuals to be provided electronically and in hard copy for all items to include maintenance schedules, spare equipment, design life and drawings of all components.
7.5	Ancillary Design Certificates are to be issued to the Assigned Certifier in accordance with SI 9, 2014 in respect of the project and inspection thereof.
7.6	The Consultant shall advise the Client on any dispute or difference arising between the Consultant and the Contractor in relation to the project.
7.7	The Consultant shall prepare a Final Account and Final Report to the Client.
7.8	The Consultant will be required to attend and represent the Client at any conciliation or arbitration processes.
7.9	The Consultant shall liaise with the Clients Representative before finalising the snag list of items, which the Contractor will be required to remedy, to reach completion but which are not required to reach substantial completion. The Consultant shall prepare a snag list for the project as approved and submit to the Client.
7.10	The Consultant shall review and finalise the completed Safety File for the entire project to ensure that all the required elements are included. Particular attention should be paid to records and manuals that will be required to enable the Client to operate and maintain the development. When the Consultant has assembled all the required elements of the completed Safety File, it shall be handed over to the Client. This should be in both hard copy and in electronic form

Capital Works Management Framework Stage (v)- Handover of Works	
	DESCRIPTION OF TASKS
	compatible with the Client IT system (most likely Microsoft Word, PDF and AutoCAD). The Consultant shall complete and submit to the Client a safety file as above.
7.11	The Consultant shall inspect the works and issue a Certificate of Final Completion in accordance with the Conditions of Engagement. The Consultant shall prepare a report on final Completion.
7.12	The Consultant shall procure the services of an experienced professional architectural photographer to deliver high quality photographs of the completed scheme for use by The Client in promotional material for the project. The photographs should capture all elements of the Buildings and outdoor spaces from various angles internally and externally, during both daylight and at night, and seek to document the completed works in both a functional and artistic manner. The number of images required to fully capture the project can be agreed with the Client but the Consultant should allow for a minimum of 50 photographs to be delivered. The Photographer shall have experience in photographing buildings and outdoor spaces of a similar nature and the Consultant shall provide a portfolio of the proposed photographers work to the Client for agreement in advance of the appointment. The photographs shall be delivered to the Client as image files on removable storage media (memory key for example) in full resolution with any post-processing completed within 4 weeks of Handover of the works or as otherwise agreed between the parties. The Client shall have full rights for publishing, sharing and reproduction of the completed images for any purpose.
7.13	Post Project Review The consultant shall assist the Client to carry out a post project review and shall prepare a report for this purpose. The primary purpose of this review is to assess what happened throughout the project and to establish lessons that can be passed on to future project teams. The items to be considered in this review should include, but not be limited to, describing the processes of procurement, design, planning, cost control and construction supervision.

8 General Requirements

8.1 Reports, drawings and documents:

The Consultant shall provide a 3-dimensional model and drawings, updated at each stage, and as required to demonstrate the proposed designs of the project. The model should contain sufficient detail to enable a walk-through.

The Consultant shall provide 3-dimensional camera angle stills visualisations at requested resolutions upon request. Similarly, fly-bys or walkthroughs must be provided on request.

All 3-dimensional files will be provided to the Contracting Authority in the source .3ds format including materials libraries and other files connected with any 3-d models made.

The consultant shall provide the Client with one hard copy (if requested) and one electronic copy of all required reports drawings and documents.

Electronic copies of the reports and other text documents should be in Microsoft word format, 2d drawings will be provided in pdf format.

8.2 Meetings & Reporting:

The Consultant shall attend pre-design consultation, design, site, progress, and all other meetings as and when required by either party during the delivery of the project.

For the duration of the project, the Consultant must organise and chair fortnightly Design Team meetings. The meetings shall be attended by the Consultant, the Client and any other third party the Client invites or approves. The Consultant will circulate a proposed agenda and designs one week prior to these meetings. Meetings may be held more frequently at critical times during the project to avoid delays in the progress of the project. The Minutes of these meetings shall be recorded by the Consultant and distributed to the Client within two days of the meeting taking place.

For the duration of the project, the Consultant must organise and chair fortnightly Employer's Representative's meetings. The meetings shall be attended by the Lead Consultant, the Client and the Quantity Surveyor. The Consultant will circulate a proposed agenda and designs prior to these meetings. Meetings may be held more frequently at critical times during the project to avoid delays in the progress of the project. The Minutes of these meetings shall be recorded by the Consultant and distributed to the Client within two days of the meeting taking place.

The Client will establish a Project Steering Committee that will meet every six weeks. These meetings will be organised and recorded by the Client. The Consultant will be required to provide and present a detailed progress report at these meetings including design progress, cost development, risk analysis and programme analysis.

The Consultant will be required to attend these meetings and all other meetings as outlined in this document together with all relevant sub-consultants and report as necessary. Where the meeting is arranged by the Consultant it will be their responsibility to produce minutes of the meeting.

It is envisaged that the initial meeting of both groups will be in person and the majority of subsequent meetings will be held online. A number of meetings will be held in person when the need arises. In person meetings will take place in The Letterkenny Public Services Centre, Neil T Blaney Road, Letterkenny, Co. Donegal or on site.

8.3 Social & Environmental Obligations

Sustainability including all aspects of social, economic and environmental matters will be a fundamental building block of the project delivered by the Consultant.

The Consultant shall advance the Irish Government's wider social, economic and environmental objectives through the provision of its Services under the Contract. Each Consultant will cooperate with and support the Client in the development and implementation of its sustainability policies, in particular in relation to social and economic issues, and shall ensure that such policies are adhered to and reflected in the Services provided in accordance with this contract in order to deliver the Government's wider sustainability agenda.

In the performance of any Services Contract award, the successful Tenderers and all their Consultants shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the services are provided, that have been established by EU law, national law, collective agreements or by international, environmental, social or labour law.

Applicable obligations established by national law and national collective agreements or by relevant international environmental, social or labour law provisions must be complied with by economic operators provided that such rules and their application comply with European Union law in force. Procurement processes cannot be discriminatory or be used as a means to favour local suppliers as this would not comply with EU treaty principles.

8.4 Green Public Procurement

Green Public Procurement (GPP) seeks to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

In 2019, Donegal County Council signed the Climate Action Charter with Central Government. Donegal County Council and the Government acknowledges in the Climate Action Charter that Donegal County Council as a Local Authority will, with the support of Central Government, implement Green Public Procurement Strategy and Procedures across all business areas.

The 2020 Programme for Government: Our Shared Future sets a commitment that by 2023, all procurement using public funds will need to include green criteria. The Consultant must incorporate the guidance in '*Green Public Procurement Guidance for the Public Sector*' and the EPA's sectoral criteria on '*Office Building Design, Construction and Management*' in both design and selection of suitable contractors.

9 Information to be submitted by Tenderers

The applicant's detailed proposal must include the following:

1. Completed Suitability Assessment Questionnaire (QC2 Part 1 & 2) with all required information including evidence of membership of the relevant professional organisation.
2. Completed Article 57 Declaration.
3. Completed Appendices 1, 2, A, B1, B3, C, & D1 of the Suitability Assessment Questionnaire (QC2).
4. Completed Model Form MF 2.1 - Form of Professional Indemnity.
5. Completed Model form MF 2.4: H&S Compliance Declaration by all General service providers.
6. Completed Model form MF 2.5: H&S Compliance Declaration by PSDP.

7. Response to award criteria under Section 9.1 of the Instructions to Tenderers document. (Quality Submission)
8. Completed Form of Tender with Schedule A & B excluding VAT to include entire services listed, all office costs, printing costs, all travelling expenses, boarding & lodging.
9. Completed 03.1 Fee Breakdown Schedule and 03.2 Resource Breakdown Schedule