



An Roinn Oideachais
agus Óige
Department of Education
and Youth

Volume A: Scope of Services

Multi – Operator Framework Agreement for
Project Managers with Design/Technical
Consultants for Educational Accommodation

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<https://www.gov.ie/en/organisation/department-of-education/>

Contents

1	Project Details		3
1.1	The Project	3	
1.1.1	Part A: Viability Survey/ Reports		3
1.1.2	Part B: SEN Refurbishing of Existing Accommodation		5
1.1.3	Part C: Modular Accommodation		6
1.2	Projects	7	
1.3	Programme for the Delivery of Projects	8	
1.4	Addition of Alternative Projects	10	
1.5	Appointment of Project Management Service Provider	10	
2	Performance Review, Termination and Promotion		11
3	Contract Terms		12
3.1	Personnel	12	
3.2	General Conditions	12	
4	Scope of Services		13
4.1	General	13	
4.2	BC(A)R	14	
4.3	Detailed PM Scope of Services for the SEN Refurbishing and Modular Accommodation Programme	14	
4.4	Detailed Scope of Services for: Part A	16	
4.5	Detailed Scope of Services for: Part B	20	
4.5.1	Pre Contractor Appointment PHASE		20
4.5.2	DETAIL DESIGN / CONSTRUCTION PHASE		22
4.5.3	PRE-HANDOVER		24
4.5.4	POST-HANDOVER		24
4.6	Detailed Scope of Services: Part C	25	
4.6.1	GENERAL		25
4.6.2	ARCHITECT/TECHNICAL ADVISORY TEAM LEADER		26
4.6.3	BUILDING SERVICES ENGINEER		30
4.6.4	CIVIL/STRUCTURAL ENGINEER		32
4.6.5	QUANTITY SURVEYOR		34

1 Project Details

1.1 The Project

The Project Management Services that are being procured under this competition are for the organising, overseeing and management, procurement and delivery of SEN refurbishing within existing school buildings and/or the provision of modular accommodation for SEN and/or mainstream classroom and ancillary space with associated site works. The services will include both the management and the delivery of the services detailed in Section 4.

The successful Project Management Firm shall receive a brief from the Department of Education and Youth to refurbish existing spaces within a school for a new purpose or to deliver a new accommodation on the grounds of an existing school or a combination of both. The required Project Management service will comprise of three parts A, B & C.

Part A will consist of the successful Project management firm and their Multi Disciplinary Design Team (MDDT) visiting the school to assess the most economically advantageous location to deliver the brief while identify the capacity of existing services identify risks and preparing a order of magnitude costing.

Part B is only applicable to projects where the brief requires refurbishment of existing school spaces by contractors using the “Framework Agreement for Term Maintenance, Refurbishment and Upgrade Construction Works to Educational Facilities ” (PW-CF11) which will be referred to as the “Refurbishing Framework” in the remainder of this document. As an Employer led design project the PM and their MDDT will develop the detailed design drawings and supervise the contractor during construction.

Part C will only be applicable to projects where the project brief requires additional accommodation to be delivered via the Departments of Education and Youth’s “Multi-Operator Framework Agreement for the Provision of MMC Pre-Manufactured Modular 3D Volumetric Educational Accommodation” (PW-CF02) Which will be referred to as the “Modular Framework” in the remainder of this document. As a design build contract the PM’s Multidisciplinary Design Team will become Technical Designers as they develop the preliminary brief design that the contractors will take to complete the detailed design and construct.

1.1.1 PART A: VIABILITY SURVEY/ REPORTS

The Department of Education and Youth (DEY), in conjunction with the National Council for Special Education (NCSE), is responsible for identifying the SEN classroom accommodation ‘need’ for each academic year. It is envisaged that this programme will deliver approximately 230 no. projects nationwide during the lifetime of this call-off for academic years commencing August 2027 and August 2028.

In advance of project identification, the DEY in consultation with the NCSE will confirm the SEN provision required, the school will apply to the DEY for refurbishing/modular accommodation, including basic building details (refer to PM Project Viability Report). This information and the project brief will be provided to the appointed PM.

Initial services entail the Project Manager (PM) and their Multi Disciplinary Design Team (MDDT) completing a desk top study on the school to establish its property boundary, its planning history and the location of nearby public utilities.

Following the Dest study a site visit will be required to establish the viability of delivering the agreed brief and the scope the works necessary for the delivery of the brief on each particular school site. If required, alternative options may be required to be identified or evaluated. The level and extent of surveys is a matter for the Project Manager and will vary from project to project.

The Scope of refurbishing works to existing accommodation (if applicable) are based on the presumption that such alterations are economically viable and deliverable within a reasonable programme, represent a pragmatic use of existing space and that no insurmountable Health and Safety issues pertain.

Establish if any existing facilities will be displaced as a result of the project and where necessary, services include identifying suitable locations within existing school sites to site modular accommodation.

PM to submit Project Viability Report (PVR-1), Outline Cost Report and Preliminary Programme following the site visit. The level of information required following Part A (estimated 4 weeks) is such as to:

- i. Allow a DEY evaluation of the proposed scope of works and project programme, in consultation with the school authority.
- ii. Determine the applicable outline costs for each project with reasonable accuracy and programme certainty.
- iii. To quantify the project risks (for example – Impacts (if any) on school operation, unforeseen existing building or site conditions, capacity and condition of existing services).

For a bundles comprising of up to 10 no. school projects, the successful Project Management firm will be responsible for completing a viability analysis inspection survey of each school where a SEN accommodation 'need' is identified by the DEY. These surveys are to identify the most advantageous refurbishing of existing school building space to provide SEN classroom accommodation and if required identifying a suitable location within existing school sites to provide modular accommodation of mainstream classroom and ancillary space.

The Project Management firm will provide a report summarising the findings of all the MDDT and recommendations to the DEY for approval. The initial Viability Survey/Recommendation Reports will comprise of the information set out in the PM Project Viability Report and includes the following:

- i. Existing school floor plans, rooms identified for refurbishing in a suitable location for the proposed SEN function to achieve the brief identified by the DEY and to optimise the inclusive environment and use of the existing school facilities.
- ii. Outline of proposed scope of work to achieve required SEN and Modular Accommodation with reconciliation of accommodation schedule.
- iii. Outline the strategy for achieving statutory compliance with the Planning legislation, Fire Safety and Disability Accessibility.
- iv. Comment on the capacity of the schools existing services to accommodate the proposed brief
- v. Outline Order of Magnitude of Cost (OMC).
- vi. Advice of any planning or fire safety implications or other statutory approvals required.
- vii. Any initial school feedback/observations to proposal.
- viii. Identify the relevant risks to the project and whether any specialist consultancy services are required

- ix. Formal request for DEY Approval to proceed to Part B & C delivery services (as required).

The successful Project Management firm shall be responsible for a bundle's overall management and co-ordination of the delivery of the SEN Refurbishing and Modular Accommodation Programme. This will necessitate working closely and liaising with dedicated DEY administration / technical team members; providing an overall bundle delivery programme, centralised programme status tracker/progress reports and a shared cloud-based file system; and attending fortnightly progress in person meetings with the DEY Delivery Team. When the project brief calls for additional accommodation (Part C) the DEY may the PM firm will procure the necessary topographical surveys, site investigations, existing building condition survey and any other surveys deemed necessary or other specialist services as required.

1.1.2 PART B: SEN REFURBISHING OF EXISTING ACCOMMODATION

Design development to achieve purpose designed SEN facilities that meet the needs of the school, representing a pragmatic and sustainable solution to additional accommodation needs. In so far as possible, the proposals should be cognizant of the recommendations contained in SDG 02-04. Materials/Upgrades specified should be appropriate for sensory needs, durable, low-maintenance and appropriate to the functions for SEN.

Develop the required scope of site works, access and soft play areas in consultation with the school. It is expected that the proposal will not vary substantially from what was agreed following Part A.

Develop the required scope of work, detailed design drawings, specifications; procurement of suitable contractors from the frameworks, project programming, health and safety plan, design risk assessments, supervising, monitoring and handover of the refurbishing works of SEN classroom accommodation. Projects may need to be planned for phased handover, to enable a special class to open on a particular date.

PM will coordinate the design team for the construction phase and be the single point of contact for the DEY and School. PM to ensure that each discipline inspects the works and reports on quality, compliance and statutory obligations as required. PM to liaise with local authorities, service providers and key stakeholders where required.

PM will coordinate the process for handover, demonstrations, snags and defects. Including surveying, applying for planning permissions and other statutory approvals, BCAR, tendering refurbishment and construction works to those buildings, overseeing refurbishment and construction works.

SEN Refurbishing works design guidance is included in the DEY's SDG-02-04 Primary & Post Primary School Specialist Accommodation for Pupils with Special Educational Needs. This School Design Guide includes design specifications and indicative sample layout SEN Refurbishing drawings. Where the optimum solution for SEN accommodation provision includes for the re-purposing of existing school accommodation, the principles contained in this guidance are applicable. A pragmatic approach that optimises the use of available space in schools plays an essential role in the provision of inclusive SEN accommodation and the sustainable development of schools in general. The viability of each project must be explored at the outset by means of a costed feasibility study. Any operational impact of construction work on an occupied school, should also be assessed.

Marginal deviations from standard recommended room areas are acceptable to suit site specific conditions. The successful Project Management team will be working in close co-ordination with a dedicated DEY technical team and will have opportunity to query proposals in the context of the design requirements.

The Project Manager firm (with MDDT assistance) will utilise the DEY Term Maintenance and Refurbishment Works Framework to procure suitable contractors to complete the SEN refurbishing work and / or additionally if required. The Project Management firm may be asked to utilize min-competitions to the Local Government Operational Procurement Centre centralized frameworks

1.1.3 PART C: MODULAR ACCOMMODATION

Develop the required scope of work, design drawings, specification; procurement of suitable contractors from the DEY Modular Framework; supervising the construction and handover of modular accommodation of SEN and/or mainstream classroom space and associated site works.

The refurbishing of existing school building space may require the relocation of existing mainstream classroom space into temporary modular accommodation. It will be necessary for the successful Project Management firm to identify suitable locations within a school site for positioning construction of such modular accommodation to avoid inhibiting the available of land to construction separately permanent school accommodation. The Project Management firm shall arrange and co-ordinate the work of decanting such existing mainstream classroom into the modular accommodation.

Alternatively, the installation of modular accommodation may be required as a standalone permanent solution for the provision of SEN and/or mainstream accommodation, i.e. without an associated requirement for refurbishing works.

If required the PM and their MDTT will engage with the relevant local authority prior to preparing and submitting a planning application for the proposed accommodation.

The PM and their Technical Advisors will be required to use the results of the procured surveys to advance the approved PVR-1 proposal and develop a Preliminary Brief Design Report (PVR-2) for the additional accommodation and the associated required scope of site works, and soft play areas. It is expected that the proposal will not vary substantially from what was agreed PVR-1 following Part A.

The PVR-2 will include, design intent drawings, specifications project programming, health and safety plan, design risk assessments, supervising, monitoring and handover of the classroom accommodation. Projects may need to be planned for phased handover, to enable a special class to open on a particular date. The Project Manager firm (including buy-in Design Team advisory services) will utilise the DEY Modular Design & Build Framework to procure suitable modular contractor to provide the modular accommodation.

The PM and TA will review and comment on the design drawings, specifications, project programming, health and safety plan, design risk assessments, provided by the Design and Build contractor. The PM and TA's will continue to supervise, monitor the construction and handover of the additional accommodation as it is delivered by the D&B Contractor

Note: It will be the responsibility of the successful Project Management firm to check all projects to ensure compliance with the schedule of accommodation, Fire Safety Certificate requirements, Disability Access Certificate requirements, any requirements of the Local Authority (LA) established at pre-planning meetings etc.

1.2 Projects

The following is a general description of the configuration and indicative sizes of SEN classrooms and Modular Accommodation types to deliver 230 no. projects nationwide to be included in this tender.

The Project Management firm shall be responsible for delivery of the overall SEN Refurbishing Programme bundles in compliance with the Design Team Procedures and all applicable Design Guidelines (available on the DEY website at <https://www.gov.ie/en/department-of-education/publications/technical-guidance-documentsschool-design-guides/.ie>)

Where the final list of projects, once determined, differs significantly from the descriptions below, fees will be adjusted pro-rata.

Part B: SEN Refurbishing of Existing Accommodation Configurations

SEN Type	SEN Classroom Configuration Accommodation Type	Approx. Classroom Size	Location	Delivery Dates
1 No. SEN Classrooms	Provision of 1 No. SEN Classrooms and support space via refurbishment of existing school space with associated sundry works.	Varies, circa. 100 m ²	Nationwide	As required to facilitate the provision of SEN Classrooms in years with Handover in August 2027 and August 2028
2 No. SEN Classrooms	Provision of 2 No. SEN Classrooms and support space via refurbishment of existing school space with associated sundry works	Varies, circa. 250 m ²		

Part C: Modular Accommodation Unit Types

Unit Types	Modular Accommodation Types	GIFA m ²	Location	Delivery Dates
1A	Single Classroom Primary	82	Nationwide	As required to facilitate the provision of school accommodation
1B	Single Classroom Primary & SET	98		
1C	Single Classroom SEN	98		
1D	Single Classroom Post Primary	82		
1E	Single Classroom & SET Post Primary	98		
1F	Single Classroom Post Primary	59		

1G	SET Room	15		
1H	Administration Block	154		
2A	2No. Classroom/Specialist Room Post Primary	216		
2B	2No. Classroom Primary	190		
2C	2No. Classroom SEN	413		
2D	2No. Classroom SEN & Multi-activity space	230		
3A	4No. Classroom/Specialist Rooms Post Primary Two Storey Unit	505		
3B	4No. Classroom Primary Two Storey Unit	510		
4A	2No. Class SEN + 3No. Classroom Post Primary + 3No. SET Two Storey Unit	898		
4B	2No. Class SEN + 3No. Classroom Primary Two Storey Unit	910		

1.3 Programme for the Delivery of Projects

The successful Project Management firm will immediately commence the process of completing the Viability Survey/Recommendation Reports for the relevant bundle of projects on a rolling basis in tandem with DEY approvals to proceed to Part B & C delivery services as required.

It is also envisaged Part B & C delivery services progressed in a on a rolling basis by the Project Management firm to ensure both the required SEN Classroom Accommodation and modular accommodation of SEN and/or mainstream classroom are all handed over for school occupation by the delivery dates stated below.

The approximate programme for the delivery of the projects is as follows: -

**SEN Refurbishing and Modular Accommodation
Projects for Delivery by August 2027**

Target Date	Service Tasks
January 2027 to June 2027	Part A Viability Survey/Recommendation Reports and Overall Co-ordination of the SEN Refurbishing and Modular Accommodation Programme: The surveying of existing schools to identify suitable existing internal space for alteration and refurbishing into SEN classroom/s accommodation, and if required; identifying of suitable locations within existing school sites to provide modular accommodation of mainstream classroom space. The overall Co-ordination/management for the delivery of the SEN Refurbishing and Modular Accommodation Programme.
January 2027 to August 2027	Part A Viability Survey/Recommendation Reports and Overall Co-ordination of the SEN Refurbishing and Modular Accommodation Programme: The overall Co-ordination/management for the delivery of the SEN Refurbishing and Modular Accommodation Programme.
February 2027 to August 2027	Part B SEN Refurbishing of Existing Accommodation: Develop the required scope of work, design drawings, specification; procurement of suitable contractors; supervising and handover of the alteration/refurbishing construction of SEN classroom accommodation.
February 2027 to August 2027	Part C Modular Accommodation: Develop the required scope of work, design drawings, specification; procurement of suitable contractors; supervising and handover of the construction of modular accommodation of mainstream classroom space and associated site works.

**SEN Refurbishing and Modular Accommodation
Projects for Delivery by August 2028**

Target Date	Service Tasks
October 2027 to June 2028	Part A Viability Survey/Recommendation Reports and Overall Co-ordination of the SEN Refurbishing and Modular Accommodation Programme: The surveying of existing schools to identify suitable existing internal space for alteration and refurbishing into SEN classroom/s accommodation, and if required; identifying of suitable locations within existing school sites to provide modular accommodation of mainstream classroom space.

October 2027 to August 2028	Part A Viability Survey/Recommendation Reports and Overall Co-ordination of the SEN Refurbishing and Modular Accommodation Programme: The overall Co-ordination/management for the delivery of the SEN Refurbishing and Modular Accommodation Programme.
November 2027 to August 2028	Part B SEN Refurbishing of Existing Accommodation: Develop the required scope of work, design drawings, specification; procurement of suitable contractors; supervising and handover of the alteration/refurbishing construction of SEN classroom/s accommodation.
November 2027 to August 2028	Part C Modular Accommodation: Develop the required scope of work, preliminary brief design drawings, specification; procurement of suitable contractors; review of the contractors detailed design proposals, supervising and handover of the construction of modular accommodation of mainstream classroom space and associated site works. The overall Co-ordination/management for the delivery of the SEN Refurbishing and Modular Accommodation Programme.

There is no guarantee that all projects or service tasks will meet this indicative time scale as individual projects can be delayed due to planning difficulties, services connections or property or legal issues. No additional fees will be paid for out-of-sequence management of projects, unless such commencement requires a separate distinct tender competition. Should it be necessary to tender a project or projects separate from the main bundle due to unforeseen delays the entitlement for additional fees will be limited to the costs associated with running a separate competition.

1.4 Addition of Alternative Projects

The Notional Tender fees quoted for will be used as the basis for the calculation of fees for any additional projects. If an alternative project is proposed in substitution the fee quoted for the original project if similar will be the fee. If the project differs substantially the fee will be based on the fee for projects of a similar size to that now proposed.

1.5 Appointment of Project Management Service Provider

Preferred bidder will be selected within two weeks of receiving tenders. Applicants must be able to commence the provision of services immediately upon appointment.

2 Performance Review, Termination and Promotion

- A. On completion of each Services Contract, the PM concerned must collate and provide to the DEY the information required for the DEY to review that performance of the PM and their MDDT/TA according to the attached Performance Measurement Table. The DEY may review Participants' performance of their Services Contracts and the Framework Agreement at the end of each year of the Framework Period (or at any time during the Framework) according to the attached Performance Measurement Table.
- B. If a Participant has reached 'Failure Level 1' for any indicator according to the attached Performance Measurement Table, the DEY may give that Participant a written Warning Notice and may exclude that Participant from further competitions until the Participant has demonstrated to the DEY's satisfaction that it has implemented steps to redress the problem.
- C. If a Participant
- receives two Warning Notices during the Framework Period or
 - has reached 'Failure Level 2' for any indicator according to the attached Performance Measurement Table

The DEY may terminate that Participant's Framework Agreement.

The DEY may give each Participant details of the result of its annual performance review, and of the average results for each item and the average overall score.

The DEY may use the information collated for the above performance measurement (or any other information lawfully accessible to the DEY) to carry out a performance assessment of the consultant for future reference [Standard Conditions of Engagement for Consultancy Services, Clause 2 – Performance].

Performance Measurement Table

No.	DEY's Objectives	Indicators	Measurement Period	Failure Level 1 (Rule 4.2)	Failure Level 2 (Rule 4.3)
1.	Timely delivery of Consultancy Service.	Meeting the performance periods for service delivery.	At each milestone and on substantial completion.	Substantial delays in delivery of milestones.	Continuous non-delivery of service.
2.	Quality of service.	Compliance with the Brief and associated publishing guidance.	At each milestone and on substantial completion.	Substantial non-compliance with brief/guidelines.	Substantial non-delivery of brief requirements at substantial completion.
3.	Quality of service.	Compliance with the cost and area limits.	At each milestone and on substantial completion.	Substantial cost or area overruns.	Substantial post-contract cost overruns.

3 Contract Terms

3.1 Personnel

In exceptional cases only (e.g. death or incapacity) during the lifetime of the Contract (at the discretion of the Contracting Authority), replacement senior personnel of equal qualifications, experience and expertise in all respects as those in the original approved list may be considered.

It will be a contract condition that one or more of the approved senior personnel (as listed on the notification letter) provide the service and attend at all meetings and site visits, except by prior arrangement with the Contracting Authority. Non-compliance with this requirement will be deemed a breach of contract resulting in financial sanctions or termination of Contract.

It will be a condition of the contract that if the personnel associated with the project, as detailed in the submission for pre-qualification, become incapacitated or otherwise unavailable the Service Provider shall propose alternative staff of equal qualifications, experience and expertise for approval, which approval shall not be unreasonably withheld. Should this occur the name of the replacement personnel and appropriate documentation, CVs etc. must be provided.

3.2 General Conditions

- A. Any payment made for consultancy under this contract will be subject to the applicable rate of Withholding Tax.
- B. Payment procedures shall be in accordance with the CWMF Conditions of Engagement for Consultants and Schedule B.
- C. All works carried out shall be governed by the Laws of Ireland and subject to the exclusive jurisdiction of the Courts of Ireland.
- D. Before a contract is awarded, the successful tenderer will be required to promptly produce:
 - Evidence of current Professional Indemnity Insurance
 - Public Liability Insurance
 - Employers Liability Insurance
 - Provision of collateral warranties upon issue of letter of acceptance
 - A valid Tax Clearance Certificate from the Revenue Commissioners or, in the case of a non-resident tenderer, a Statement of Suitability from the Revenue Commissioners.

The DEY undertakes to use its best endeavours to hold confidential any information provided by tenderers subject to the DEY's obligations under law, including the Freedom of Information Act(s). Should tenderers wish that any of the information supplied in this tender would not be disclosed; the tenderer should identify this sensitive information clearly and specify the reason for its sensitivity. The DEY will consult the tenderer regarding any such sensitive information before making a decision on its disclosure on foot of any relevant Freedom of Information Request that may be received.

The signed contract must be returned within 28 days of receipt by the successful tenderer. Consideration of payment of professional fees will not be made unless the contract documents have been returned within the timeframe.

4 Scope of Services

4.1 General

The required Project Management service will comprise of three parts, A B & C, namely:

- **Part A – Initial ‘Project Viability Report’ (PVR1):** Viability Survey/Recommendation Reports and Overall Co-ordination of the SEN Refurbishing and Modular Accommodation Programme: The PM and their MDDT survey the existing schools to identify suitable existing internal space for alteration and refurbishing into SEN classroom accommodation, and if required; identifying of suitable locations within existing school sites to provide modular accommodation of mainstream classroom and ancillary space.

The overall co-ordination/management for the delivery of the SEN Refurbishing and Modular Accommodation Programme.

- **Part B – Refurbishing, Repair, Repurposing or Upgrade Existing Accommodation:** Develop the required scope of work, Detailed design drawings, specifications; procurement of suitable contractors from the Refurbishing Framework (PW-CF11); supervising and handover of the alteration/refurbishing construction of SEN classroom/s accommodation.

and / or if required;

- **Part C – Modular Accommodation:** In accordance with the “DoEY MA Framework 2026 Process Flow Chart” the PM and their Technical Advisory team will Develop the Preliminary Brief Design Pack (PVR-2) with the required scope of work, design intent drawings, specification. The Preliminary Brief Design Pack should incorporate the result of the surveys commissioned at PVR-1. On agreement with the DEY the PM will procure suitable Design and Build contractors from the Modular Framework (PW-CF02); reviewing the contractors designs and supervising the construction of modular accommodation and associated site works.

The Project Manager and the Project Manager’s Multidisciplinary Design Team (MDDT)/Technical Advisory (TA) Team shall: -

- Ensure compliance with Building Regulations, DEY Technical Standards and Guidance Notes and granted Disability Access Certificates and Fire Safety Certificates [where required, obtain Planning Permission and BCAR compliance required under the Building Control (Amendment) Regulation Act 2014].
- Procure topographical surveys, site investigations, existing building condition and any other surveys deemed necessary or other specialist services as required. The DEY may require the surveys to be procured as part of the Part A scope of services.
- Prepare the works requirements and associated tender documents (based on the DEY guidance documents),
- Co-ordinate design submissions and responses from the Employer,
- Act as the Employer’s Representative (ER) under the Contracts,
- Supervise the construction and post construction stages with regular Client interfacing/reporting

- Provide the Assigned Certifier role for all projects
- Provide the PSDP role up until the Preliminary Brief Design is complete on all projects

The Project Management firm will be required to provide the relevant Architectural, Civil/Structural, Building Services Consultants, Quantity Surveying, Fire Consultancy, PSDP and Assigned Certifier services as an integral part of their MDDT/TA Team to provide the Preliminary Brief Design Pack (PVR-2) as described below. The Project Manager must also provide a suitably qualified PSDP as part of their team. There may be instances whereby a school authority may have already engaged the services of a construction Design Team for a separate purpose. In such instances the Project Manager, with DEY approval, may deem it more advantageous to substitute the Project Manager's MDDT/TA for the school authority's existing Design Team for the delivery of the SEN Refurbishing and Modular Accommodation. Where this is not suitable, the Project Manager's integral Design Team shall consult with the schools pre-existing Design Team to ensure successful overall development of a school.

The Project Manager will be required to issue documentation and reports to the Client and to seek formal DEY approval at all significant milestones for the duration of the project (e.g. building identification, planning and DAC packs, Works Requirements, tender reports, site minutes, etc.).

Additional Services: The Project Management firm shall undertake any other additional service requirements necessary for the successful delivery of the SEN Refurbishing/upgrading existing accommodation and Modular Accommodation Programme on any site. The fee for such additional service requirements will be calculated using the hourly rates specified in the Notional Tender Fee Proposal Form.

4.2 BC(A)R

With regard to the Contracts, the Building Control (Amendment) Regulations 2014 will apply. The Project Manager must also provide a suitably qualified Assigned Certifier (to be appointed by the Employer) to carry out all the certifier duties as set out in the Building Control (Amendment) Regulations 2014. The PM is responsible for providing the Assigned Certifier on all projects (Part B & Part C) where one is required.

4.3 Detailed PM Scope of Services for the SEN Refurbishing and Modular Accommodation Programme

The Project Management firm (PM) shall:

- i. Develop a delivery strategy and master programme for the overall bundle of projects in accordance with the DEY's requirements and identify all target milestones for DEY sign-off, including updating and re-issuing the programme on a fortnightly basis.
 - Within two weeks of appointment, prepare and finalise a draft Level One Project Schedule ("Programme") for review with the DEY setting out how the projects will be delivered within the required milestone dates.
 - Create, own and regularly update a Level Two Project programme and related summary success indicators. Create associated action tracking matrices to include status of each key step, key deliverables and related timeline for each school site to be co-ordinated, updated and issued no less than fortnightly.
 - Maintain and update the Project Programme including approvals and version control in agreement with the DEY no less than fortnightly.

- ii. Establish a schedule of regular briefing of Works Requirements (WR) development meetings, chair all meetings, issue timely minutes and pursue production of relevant information to meet the master programme.
- iii. Ensure compliance with the requirements of the relevant Public Works Contract, as published by the Department of Public Procurement and Reform, together with all ancillary documentation such as, Letters of Appointment, procedures code, etc.
- iv. Where required advise the Employer, in association with the PM's Quantity Surveyor, on the proposed procurement route and on the criteria to be used in the award process, within the confines of the OJEU Contract Notice and associated Pre-qualification Questionnaire, if applicable.
- v. Develop an overall master progress reporting system in accordance with the DEY's requirements and identify / tracking all key deliverables indicators (e.g. scope/design issues and cost management control) for DEY sign-off, including updating and re-issuing the programme on a fortnightly basis.
- vi. For the full duration of the services, allow for fortnightly progress meetings with the DEY Admin/Technical team to review all aspects of all projects and prepare concise reports for discussion at the meetings. Such meetings will be held in person in DEY Offices in Tullamore.
- vii. For the duration of the programme on alternative weeks to the fortnightly progress meetings allow for interim project update meetings with the DEY. Such meetings can be held on a suitable secure online platform hosted by the Project Management firm.
- viii. For the duration of the programme the PM shall keep and live update a live tracker of the significant project milestones and metrics identified in the Project Status Dashboard samples in Appendix A along with any other metric deemed necessary by the PM.
- ix. For the full duration of the services, allow for weekly technical review meetings with the with the DEY Admin/Technical team to review PVR-1 submissions, PVR-2 submissions and any technical queries that may arise and. Such meetings will be held in person in DEY Offices in Tullamore
- x. The "Programme - Weekly Flow Chart" in Appendix B outlines the schedule of meetings and interim deadlines to allow for the PM to submit PVR-1 and PVR-2 to the DEY for review and approval.
- xi. Obtain a project update and collate inputs from all disciplines in order to prepare and issue a Progress Report on a fortnightly basis to the Client.
- xii. Develop and maintain in conjunction with all disciplines, a project risk register by School Site, to be reviewed, updated and issued with each fortnightly.
- xiii. Invoices for site surveys commissioned by the PM are to be issued to the DEY in a single bundle on a monthly basis. Invoices are to clearly identify the school project (including roll number) and service provided. Invoices are to be split where services/surveys have been delivered to multiple schools.

- xiv. The use of Artificial Intelligence by the PM or their MDDT/TA while working on the programme will require the prior written approval from the DEY.
- xv. The Project Management firm shall establish a shared filing system for the duration of the SEN Refurbishment and Modular Accommodation Programme, accessible and downloadable by DEY Admin/Technical team members.
- xvi. The PM will store relevant stage approval/ gateway drawings and documents in dedicated project specific folders a secure online file sharing platform accessible to the DEY.
- xvii. The PM are to store all signed Letters of Acceptance and Approved Cost reports in dedicated project specific folders a secure online file sharing platform accessible to the DEY
- xviii. The PM and their Multi Disciplinary Design Team (MDDT)/ Technical Advisory Team (TA) shall facilitate the data transfer of any and all project drawings files (including dwg and rvt formats) and contract documentation in digital format to the DEY as required.
- xix. After 12 months the PM are to allow for a standalone in person lesson learned meeting between the with PM firm their MDDT/TA and the DEY Admin and Technical team.
- xx. The PM will maintain good lines of communication with the relevant school authority, providing meeting notes within 48 hours of any meeting. The PM will slos provide a fortnightly written status and progress update of the project to the school authority.

The PM will review the “Public Sector BIM Adoption Timeline” and where applicable for each project a digital Building Information Model will be created that enables those who interact with the building to optimize their choices, resulting in a greater whole life value for the asset. the BIM process and associated data structures are to be as defined in the ISO 19650 and 12006 series of standards.

Public Sector BIM Adoption Timeline



PVR-1, Viability Survey/ Reports, Confirmation of Project Brief, Programme and Overall Co-ordination for the SEN Refurbishing and Modular Accommodation Programme

The following services are required independent of the geographical location of the schools or the number of projects forming part of the overall bundle. The cost of these services is to be identified on the fee proposal form in the Pricing Document. The total cost of these services will be apportioned equally among the projects proceeding to construction.

Project Supervisor Design Process

When required the PM team must include a Project Supervisor Design Process (PSDP) as stated above to act as PSDP during the development of master plans, sketch designs, tender documents and co-ordinate production of design risk assessments, etc., and to confirm to the Employer that selected contractors meet the required health and safety standard. The fee for the PSDP must however, be an integral part of the PM fee as tendered.

Works Service Requirement

The Project Manager (PM) shall:

- i. The Project Manager shall with the assistance of their MDDT/TAs [QS, Architect, Civil/Structural Engineers, Building Services Engineers, Fire Consultancy, PSDP and Assigned Certifier Consultants] undertake a review of the SEN classroom accommodation 'needs' for each academic year as identified by DEY.
- ii. The successful Project Management firm shall complete a viability analysis inspection survey of each school where additional accommodation is required. These surveys are to identify the most advantageous refurbishing of existing school building space in order to provide SEN classroom/s accommodation and any consequential additional accommodation required by way of modular accommodation. Where additional modular accommodation is required, Project Management firm shall identify a suitable location within existing school sites to provide modular accommodation of mainstream classroom / sundry space.

Following the Viability Survey; the Project Management firm shall provide a PVR-1 Report summarising their survey findings and recommendations to the DEY for approval (i.e. Stage A Approval: Project Viability Survey/Recommendation Report).

The successful Project Management firm will immediately commence the process of completing the Viability Survey/Recommendation Reports for all Bundle school projects on a rolling basis in tandem with DEY approvals to proceed to Part B & C delivery services as required.

Part B & C delivery services will require the following:

- Stage 2 Approval/PVR-2: Detailed Design, Tender and Contractor Appointment Reports.
 - Stage 3 Approval: Handover and Final Account Reports.
- i. The Project Management firm shall be responsible for overall management, co-ordination and performance of their Technical Advisory Team to provide the detailed scope of works required.
 - ii. The Project Management firm will ensure that all projects are delivered on time, ensuring efficient communication between all stakeholders, reporting to the DEY Admin Teams and alerting the team to any issues that may affect project delivery or value for money.

- iii. The Project Management firm shall organise, chair and attend approval/progress meeting sessions with the school authority (and advisory design team where required) to ensure successful delivery of the SEN Refurbishing and Modular Accommodation Programme.
- iv. As part of the Project Management firm's overarching role to co-ordination and manage the delivery of the SEN Refurbishing and Modular Accommodation Programme; the Project Management firm shall co-ordinate and manage the and final account payments to contractors and any additional service provides; the details of such shall be tracked/monitored and included with the Project management firm's fortnightly progress reports.
- v. The Project Management firm shall procure and pay for topographical, ground penetration radar, site investigations, CBR Tests, percolation test, asbestos (where applicable), surveys and building surveys (where required) and load testing of existing schools' usage (if applicable) to expedite the advancement of Part B & C delivery services. The Project Manager Shall (With the Assistance of their Quantity Surveyor) establish Order of Magnitude of Cost (OMC), budget costs and task orders for each project.
- vi. The Project Management firm shall be responsible for overall management, co-ordination of the following indicative Approval Stages: -

Stage Report	Service Tasks
Stage 1 Approval Report	Part A Service Task The PVR-1 Reports (Approval Stage1/Gateway 1A) will comprise of the following: 1. Section of existing floor plan identified as suitable for locating proposed additional accommodation to achieve 'needs' identified by the DEY. 2. Outline of proposed scope of work with sketch drawing and reconciliation of accommodation space areas to establish and achieve the necessary SEN refurbishing accommodation and modular accommodation of mainstream classroom / sundry space. 3. Identify what if any upgrades are required to existing utilities/infrastructure. 4. Identify any required retaining structures or significant embanking 5. Outline Order of Magnitude of Cost (OMC) Cost Report 1A. 6. Advice of any planning permissions, Fire Safety and/or Disability Access requirements along with any other statutory approvals required. 7. Any initial school feedback/observations to proposal. 8. Formal request for DEY Approval to dedicated DEY administrative team to proceed to Part B & C delivery services.
Stage 2 Approval Report	Part B SEN Refurbishing of Existing Accommodation: The Detailed Design, Tender and Contractor Appointment Reports (Approval Stage 2) will comprise of the following: 1. Detailed/developed scope of work and drawings to achieve 'needs' identified by the DEY. 2. Reconciliation of accommodation space areas to establish the necessary SEN classroom accommodation.

	3. Tender report and contractor appointment recommendation. 4. Advice of any planning permissions or other statutory approvals required. 5. Any further school feedback/observations to proposal. 6. Formal request for DEY Approval to proceed to appoint contractor to commence works on site.
Stage 2 Approval Report	Part C Modular Accommodation: The Preliminary Brief Design Pack – PVR- 2 Report (Gateway 1B): 1. Develop scope of work and drawings to achieve ‘needs’ identified by the DEY. Utilising DEY Modular Framework Exemplar Drawings and Design Team developed site work drawings. 2. Reconciliation of accommodation space areas to establish the necessary modular accommodation classroom and sundry space. Detailed Cost Plan (Cost Report 1B). 3. Tender report and contractor appointment recommendation. 4. Advice of any planning permissions or other statutory approvals required. 5. Any further school feedback/observations to proposal. 6. Formal request for DEY Approval to proceed to appoint contractor to commence works on site. 7. Cost Report 2: prepared and issued to the DEY for approval to establish the contract sum
Stage Report	Service Tasks
Stage 5 Approval Report	Part B SEN Refurbishing and Part C Modular Accommodation: Handover and Final Account Reports (Approval Stage 3/Gateway 4) will comprise of the following: 1. Final Account Recommendation with supporting documentation. 2. Opinion of Compliances 3. Safety file. 4. Records of payment recommendation certificates, invoices etc 5. End of Project Handover Folder: Including contract and financial audit pack provided to the Employer and DEY. 6. Insurance Reinstatement Valuation

Note: Where the term “co-ordination” is used in describing the scope of service it is intended to include the following:

- (a) Reviewing the general approach of each MDDT/TA to the projects on which they are appointed
- (b) Sharing information, with the agreement of all parties, to ensure consistency of approach
- (c) Devising template documents (with the assistance of the DEY Admin/Technical team) to assist consistency of approach, making them available to Design Teams and explaining their use
- (d) Ensuring a best practice approach by all MDDT/TA's
- (e) Co-operating with and managing MDTTs/TAs and School Authorities to ensure project targets are met in the most efficient way possible for all stakeholders, optimising time

- input for all and ensuring that no project encounters a major blockage that causes delay or disruption to project flow
- (f) Encouraging an open and co-operative approach amongst Design Teams to sharing of information and documentation in order to maximise efficiency for all.

A. Procurement/Tender Phase

The Project Manager (PM) shall: -

- i. Co-ordinate all queries from tenderers and prepare and co-ordinate responses in accordance with EU procedures.
- ii. With the assistance of the Project Manager's MDDT [QS, Architect, Civil/Structural Engineers, Building Services Consultant Engineers and Fire Consultancy] and in consultation with the PSDP, and the Department's technical and administration team, assess the tender returns and produce reports on tenders and recommendations (each project will have its own individual tender report). These will be forwarded for consideration by the Department.
- iii. Conduct post tender consultations with successful candidate to clarify aspects of tender and to ensure a quality end product.
- iv. Draft and publish the relevant Public Procurement/ OJEU Notification of Contract Award,
- v. Provide de-briefing to unsuccessful tenderers as required in accordance with national and EU directives and good procurement practice.

4.5 Detailed Scope of Services for: Part B

SEN REFURBISHING OF EXISTING ACCOMMODATION

The services described below are general and will be determined for each specific project by the PM with the cost of these services on a project-by-project type identified on the Notional Tender fee proposal form in Volume C

Note: It is envisaged Part B delivery services and construction works will be completed during and outside school terms on a rolling basis. As such it will be necessary for those works carried out during the school term to be undertaken outside school operating hours and to facilitate the normal day to day school operations. The Project Management firm (including the MDDT) tender price shall include for all required normal and out of hours working hours necessary to deliver the SEN Refurbishing and Modular Accommodation Programme.

4.5.1 PRE CONTRACTOR APPOINTMENT PHASE

- i. The Project Manager's Architect/Civil/Structural Engineer shall arrange for preliminary site investigation (sub-soil) surveys, topographical surveys road safety audits invasive plants and any other surveys required of the proposed buildings/sites.

- ii. The Project Manager and MDDT will be required to prepare site layout plans and building plans, elevations and sections for the schools and also prepare tender documents, seek statutory approvals etc. for any work required.

A. The Project Manager's Civil/Structural Engineer Shall:

- i. Procure (by undertaking a tender competition), supervise and co-ordinate topographical site surveys and sub-soil investigations for each site, road safety audits and all other surveys required and complete reports (the cost of the surveys/investigations themselves will be paid directly by the School Authority and are not part of the fees for the services described herein).
- ii. Ascertain details of existing underground drainage and watermain services.
- iii. Evaluate utilities and availability of site services (foul and surface water drainage, water mains including water for firefighting and provisions for traffic management) and prepare main drainage and watermain layout drawings. Consult with Irish water as required.
- iv. Assist the Project Manager's Architects in the design and specification of site works (including surface water attenuation if required) for planning permission purposes and for development of the output specification.
- v. Consult with the relevant Local Authority engineers and with the Department's technical / admin team and develop Traffic Management proposals appropriate to the development. Prepare traffic impact assessments and Mobility Management Plans.
- vi. Consult with the relevant Local Authority Engineers and OPW and prepare flood risk assessment plans as required.
- vii. Provide post-planning permission service in agreeing compliance issues with Local Authorities in conjunction with the Building Contractors Civil/Structural Engineer.

B. The Project Manager's Building Services Engineer Shall:

- i. Consult with gas, electricity and telecoms (including broadband) utility companies regarding the availability of adequate site services, including the preparation and submission of any utility service applications and the management of the interface with the utility companies to ensure availability of adequate site services for the construction phase.
- ii. Ascertain details of existing underground and over ground gas, electrical and telecoms services.
- iii. Prepare gas, electricity and telecoms layout drawings for incorporation into the tender documentation. Prepare a report on both existing and proposed site services for incorporation into the tender documentation (including all utility service provider existing site services drawings).

C. The Project Manager's Architect/Civil/Structural Engineer Shall:

- i. Prepare and develop outline sketch schemes for the SEN accommodation 'need' identified by the DEY, schedules of accommodation and the DEY's Guidance Documents and develop the schemes (including checking to ensure compliance with the project brief, fire safety certificate requirements, disability access certificate requirements, etc.).

- ii. In circumstances where a planning application is required; prepare and develop site layout plans, develop plans, elevations and sections to planning permission stage (achieving a balance between the architectural, educational and economic requirements of the project) in consultation with the relevant Local Authority planners and engineers and with the Department's technical and administration team and arrange and attend pre-planning meetings.
- iii. Where necessary Prepare planning, Fire Safety Certificate (FSC) and Disability Access Certificate (DAC) applications based on site layout drawings and templates and obtain satisfactory planning permission FSC and DAC and prepare tender documentation and run the tender process.

D. The Project Manager's Building Services Engineer Shall:

- i. Assist in the development of sketch designs for schools and in the design of the services element of the site works for all projects (including gas, electricity and telecoms) for planning permission purposes and prepare tender documentation.

E. The Project Manager Shall:

- i. With the assistance of their MDDT [QS, Architect, Civil/Structural Engineers, Building Services Engineers and Fire consultant] and the DEY Guidance Documentation, prepare and collate site specific tender information for inclusion in the Tender Documents to be issued to candidates including any Health & Safety requirements.

F. The Project Manager Shall (With the Assistance of their Quantity Surveyor):

- i. Establish Order of Magnitude of Cost (OMC), budget costs and task orders for each project. Monitor the estimated costs for the proposed works, based on the Works Requirements and the Developed Sketch Schemes (as prepared for Planning and Fire Certificates).

G. The Project Manager Shall:

- i. Liaise with (where required) building and landowners / Local Authorities / Developers, on behalf of the Employer, regarding any Building Licence matters which relate to Land or Building Leases, in co-operation with the Department's technical / admin team.
- ii. Schedule and attend any meetings/discussions between the Employer and/or on behalf of the Employer, with Local Authorities - particularly with regard to any planning related aspects pertaining to specific sites.

4.5.2 DETAIL DESIGN / CONSTRUCTION PHASE

A. The Project Manager with the Assistance of their Quantity Surveyor Shall:

- i. Establish a schedule of regular Project Meetings including comprehensive pre-start meetings on site with the Project Manager's team [QS, Architect, Civil/Structural Engineers and Building Services Engineers], the Contractor to establish the parameters and critical issues for the successful completion of each project.
- ii. The Project Manager, acting as Employer's Representative (ER), will chair these progress meetings publish minutes and ensure timely actions and present all Employer decision items and options to the Client for resolution and advise on timescale for decision and any risk to budget / programme.

B. The Project Manager Shall:

- i. Agree a detailed Design Submittal Schedule and Construction Programme.
- ii. Regularly track progress against the established programme and initiate corrective measures where necessary.
- iii. Visit the site on a regular basis (at least once a week), deal with all issues arising, on behalf of the Employer, in an expeditious manner, including where required the lodgement of the commencement notice together with the necessary documents in co-operation with the Assigned Certifier and facilitate the requirements of the inspection plan. Allow for sufficient time no more than 2 site meetings per day for a full and detailed site and building walk-about and inspection, including review of any outstanding or new issues arising.
- iv. Convene and chair official site meetings on a fortnightly basis, including a full and detailed site and building walk-about and inspection at each meeting, deal with all issues arising and issue minutes on behalf of the Employer in an expeditious manner.
- v. Ensure that the proposals comply with the Department's Technical School Design Guidance Documents (SDGs) and any required statutory requirements. Ensure documentation achieves planning, FSC and DAC compliance and prepares and receives fire certification.
- vi. Monitor the site progress against agreed programme and initiate corrective actions as necessary
- vii. Ensure site quality control by a managed system of provision of samples, Contractor completions and Architectural reviews on site.

C. The Project Manager Shall:

- i. When required work with the Assigned Certifier (AC) so that the AC ensures any contractor fulfils its obligations as set out under the Building Control (Amendment) Regulations 2014 and that the contractor and its team signs all relevant certification required, and facilitate the Assigned Certifier in carrying out all the requirements for the mandatory inspections required under the Building Control (Amendment) Regulations 2014 and that the Project managers team supplies all required ancillary design certificates.

D. The Project Manager's Architect/Civil/Structural Engineer/Building Services Engineer Shall:

- i. Report to the Project Manager on the standard of construction for the purpose of determining interim payments during the construction stage of the project. This requires attendance on site by the Project Manager's Architect, Civil/Structural Engineer and Building Services Engineer on a fortnightly basis. These combined reports shall be submitted by the PM to the Department along with interim certificates for payment. The reports should also address Quality Control including compliance with the Department's Technical Guidance Documents.

E. The Project Manager with the Assistance of their Quantity Surveyor Shall:

- i. Agree schedule of (a) interim payments with Contractors, (b) certificate recommendations with the QS, (c) payment certificates by the ER and (d) payments by the Employer.

F. The Project Manager's Quantity Surveyor Shall:

- i. Assist the Project Manager in preparing monthly Progress / Cost Reports during the construction phase.

- ii. Where required, assist the Project Manager in agreeing for each project a schedule of interim payments with the Contractor and provide certificate recommendations to the Project Manager (acting as Employer's Representative (ER)) for issue of payment certificates by the ER and payments by the Employer.
- iii. After Consultation with the PM advisory team measure and value any change orders arising during the construction phase and prepare reports for the Employer.

4.5.3 PRE-HANDOVER

A. The Project Manager's Architect/Civil/Structural Engineer/Building Services Engineer Shall:

- i. Assist the Project Manager in final building inspections (snags / defects, etc.) and in ensuring that compliance issues are properly dealt with by the contractor in accordance with the Works Requirements and with reference to the Building Control (Amendment) Regulations 2014. It is essential that visits have taken place during the course of the project and that issues have been identified in a timely manner – pointing out significant issues just as the building is about to be handed over is of no benefit to the process.

B. The Project Manager Shall:

- i. Agree commissioning and handover schedules with the Contractor and co-ordinate handover / demonstration schedules and issue of all necessary completion documentation to include health & safety file, operating and maintenance manuals, opinions on compliance with the relevant statutory approvals and building regulations, commissioning certificates, collateral warranty agreements, etc.
- ii. Facilitate the Assigned Certifier in the compilation of all required certification for lodgement with the Building Control Authority to ensure placement on the Register.

C. The Project Manager's Architect/Civil/Structural Engineer/Building Services Engineer Shall:

- i. Check building services installations on completion of projects to ensure compliance with works requirements and with Departments School Design Guidance Documents and provide written reports. Assist the Project Manager in the co-ordination of building services testing and commissioning, handover of maintenance manuals, etc.

4.5.4 POST-HANDOVER

A. The Project Manager Shall:

- i. With their QS monitor / assist final account completions.
- ii. Where latent defects arise after the issue of the Defects Certificate the Project Manager will be required to re-engage with the project and, depending on the circumstances, additional fees may be agreed for any additional services required to address the defects.
- iii. Facilitate post-handover site inspections by DEY when requested.
- iv. Ensure that a Safety File is prepared and handed over to the school management and the DEY Technical Team for review.

4.6 Detailed Scope of Services: Part C

Modular Accommodation

The following services are project specific and the cost of these services on a project-by-project type basis is to be identified on the Notional Tender fee proposal form at the end of this document.

Note: It is envisaged Part C delivery services and construction works will be completed during and outside school terms on a rolling basis. As such it will be necessary for those works carried out during the school term to be undertaken outside school operating hours and to facilitate the normal day to day school operations. The Project Management firm (including buy-in integral advisory team) tender price shall include for all required normal and out of hours working hours necessary to deliver the SEN Refurbishing and Modular Accommodation Programme.

4.6.1 GENERAL

- A. The scope of service for the Technical Advisory Team (TAs) for the successful delivery of Modular Accommodation projects is as set out herein.
- B. The Terms of Engagement for consultants is the CWMF Conditions of Engagement for Consultants current at the time of appointment [available at www.education.ie].
- C. The “DoEY MA Framework 2026 Process Flow Chart” in Appendix C outlines how modular accommodation and associated site works will be delivered.
- D. The scope of service includes all work required to prepare the Preliminary Brief Design Pack (PVR-2), review the detailed design (that will be carried out by the modular unit supplier) in a competent and professional manner (whether expressly stated or not); and oversee the construction of the project, . All work required to comply with the Building Control (Amendment) Regulations 2014 is included in the scope of service, including the role of Assigned Certifier to be carried out by the TA leader. The Design Certifier will be provided by the contractor as part of their design team.
- E. The Project manager and the TAs shall deliver the projects in accordance with the requirements of the Public Works Contract for Building Works designed by the Contractor (PW-CF02), the Process Flow Chart in Appendix C and the Multi Operator Framework agreements for the Provision of MMC Pre Manufactured Modular 3D Volumetric Educational Accommodation.
- F. The TAs are appointed to act on behalf of the Client / Employer in an advisory, review, coordination, compliance-monitoring and contract administration capacity. The TAs are not appointed to undertake the detailed design of the building or the contractor-designed elements of the project. The contractor shall remain fully responsible for the design, coordination, development, completion, certification and construction of the modular accommodation, including all contractor-designed elements, proprietary systems, off-site manufactured components, structural design of the modular units, integration of building services within the modular units, fire safety design of the building, accessibility compliance, temporary works, buildability, installation methodology and all associated design interfaces necessary to deliver a complete, compliant and fit-for-purpose project.
- G. The TAs review of the modular contractor's design information shall be for the purpose of assessing general alignment with the approved PVR-2 project brief, DEY guidelines, the General Works Requirements, statutory approvals, applicable Technical Guidance Documents, the agreed accommodation schedule, site constraints, programme, quality expectations and the Client's stated requirements. The TAs review shall not constitute design approval, design certification, acceptance of design responsibility, checking of every calculation or detail, or a transfer of design liability from the modular contractor to the TAs. Any comments, observations, queries or no-objection responses issued by the TAs shall not relieve the modular contractor of its obligations under the contract.

- H. The TAs shall develop the approved PVR-1 by coordinating the design intent information, site-specific requirements and site investigation results into Preliminary Brief Design (PVR-2) documentation required to procure and administer the modular accommodation works.
- I. The Technical Advisory Team shall review the modular contractor's detailed design submissions on behalf of the Client/Employer for general consistency with the project brief, Works Requirements, statutory requirements and Department Technical Guidance. The modular contractor shall remain fully responsible for the detailed design, coordination, compliance, certification, manufacture, delivery, installation, commissioning and handover of the modular accommodation and all contractor-designed elements. Review by the TA Team shall not constitute design approval, shall not relieve the contractor of its contractual obligations, and shall not transfer design responsibility or liability to the TA Team.
- J. When required the PM must also provide a suitably qualified Assigned Certifier as an integral part of the PM's MDDT team. To comply with regulatory requirements the Assigned Certifier may need to be formally appointed by the School Authority. The fee for the Assigned Certifier must, however, be an integral part of the PM fee as tendered.
- K. As a separate service on certain projects, a Clerk of Works may be employed in exceptional circumstances on a large project / complex site. The Project Manager will be required to engage and employ a Clerk of Works if required. The Clerk of Works will not be employed by the Department. The Project manager shall procure the Clerk of works through an advertisement and interview.
- L. As a separate service on certain projects, one (1) Project Board Member may be required. The Project Manager will be required to engage and employ a Project Board Member.

4.6.2 ARCHITECT/TECHNICAL ADVISORY TEAM LEADER

4.6.2.1 Project Management and Co-ordination

- M. The Technical Advisory Team (TA) Leader is generally a Registered Architect but, for projects less than 300m², can be a Registered Building Surveyor or a Chartered Civil/Structural Engineer.
- N. The TA Leader shall be a suitably qualified and experienced person, nominated by the successful firm, to be the contact person for the duration of the project.
- O. The following duties apply to the TA Leader (for all Stages) in addition to the duties relevant to his/her professional discipline:
 - Overall Management /Coordination of Project Stages and Programme including ensuring that any information, communications and/or Stage Submissions are channelled through the Design Team Leader.
 - The TA Leader is responsible for reviewing all documentation (from whatever source or discipline), carrying out a quality check on that information and ensuring that all drawings and documents are co-ordinated between the disciplines.
 - The TA Leader must also ensure effective communications between the relevant Design Team disciplines, and, where such communications or responses are not effective, implement corrective action including (if required) client notification.
 - In addition, the TA Leader is required to act as Assigned Certifier in accordance with the requirements of the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works.
- P. A detailed programme for the project from inception to completion shall be prepared and discussed and agreed with the School Authorities at the commencement of the services.

- Q. A progress report shall be compiled and issued to the School Authority every month from commencement of appointment to completion and handover of the building.

4.6.2.2 Project Supervisor Design Process (PSDP)

- A. The TA Leader will also act as Project Supervisor Design Process (PSDP) under the Construction Regulations (Safety, Health and Welfare at Work (Construction) Regulations 2013), carrying out the following duties:
- Ensure co-ordination of the work of designers up until Preliminary Brief Design Pack is PVR-2 is approved and the contractor is appointed.
 - Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project.
 - Where possible, eliminate the hazards or reduce the risks.
 - Communicate necessary control measures, design assumptions or remaining risks to the D&B Contractor their PSDP and the Project Supervisor Construction Stage (PSCS) so they can be dealt with in the safety and health plan.
 - Ensure that the TA Team's Preliminary Brief designs are coordinated to ensure safety.
 - Organise co-operation between Technical Advisory Team.

Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a particular risk and deliver it to the client prior to tender;

- B. The PSDP will also assist in the assessment of the competence of the Contractors appointment to act as Project Supervisor Construction Stage (PSCS).

4.6.2.3 Preliminary Tasks

- R. On formal appointment the TA Leader shall visit the site, consult with the Client and confirm the approved scope of the project as per the agreed PVR-1. Establish rental or purchase arrangements for Modular Accommodation.
- S. Agree the proposed location for the Modular Accommodation with the Client, taking into account site constraints and ensuring that the chosen location will not be an impediment to further orderly expansion of the school.
- T. Agree on whether the new accommodation will be single storey or two storey, taking into account site constraints.
- U. Where the School has an existing ongoing extension or refurbishment project under the direction of a different Design Team, liaise with this TA's to ensure that the two projects are fully co-ordinated.
- V. The TA Leader to liaise with and update the Client on a regular and ongoing basis from the commencement of the project.
- W. Procure all necessary surveys (topographical, ground penetrating radar, site investigation, etc.) deemed necessary to deliver the project.

4.6.2.4 Statutory Consents

- A. Where planning permission is required (check applicability of planning exemptions in S.I. No. 114 of 2021) prepare planning application documentation and present to the School Authorities for approval prior to submission to the Local Authority. Address and resolve any request from the Local Authority for additional information. The PM and TA are responsible for preparing and submitting any planning applications.

- B. Arrange and attend pre-planning meetings where this is considered of benefit to securing statutory consents. Minutes and notes from all pre planning meetings will be issued to the DEY within 48hours of any meeting.
- C. All plans and elevations to be compatible with Modular design principles and in compliance with the requirements of DEY Guidance Document SDG 02-05-06. Where using the DEY's Modular Framework, TA are encouraged to use the exemplar design templates in lieu of bespoke design solutions to ensure consistency and efficiency in the delivery of modular accommodation for schools.
- D. Prepare a Fire Safety and a Disability Access strategy for the proposed additional accommodation. Address and resolve any requests from the Local Authority for additional information.

4.6.2.5 Contractor Appointment when Procuring from the Department's Modular Accommodation Framework

- A. Prepare Works Requirements including
 - Site works layouts & details, including
 - Site services layouts (foul and surface water drainage, water, power, communications, etc.),
 - Preliminary Inspection Plan in accordance with the Building Control (Amendment) Regulations 2014 (BCAR), including at least one inspection at the premises of the successful tenderer to inspect the units during factory construction,
 - Preliminary Health and Safety Plan.
- B. Engage with the Project Managers, as set out in Public Works Contract for Building Works designed by the Contractor and the "DoEY MA Framework 2026 Process Flow Chart".
- C. Engage with the Contractor/Tenderer as advised by the Project Manager and establish an overall budget for the project using the tendered rates for modular accommodation (including mechanical and electrical installations and any enhancements) and site works.
- D. Verify insurances and tax clearance
- E. Prepare a detailed project cost report and issue to the Client for submission to the DEY for approval.
- F. Issue the Term Maintenance and Refurbishment Works Contract (PW-CF02) to the Contractor/Tender and Employer (School BoM, ETB or DEY).
- G. Engage with the Contractor/Tenderer (and his Designers) and establish a receipt and approval process for contractor shop drawings, technical submittals and furniture fit-out proposals. As Assigned Certifier allow for at least one visit to the provider's factory to inspect the modular units during off-site fabrication and fit-out.

4.6.2.6 Construction

- A. Prepare / co-ordinate all documentation required for inclusion with the Commencement Notice in compliance with the Building Control (Amendment) Regulations 2014 and lodge with the Building Control Authority.
- B. Allow for all work associated with acting as Employer's Representative within DEY approved limits. Attend preliminary Contractor meetings, respond to Contractor queries, and prepare and issue Interim Certificates for payment where required. Administer the Contract including construction cost control, processing claims within time limits in the contract.
- C. Review the contractor's construction issue drawings for all site development works (roads, paths & paving's, ballcourts, parking, fencing, site fittings, landscaping, etc.), new services infrastructure connections and/or tie-ins to existing school accommodation (see also Civil/Structural and Building Services engineering roles below).

- D. Allow for fortnightly Site Inspections and Meetings.
- E. Allow for Director/Project Senior visiting site at least once a fortnight including travel time & expenses.
- F. Allow for concurrent Site Meetings once a fortnight and client consultation as required.
- G. Assist the PM and QD in reviewing and assessing change orders from the Design and build contractor
- H. Allow for all work associated with acting as Assigned Certifier and performing all duties in accordance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including inspecting the Works and co-ordinating the inspection activities of others, in accordance with the Inspection Plan.

4.6.2.7 Handover and Final Account

- A. Co-ordinate, project manage and oversee the preparation and delivery of the building information pack for the Client at handover.
- B. At handover review the Contractors Safety File for completeness and accuracy and allow for site visits to assist the school's management in preparing a snag list.
- C. As Assigned Certifier assemble final issue drawings, calculations and specifications, compliance with PVR-2 and confirm compliance of completed design with the Building Regulations; provide Certificates of Compliance Design and Inspection at completion.
- D. Co-ordinate and submit to the Building Control Authority all necessary documentation as required by the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including Certificates of Compliance on Completion from all statutory and specialist certifiers and backup and ancillary certificates & tests (including air tightness test) as scheduled in previous submissions to the Building Control Authority, in order to have the Certificate of Compliance on Completion validated and placed on the Register, using (unless otherwise agreed) the Nominated Date for Registration of Certificate procedure as detailed in the Code of Practice (Clause 8.3).

Manage and resolve any issues arising with the Building Control Authority in relation to validation of the Certificate of Compliance Completion. Issue the Certificate of Substantial Completion. Prepare Defects list in consultation with Contractor and Client.

- E. Allow for all work necessary in agreement of Final Account with Contractor and Client including obtaining DEY Financial sanction, and attending meetings as required (including travel and expenses) and preparation of Final Account Report.
- F. Allow for all works necessary to administer the Defects Period including site visits as required.

4.6.2.8 Facilitate post-handover site inspections by DEY Technical Team when requested.

- A. Ensure that a Safety File is prepared and handed over to the school management and the DEY Technical Team for review.

4.6.3 BUILDING SERVICES ENGINEER

4.6.3.1 Preliminary Tasks

- A. On formal appointment the Building Services Engineer shall visit the site with the PM and TA Leader, consult with the Client and confirm the approved scope of the project as per the agreed PVR-1.
- B. While on site, the Building Services Engineer shall examine the building services provisions in the existing buildings in order to establish how links to the new accommodation can be established for all required services, (e.g. power, water, fire alarm and emergency lighting, intruder alarm, CCTV, telecoms/broadband, site lighting, etc.). An assessment shall also be made, in relation to the electricity supply, of the existing Maximum Import Capacity (MIC) and adequacy to cater for the additional accommodation.
- C. Liaise with all utility service providers (ESB Networks, telecom providers, etc.) as deemed necessary in relation to the provision of new services connections or upgrading existing services connections to the modular accommodation, including submission of new connection enquiries and applications where applicable.
- D. In conjunction with the PM, agree the proposed location for the Modular Accommodation with the Client, taking into account site and building services constraints and ensuring that the chosen location will not be an impediment to further orderly expansion of the school.
- E. Where the School has an existing ongoing extension or refurbishment project under the direction of a different Design Team, liaise with this Design Team to ensure that the two projects are fully co-ordinated, particularly in relation to building services.

4.6.3.2 Statutory Consents

- A. Provide support to the TA Leader in relation to all statutory consents including planning permission (if required, see 9.6.2.4 above), fire safety certificate and disability access certificate.
- B. Include all necessary building services information (including site services) on the Design Team Leader's drawings.
- C. Where planning permission is required, liaise with the Local Authority Traffic/Roads Engineer to establish requirements for Traffic Impact Assessments (audits) and Mobility Management Plans.

4.6.3.3 Contractor Appointment when Procuring from the Department's Modular Accommodation Framework

- A. Provide information to the PM to include in the PVR-2 including
 - Site services layouts (water, power, communications, site lighting, etc.),
 - Preliminary Inspection Plan in accordance with the Building Control (Amendment) Regulations 2014 (BCAR) – information on inspections required in relation to building services, including at least one inspection at the premises of the successful tenderer to inspect the units during factory construction.
 - Preliminary Health and Safety Plan – review and input in relation to any building services health and safety issues.
- B. Assist the PM and QS in the evaluation of contractor detailed designs including verification of the proposals by contractors for compliance of the proposed modular system with the Building Regulations and DEY Guidance Documents, including communication and/or meetings with tenderers where required and Client consultations.
- C. Assess the full dynamic simulation report, prepared by the Modular Accommodation provider using a certified simulation system and submitted to the Design Team for approval, to ensure that the

natural ventilation requirements are met and any overheating is within the limits set out in DEY and Youth TGD020 (General Design Guidelines for Schools – Primary & Post-primary).

- D. Assess the dull daylighting analysis submitted by the Modular Accommodation provider to the Design Team for approval, showing a daylight factor as close as possible to the target level taking into account site constraints for the proposed location of the modular units.
- E. Assess the Part L compliance report and the completed Appendix B of TGD001 submitted by the Modular Accommodation provider.

Review, comment and approve the Modular Accommodation provider's design proposals (workshop drawings) and technical submittals for mechanical, electrical and lift installation services including connections to the existing building

4.6.3.4 Construction

- A. Assist the Assigned Certifier in relation to the preparation and co-ordination of all documentation required for inclusion with the Commencement Notice in compliance with the Building Control (Amendment) Regulations 2014 for lodgement with the Building Control Authority.
- B. Allow for fortnightly Site Inspections and Meetings in relation to building services, including travel time & expenses.
- C. Assist the PM and QD in reviewing and assessing change orders from the Design and build contractor
- D. Review the ancillary certification in relation to building services elements provided to the Assigned Certifier by the contractor's design team; such ancillary certification to be based on inspecting the Works and co-ordinating the inspection activities of others, in accordance with the Inspection Plan.

4.6.3.5 Handover and Final Account

- A. In conjunction with the TA Leader, meet the Client and assist in preparing a snag list for the project.
- B. Assist the Assigned Certifier in reviewing final issue drawings (as built), calculations and specifications, co-ordinating with Tender Documents and confirming compliance of completed design with the Building Regulations; provide ancillary certification in relation to building services elements as required.
- C. Assist the Assigned Certifier in co-ordinating and submitting to the Building Control Authority all necessary documentation as required by the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including Certificates of Compliance on Completion from all statutory and specialist certifiers and backup and ancillary certificates & tests (including air tightness test) as scheduled in previous submissions to the Building Control Authority, in order to have the Certificate of Compliance on Completion validated and placed on the Register, using (unless otherwise agreed) the Nominated Date for Registration of Certificate procedure as detailed in the Code of Practice (Clause 8.3).
- D. Assist the PM (in relation to building services elements) in the preparation of a defects list in consultation with Contractor and Client.
- E. Assist the PM and QS (in relation to building services elements) in the preparation of the Final Account within one month of Substantial Completion.
- F. Assist the PM (in relation to building services elements) with regard to the administration of the Defects Period including site visits as required.
- G. With regard to the Maximum Import Capacity (MIC) for electricity, the Building Services Engineer shall return to the site at the end of the Defects Period, following a full year of operation, and compare the metered electricity consumption against the design target and shall advise the school authorities:

- If the target set is reasonable and the applied tariff is correct, or
 - If there are any benefits to be gained by a lower monthly MIC charge where the MIC is less than the agreed Maximum Demand and where subsequent penalty charges can be avoided.
- H. A Post Occupancy Display Energy Certificate (DEC) shall be completed by the Building Services Engineer, in consultation with the PM. On completion of the DEC, the Building Services Engineer should meet with the School Authority and the school Principal and discuss the “in use” energy performance of the building and provide written recommendations identifying opportunities for the school to improve its energy usage and the DEC rating.

4.6.4 CIVIL/STRUCTURAL ENGINEER

4.6.4.1 Preliminary Tasks

- A. On formal appointment the Civil/Structural Engineer shall visit the site with the PM and TA Leader, consult with the Client and confirm the approved scope of the project as per the agreed PVR-1.
- B. While on site, the Civil/Structural Engineer shall examine the existing main site services (foul and surface water drainage, water mains) in order to establish how links to the new accommodation can be established for all required main services. An assessment shall also be made in relation to the site topography and any requirements for retaining structures, surface water attenuation, etc.
- C. Assist the PM in procuring all necessary surveys (topographical, ground penetrating radar, site investigation, etc.) deemed necessary to deliver the project.
- D. Consult with Irish Water by way of pre-connection inquiry if required. Apply for any new connections where necessary, on behalf of the Employer.
- E. In conjunction with the Design Team Leader, agree the proposed location for the Modular Accommodation with the Client, taking into account site and main building services constraints and ensuring that the chosen location will not be an impediment to further orderly expansion of the school.
- F. Agree on whether the new accommodation will be single storey or two storeys, considering site constraints.
- G. Where the School has an existing ongoing extension or refurbishment project under the direction of a different Design Team, liaise with this Design Team to ensure that the two projects are fully co-ordinated, particularly in relation to main site services.

4.6.4.2 Statutory Consents

- A. Provide support to the PM in relation to all statutory consents including planning permission (if required) and preliminary designs for the fire safety certificate and disability access certificate.
- B. Include all necessary main site services information on the Design Team Leader's drawings. In particular any requirements for SUDs measure or works to the schools existing waste water treatment system be investigated and incorporated into the planning/ Preliminary Brief Design Pack Drawings. Planning packs shall include the preliminary design sufficient for a planning application of any new or upgrades to the existing waste water treatment system.
- C. Include any roads, car parking requirements, ballcourts, retaining structures, etc., on the Preliminary Brief Design Pack Drawings.

4.6.4.3 Contractor Appointment when Procuring from the Department's Modular Accommodation Framework

- A. Provide information to the Project Manager to include in the PVR-2 including

- Main site services layouts (water, foul and surface water drainage, etc.),
 - Any roads, car parking requirements, ballcourts, retaining structures, etc.,
 - Assess and comment on the site investigation results and the CBR test results prior to substructure works commencement.
 - Preliminary Inspection Plan in accordance with the Building Control (Amendment) Regulations 2014 (BCAR) – information on inspections required in relation to site works,
 - Preliminary Health and Safety Plan – review and input in relation to any site works health and safety issues.
 - Review ancillary design certification provided by the Contractor's Design Team to the Assigned Certifier/Design Certifier in relation to all design work undertaken.
- B. Assist the PM and QS in the evaluation of contractor detailed designs including verification of the proposals by contractors for compliance of the proposed modular system with the Building Regulations and DEY Guidance Documents, including communication and/or meetings with tenderers where required and Client consultations.

4.6.4.4 Construction

- A. Assist the Assigned Certifier in relation to the preparation and co-ordination of all documentation required for inclusion with the Commencement Notice in compliance with the Building Control (Amendment) Regulations 2014 for lodgement with the Building Control Authority.
- B. Allow for fortnightly Site Inspections and Meetings in relation to site works, including travel time & expenses.
- C. Assess and comment on the site investigation results and the CBR test results prior to substructure works commencement.
- D. Review, comment and approve the contractors proposals (workshop drawings) and technical submittals for substructure and civils works.
- E. Assist the PM and QD in reviewing and assessing change orders from the Design and build contractor.
- F. Provide commentary on the ancillary certification in relation to site works elements provided to the Assigned Certifier the Contractor's Design Team such ancillary certification to be based on inspecting the Works and co-ordinating the inspection activities of others, in accordance with the Inspection Plan.

4.6.4.5 Handover and Final Account

- A. Assist Assigned Certifier in reviewing the final issue as-built drawings, calculations and specifications, co-ordinating with Tender Documents and compliance of completed design with the Building Regulations;
- B. Assist the Assigned Certifier in co-ordinating and submitting to the Building Control Authority all necessary documentation as required by the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including Certificates of Compliance on Completion from all statutory and specialist certifiers and backup and ancillary certificates & tests (including air tightness test) as scheduled in previous submissions to the Building Control Authority, in order to have the Certificate of Compliance on Completion validated and placed on the Register, using (unless otherwise agreed) the Nominated Date for Registration of Certificate procedure as detailed in the Code of Practice (Clause 8.3).
- C. Assist the PM (in relation to site works elements) in the preparation of a defects list in consultation with Contractor and Client.

- D. Assist the PM (in relation to site works elements) with regard to the administration of the Defects Period including site visits as required.

4.6.5 QUANTITY SURVEYOR

4.6.5.1 Preliminary Tasks

- A. On formal appointment the Quantity Surveyor shall visit the site with the PM and TA Leader, consult with the Client and confirm the approved scope of the project as per the agreed PVR-1.
- B. In conjunction with the TA's, agree the proposed location for the additional Accommodation with the Client, taking into account site and main building services constraints and ensuring that the chosen location will not be an impediment to further orderly expansion of the school.
- C. Where the School has an existing ongoing extension or refurbishment project under the direction of a different Design Team, liaise with this Design Team to ensure that the two projects are fully co-ordinated, particularly in relation to main site services.

4.6.5.2 Contractor Appointment when Procuring from the Department's Modular Framework

- A. In conjunction with the TA's engage with Project Managers, as set out in the Public Works Contract for Building Works designed by the Contractor (PW-CF02), the Process Flow Chart and the Multi Operator Framework agreements for the Provision of MMC Pre Manufactured Modular 3D Volumetric Educational Accommodation
- B. In conjunction with the TA's engage with the contractor and establish an overall budget in accordance with the Public Works Contract for Building Works designed by the Contractor (PW-CF02), the Process Flow Chart and the Multi Operator Framework agreements for the Provision of MMC Pre Manufactured Modular 3D Volumetric Educational Accommodation
- C. In conjunction with the PM verify insurances and tax clearance
- D. In conjunction with the PM and the Technical Advisory Team prepare a detailed project cost report including the detailed measurements and issue to the Client for submission to the DEY for approval.

4.6.5.3 Construction

- A. Assist the PM in calculating payments required in accordance with the contract.
- B. Assist the PM in assess and calculating change orders
- C. Engage with the Contractors/ Tenderer's Quantity Surveyor to control and manage project costs. Agree costs relating to any change orders arising and seek additional funding approval prior to proceeding where the total cost of change orders causes an increase in the original approved budget.
- D. Allow for Monthly Site Inspections and Meetings in relation to establishing the actual project cost based on tendered rates and measurement of all approved works.

4.6.5.4 Handover and Final Account

- A. Calculate and agree the final account in accordance with the Public Works Contract for Building Works designed by the Contractor (PW-CF02), the Process Flow Chart and the Multi Operator Framework agreements for the Provision of MMC Pre Manufactured Modular 3D Volumetric Educational Accommodation.



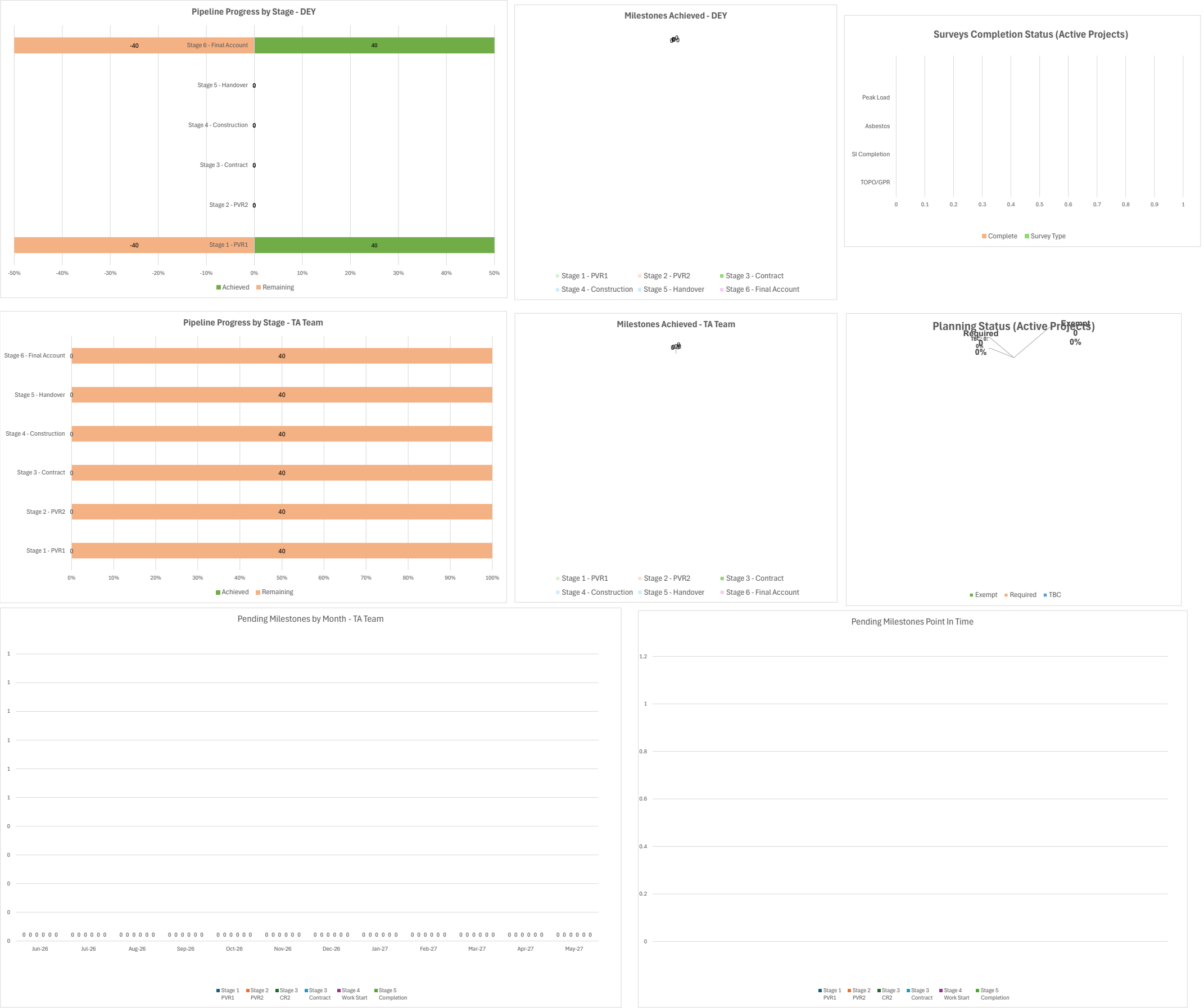
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Appendix A

Project Status Dashboard Samples



PROJECT STATUS DASHBOARD - ACTIVE PROJECTS ONLY																	
Date: 31/07/2026 Excludes Inactive Projects																	
EXECUTIVE SUMMARY [Stage 1-3 = DEV Approvals / Stage 4-6 = Start and Completion]								EXECUTIVE SUMMARY [Stage 1-3 = RRA Submitted / Stage 4-6 = Start and Completion]									
	Total Projects	Stage 1 - PVR1	Stage 2 - PVR2	Stage 3 - Contract / CR2	Stage 4 - Construction	Stage 5 - Handover	Stage 6 - Final Account		Total Projects	Stage 1 - PVR1	Stage 2 - PVR2	Stage 3 - Contract / CR2	Stage 4 - Construction	Stage 5 - Handover	Stage 6 - Final Account		
Count	0	40	0	0	0	0	40	Count	0	0	0	0	0	0	0		
% Complete	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	% Complete	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
DETAILED PROJECT MILESTONE TRACKING [TA Targets versus Actual]																	
#	RN	Project Name	County	PVR1 Target	PVR1 Actual	PVR2 Target	PVR 2 Actual	Stage 3 CR2 Target	Stage 3 CR2 Actual	Stage 3 Target Contract Date	Stage 3 Actual Contract Date	Stage 4 Target Work Start	Stage 4 Actual Work Start	Stage 5 Target Completion	Stage 5 Actual Completion	Stage 6 - Final Account	Status by Stage
1	0	0	0	00-Jan-00													Stage 6 - Final Account
2	0	0	0	00-Jan-00													Stage 6 - Final Account
3	0	0	0	00-Jan-00													Stage 6 - Final Account
4	0	0	0	00-Jan-00													Stage 6 - Final Account
5	0	0	0	00-Jan-00													Stage 6 - Final Account
6	0	0	0	00-Jan-00													Stage 6 - Final Account
7	0	0	0	00-Jan-00													Stage 6 - Final Account
8	0	0	0	00-Jan-00													Stage 6 - Final Account
9	0	0	0	00-Jan-00													Stage 6 - Final Account
10	0	0	0	00-Jan-00													Stage 6 - Final Account
11	0	0	0	00-Jan-00													Stage 6 - Final Account
12	0	0	0	00-Jan-00													Stage 6 - Final Account
13	0	0	0	00-Jan-00													Stage 6 - Final Account
14	0	0	0	00-Jan-00													Stage 6 - Final Account
15	0	0	0	00-Jan-00													Stage 6 - Final Account
16	0	0	0	00-Jan-00													Stage 6 - Final Account
17	0	0	0	00-Jan-00													Stage 6 - Final Account
18	0	0	0	00-Jan-00													Stage 6 - Final Account
19	0	0	0	00-Jan-00													Stage 6 - Final Account
20	0	0	0	00-Jan-00													Stage 6 - Final Account
21	0	0	0	00-Jan-00													Stage 6 - Final Account
22	0	0	0	00-Jan-00													Stage 6 - Final Account
23	0	0	0	00-Jan-00													Stage 6 - Final Account
24	0	0	0	00-Jan-00													Stage 6 - Final Account
25	0	0	0	00-Jan-00													Stage 6 - Final Account
26	0	0	0	00-Jan-00													Stage 6 - Final Account
27	0	0	0	00-Jan-00													Stage 6 - Final Account
28	0	0	0	00-Jan-00													Stage 6 - Final Account
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34	0	0	0	00-Jan-00													Stage 6 - Final Account
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36	0	0	0	00-Jan-00													Stage 6 - Final Account
37	0	0	0	00-Jan-00													Stage 6 - Final Account
38	0	0	0	00-Jan-00													Stage 6 - Final Account
39	0	0	0	00-Jan-00													Stage 6 - Final Account
40	0	0	0	00-Jan-00													Stage 6 - Final Account
40		Active Total		40	0	0	0	0	0	0	0	0	0	0	0	0	



PROJECT STATUS DASHBOARD - ACTIVE PROJECTS ONLY

Date: 15/06/2026 | Excludes Inactive Projects

STATUS BREAKDOWN		
Status	Count	% of Total
Stage 6 - Final Account	40	#DIV/0!
Stage 5 - Handover	0	#DIV/0!
Stage 4 - Construction	0	#DIV/0!
Stage 3 - Contract / CR2	0	#DIV/0!
Stage 2 - PVR2	0	#DIV/0!
Stage 1 - PVR1	0	#DIV/0!
In Progress	0	#DIV/0!
Inactive	0	#DIV/0!
ACTIVE PROJECTS	40	#DIV/0!

PIPELINE PROGRESS (Chart Data)		
Stage	Count	% of Total
Stage 6 - Final Account	40	#DIV/0!
Stage 5 - Handover	0	#DIV/0!
Stage 4 - Construction	0	#DIV/0!
Stage 3 - Contract	0	#DIV/0!
Stage 2 - PVR2	0	#DIV/0!
Stage 1 - PVR1	0	#DIV/0!
Not Started	0	#DIV/0!

PLANNING STATUS (Active Projects)		
Status	Count	
Exempt	0	
Required	0	
TBC	0	

SURVEYS STATUS			
Survey Type	Complete	Outstanding	% Done
TOPO/GPR	0	0	0%
SI Completion	0	0	0%
Asbestos	0	0	0%
Peak Load	0	0	0%

TA MILESTONE PROGRESS		
Milestone	Achieved	Remaining
Stage 1 - PVR1	0	40
Stage 2 - PVR2	0	40
Stage 3 - Contract	0	40
Stage 4 - Construction	0	40
Stage 5 - Handover	0	40
Stage 6 - Final Account	0	40

DEY MILESTONE PROGRESS		
Milestone	Achieved	Remaining
Stage 1 - PVR1	40	-40
Stage 2 - PVR2	0	0
Stage 3 - Contract	0	0
Stage 4 - Construction	0	0
Stage 5 - Handover	0	0
Stage 6 - Final Account	40	-40

MONTH-BY-MONTH TARGET REVIEW (Pending Milestones - TA Team)						
Month	Stage 1 PVR1	Stage 2 PVR2	Stage 3 CR2	Stage 3 Contract	Stage 4 Work Start	Stage 5 Completion
Jun-26	0	0	0	0	0	0
Jul-26	0	0	0	0	0	0
Aug-26	0	0	0	0	0	0
Sep-26	0	0	0	0	0	0
Oct-26	0	0	0	0	0	0
Nov-26	0	0	0	0	0	0
Dec-26	0	0	0	0	0	0
Jan-27	0	0	0	0	0	0
Feb-27	0	0	0	0	0	0
Mar-27	0	0	0	0	0	0
Apr-27	0	0	0	0	0	0
May-27	0	0	0	0	0	0
Jun-27	0	0	0	0	0	0
Jul-27	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

Note: Shows count of TARGET dates where ACTUAL date is blank (pending milestones). Active projects only.

Pending Milestones - Point In Time 25/08/2026						
Month	Stage 1 PVR1	Stage 2 PVR2	Stage 3 CR2	Stage 3 Contract	Stage 4 Work Start	Stage 5 Completion
TOTAL	0	0	0	0	0	0

PROJECT COST DASHBOARD - ACTIVE PROJECTS ONLY

Generated: 17/07/2026 | Excludes Inactive Projects

EXECUTIVE SUMMARY

Metric	Active Projects	Total PVR 1 Budget	Total PVR 2 Budget	Total Contract Value	Total Add CO/Fees	Projected Final Account	Projected Project Total
Count/Sum	0	€0	€0	€0	€0	€0	€0

DETAILED PROJECT COSTS (Active Projects Only)

#	RN	Project Name	County	Stage 1 - PVR 1 €	Stage 2 - PVR 2 €	Stage 3 - Contract €	Stage 4 - Change Orders	Stage 4 - Add Fees	Stage 4 - Final Account (projection)	Stage 6 - Final Project Cost (projection)
1				€0	€0	€0	€0	€0	€0	€0
2				€0	€0	€0	€0	€0	€0	€0
3				€0	€0	€0	€0	€0	€0	€0
4				€0	€0	€0	€0	€0	€0	€0
5				€0	€0	€0	€0	€0	€0	€0
6				€0	€0	€0	€0	€0	€0	€0
7				€0	€0	€0	€0	€0	€0	€0
8				€0	€0	€0	€0	€0	€0	€0
9				€0	€0	€0	€0	€0	€0	€0
10				€0	€0	€0	€0	€0	€0	€0
12				€0	€0	€0	€0	€0	€0	€0
13				€0	€0	€0	€0	€0	€0	€0
14				€0	€0	€0	€0	€0	€0	€0
15				€0	€0	€0	€0	€0	€0	€0
16				€0	€0	€0	€0	€0	€0	€0
18				€0	€0	€0	€0	€0	€0	€0
19				€0	€0	€0	€0	€0	€0	€0
21				€0	€0	€0	€0	€0	€0	€0
22				€0	€0	€0	€0	€0	€0	€0
23				€0	€0	€0	€0	€0	€0	€0
24				€0	€0	€0	€0	€0	€0	€0
25				€0	€0	€0	€0	€0	€0	€0
26				€0	€0	€0	€0	€0	€0	€0
27				€0	€0	€0	€0	€0	€0	€0
28				€0	€0	€0	€0	€0	€0	€0
29				€0	€0	€0	€0	€0	€0	€0
30				€0	€0	€0	€0	€0	€0	€0
31				€0	€0	€0	€0	€0	€0	€0
32				€0	€0	€0	€0	€0	€0	€0
33				€0	€0	€0	€0	€0	€0	€0
34				€0	€0	€0	€0	€0	€0	€0
35				€0	€0	€0	€0	€0	€0	€0
36				€0	€0	€0	€0	€0	€0	€0
37				€0	€0	€0	€0	€0	€0	€0
38				€0	€0	€0	€0	€0	€0	€0
40				€0	€0	€0	€0	€0	€0	€0
TOTAL				€0	€0	€0	€0	€0	€0	€0

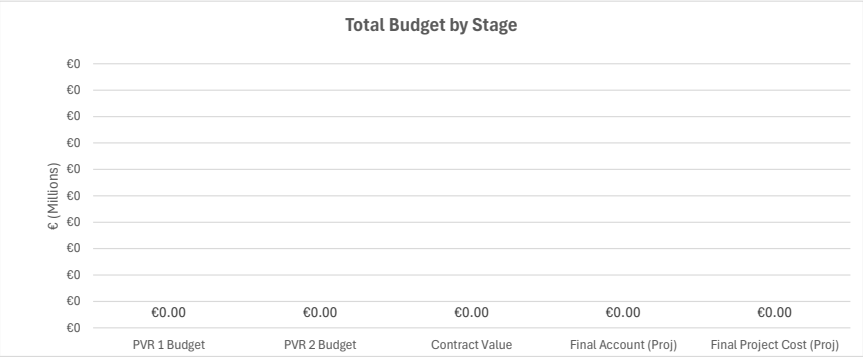
Note: All amounts in Euros (€) including VAT. Source: 'Date Stats-Steel' columns AL-AS.

PROJECT COST DASHBOARD - ACTIVE PROJECTS ONLY

Generated: 17/07/2026 | Excludes Inactive Projects

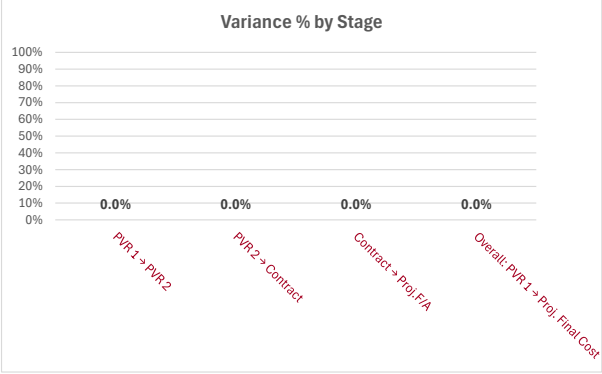
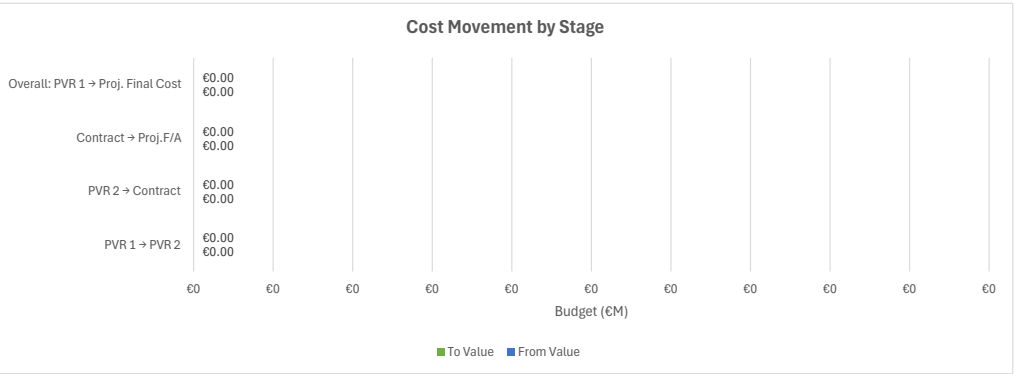
BUDGET STAGE SUMMARY

Budget Stage	Total Amount € incl. VAT	# Projects with Budget	Avg per Project € incl. VAT
PVR 1 Budget	€0	0	€0
PVR 2 Budget	€0	0	€0
Contract Value	€0	0	€0
Final Account (Proj)	€0	0	€0
Final Project Cost (Proj)	€0	0	€0



COST MOVEMENT & VARIANCE

Stage Transition	From Value	To Value	Variance (€)	Variance (%)
PVR 1 → PVR 2	€0	€0	€0	0.0%
PVR 2 → Contract	€0	€0	€0	0.0%
Contract → Proj.F/A	€0	€0	€0	0.0%
Overall: PVR 1 → Proj. Final Cost	€0	€0	€0	0.0%



[illegible]

[illegible]

CHANGE ORDERS

Roll Number	School Name	Variation Desription	Requested By	Date Due	Variation Value	Ready for Review	Department Sign Off	Sign Off Date	PM Comments	Status for Presentation	C/f Works	C/f fees
											-	-
											-	-
											-	-
											-	-
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PROJECT STATUS DASHBOARD - ACTIVE PROJECTS ONLY

EXECUTIVE SUMMARY [Stage 1-3 = DEV Approvals / Stage 4-6 = Start and Completion]

	Total Projects	Stage 1 - PWR1 Approved & FoA Executed	Stage 2 - Silewoks Design & CR2 Approved	Stage 3 - LoA Executed	Stage 4 - Construction (On Site)	Stage 5 - BCAR Validated / Occupied	Stage 6 - Final Account Approved by DEY
Count	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
% Complete	0%	0%	0%	0%	0%	0%	0%

FINA

#N/A

#N/A

#N

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DETAILED PROJECT MILESTONE TRACKING										[TA Targets versus Actual]									
-------------------------------------	--	--	--	--	--	--	--	--	--	----------------------------	--	--	--	--	--	--	--	--	--

[illegible]

INACTIVE PROJECTS				
PROJECT NAME	PROJECT NUMBER	PROJECT STATUS	PROJECT TYPE	PROJECT LOCATION
...	...	...	...	...

[illegible]



PROJECT STATUS DASHBOARD - ACTIVE PROJECTS ONLY

Date: 07/09/2026 | Excludes Inactive Projects

STATUS BREAKDOWN		
NOTE - There is a double up between Stage 2 and 3 as these run in parallel.		
Status	Count	% of Total
Stage 6 - Final Account		0%
Stage 5 - BCAR Validated / Occupied		0%
Stage 4 - On Site		0%
Stage 3 - LoA Executed		0%
Stage 2 - Site Works Design & CR2 Approved		0%
Stage 1 - FoA Executed		0%
In PWR1 Stage		0%
ACTIVE PROJECTS		0%

SURVEYS STATUS			
Survey Type	Complete	Outstanding	% Done
TOPO/GPR			0%
SI Completion			0%

Progress By Stage (Chart Data)		
NOTE - There is a double up between Stage 2 and 3 as these run in parallel.		
Stage	Count	% of Total
Stage 6 - Final Account		#DIV/0!
Stage 5 - BCAR Validated / Occupied		#DIV/0!
Stage 4 - On Site		#DIV/0!
Stage 3 - LoA Executed		#DIV/0!
Stage 2 - Site Works Design & CR2 Approved		#DIV/0!
Stage 1 - FoA Executed		#DIV/0!
In PWR1 Stage		#DIV/0!

PLANNING STATUS (Active Projects)		
Status	Count	
Exempt		#DIV/0!
Required		#DIV/0!
TBC		#DIV/0!

MONTH-BY-MONTH MILESTONE REVIEW (Active Projects)						
Month	Stage 1 - FoA Executed	Stage 2A - 10-4 Pack Issued to Contractor Target	Stage 2B - CR2 Approval Target	Stage 3 - LoA Execution Target	Stage 4 - Start On Site Target	Stage 5 - BCAR Validated / Occupation Target
Mar-26						
Apr-26						
May-26						
Jun-26						
Jul-26						
Aug-26						
Sep-26						
Oct-26						
Nov-26						
Dec-26						
Jan-27						
Feb-27						
Mar-27						
Apr-27						
May-27						
Jun-27						
Jul-27						
Aug-27						
Sep-27						
Oct-27						
TOTAL SHOWN	0	0	0	0	0	0

Note: Counts all active projects with a date in the mapped milestone column; dates before Mar-26 are included in Mar-26.

PROJECT COST DASHBOARD - ACTIVE PROJECTS ONLY

Generated: 17/07/2026 | Excludes Inactive Projects

EXECUTIVE SUMMARY							
Metric	Active Projects	Total PVR 1 Budget	Total PVR 2 Budget	Total Contract Value	Total Add CO/Fees	Projected Final Account	Projected Project Total
Count/Sum	0	€0	€0	€0	€0	€0	€0

DETAILED PROJECT COSTS (Active Projects Only)										
#	RN	Project Name	County	Stage 1 - PVR 1 €	Stage 2 - LoA Value (MA Unit Cost ONLY) €	Stage 3 - Contract Value (MA Unit & 10.4 Siteworks Package) €	Stage 4 - Change Orders	Stage 4 - Add Fees	Stage 4 - Final Account (projection)	Stage 6 - Final Project Cost (projection)
1				€0	€0	€0	€0	€0	€0	€0
2				€0	€0	€0	€0	€0	€0	€0
3				€0	€0	€0	€0	€0	€0	€0
4				€0	€0	€0	€0	€0	€0	€0
5				€0	€0	€0	€0	€0	€0	€0
6				€0	€0	€0	€0	€0	€0	€0
7				€0	€0	€0	€0	€0	€0	€0
8				€0	€0	€0	€0	€0	€0	€0
9				€0	€0	€0	€0	€0	€0	€0
10				€0	€0	€0	€0	€0	€0	€0
11				€0	€0	€0	€0	€0	€0	€0
12				€0	€0	€0	€0	€0	€0	€0
13				€0	€0	€0	€0	€0	€0	€0
14				€0	€0	€0	€0	€0	€0	€0
15				€0	€0	€0	€0	€0	€0	€0
16				€0	€0	€0	€0	€0	€0	€0
17				€0	€0	€0	€0	€0	€0	€0
18				€0	€0	€0	€0	€0	€0	€0
19				€0	€0	€0	€0	€0	€0	€0
20				€0	€0	€0	€0	€0	€0	€0
21				€0	€0	€0	€0	€0	€0	€0
22				€0	€0	€0	€0	€0	€0	€0
23				€0	€0	€0	€0	€0	€0	€0
24				€0	€0	€0	€0	€0	€0	€0
25				€0	€0	€0	€0	€0	€0	€0
26				€0	€0	€0	€0	€0	€0	€0
27				€0	€0	€0	€0	€0	€0	€0
28				€0	€0	€0	€0	€0	€0	€0
29				€0	€0	€0	€0	€0	€0	€0
30				€0	€0	€0	€0	€0	€0	€0
31				€0	€0	€0	€0	€0	€0	€0
32				€0	€0	€0	€0	€0	€0	€0
33				€0	€0	€0	€0	€0	€0	€0
34				€0	€0	€0	€0	€0	€0	€0
35				€0	€0	€0	€0	€0	€0	€0
36				€0	€0	€0	€0	€0	€0	€0
37				€0	€0	€0	€0	€0	€0	€0
38				€0	€0	€0	€0	€0	€0	€0

[illegible]

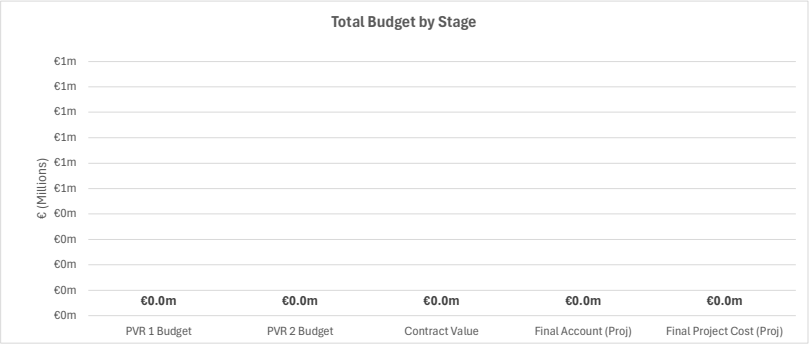
	€0	€0	€0	€0	€0	€0	€0
	€0	€0	€0	€0	€0	€0	€0
TOTAL	€0	€0	€0	€0	€0	€0	€0

Note: All amounts in Euros (€) including VAT. Source: 'Date Stats-Steel' columns AL-AS.

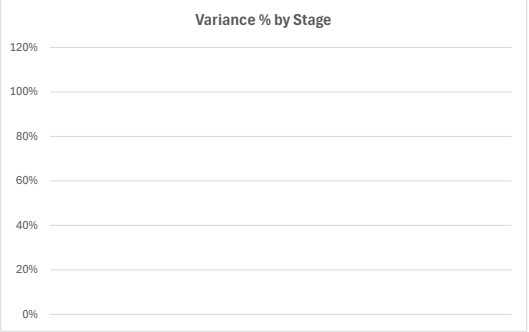
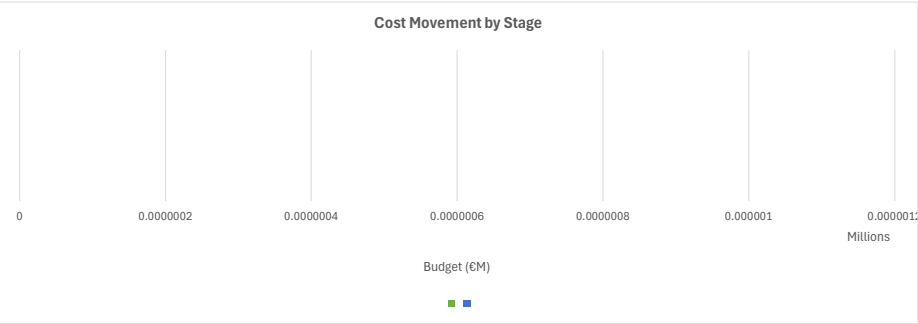
PROJECT COST DASHBOARD - ACTIVE PROJECTS ONLY

Generated: 17/07/2026 | Excludes Inactive Projects

BUDGET STAGE SUMMARY			
Budget Stage	Total Amount € incl. VAT	# Projects with Budget	Avg per Project € incl. VAT
PVR 1 Budget	€0	0	€0
PVR 2 Budget	€0	0	€0
Contract Value	€0	0	€0
Final Account (Proj)	€0	0	€0
Final Project Cost (Proj)	€0	0	€0



COST MOVEMENT & VARIANCE				
Stage Transition	From Value	To Value	Variance (€)	Variance (%)
PVR 1 → PVR 2	€0	€0	€0	0.0%
PVR 2 → Contract	€0	€0	€0	0.0%
Contract → Proj.F/A	€0	€0	€0	0.0%
Overall: PVR 1 → Proj. Final Cost	€0	€0	€0	0.0%



[illegible]

CHANGE ORDERS

[illegible]

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34												
35												
36												
37												
38												
39												
40												

OVERALL TOTALS

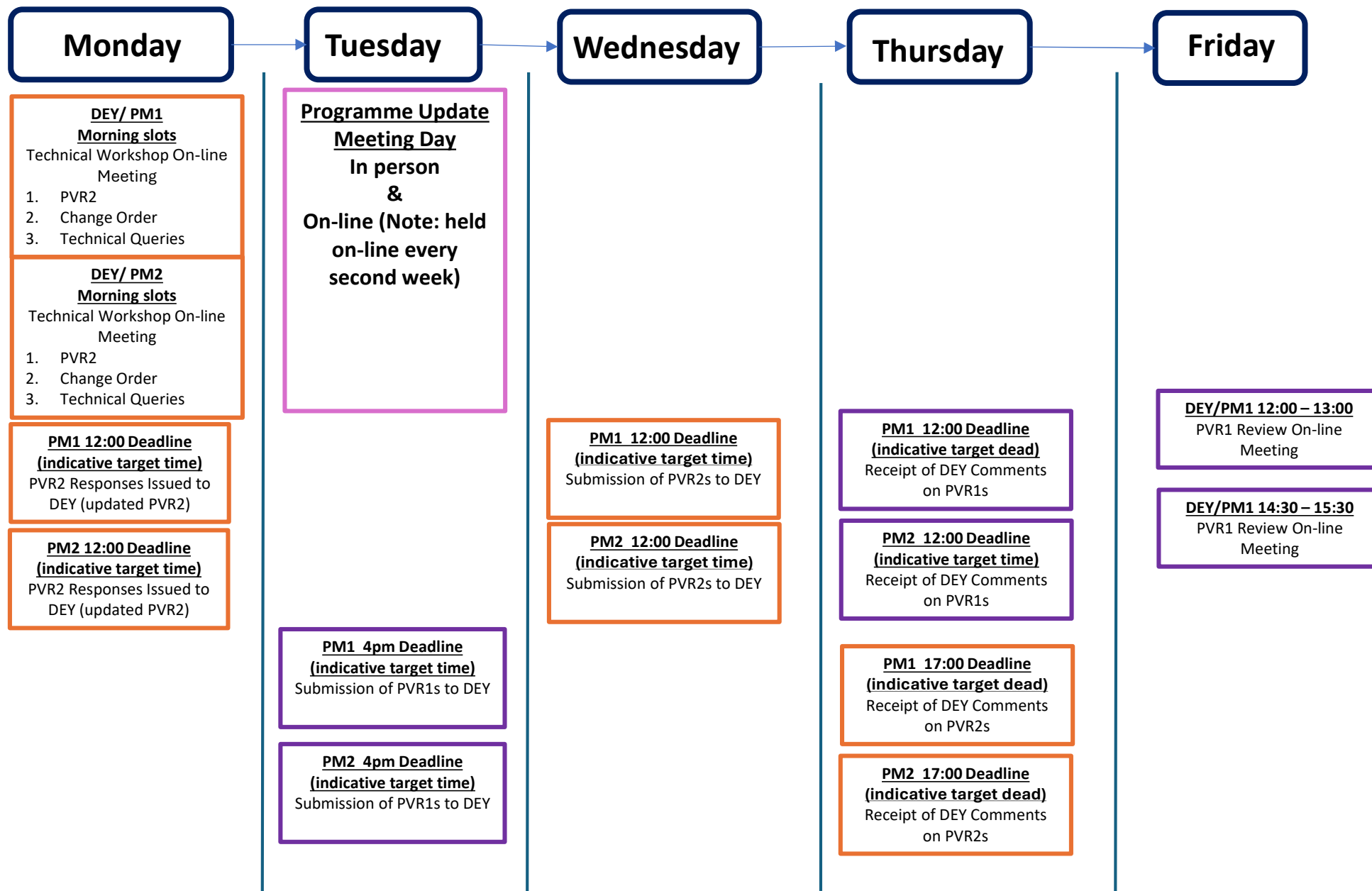


Appendix B

Programme - Weekly Flow Chart



Programme - Weekly Flow Chart (Indicative days & times, subject to change)





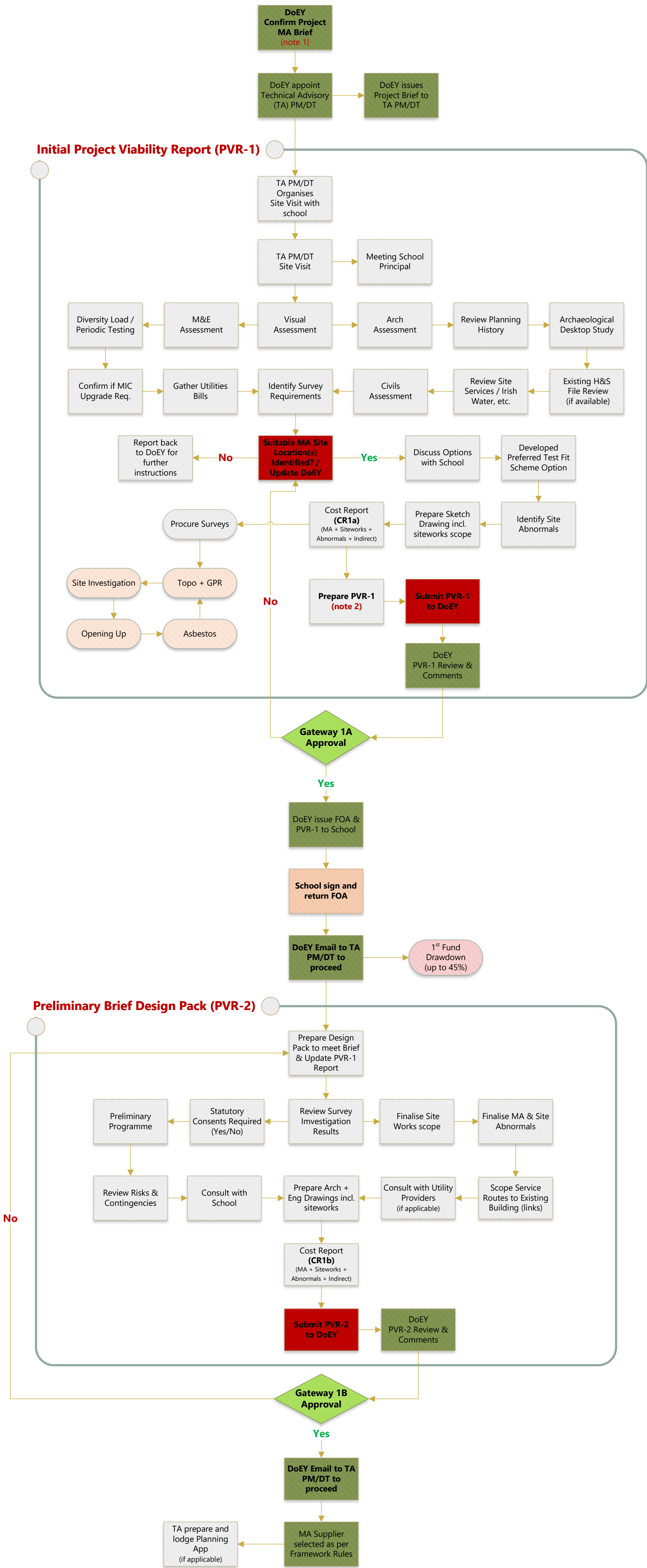
Appendix C

DoEY MA Framework 2026 Process Flow Chart

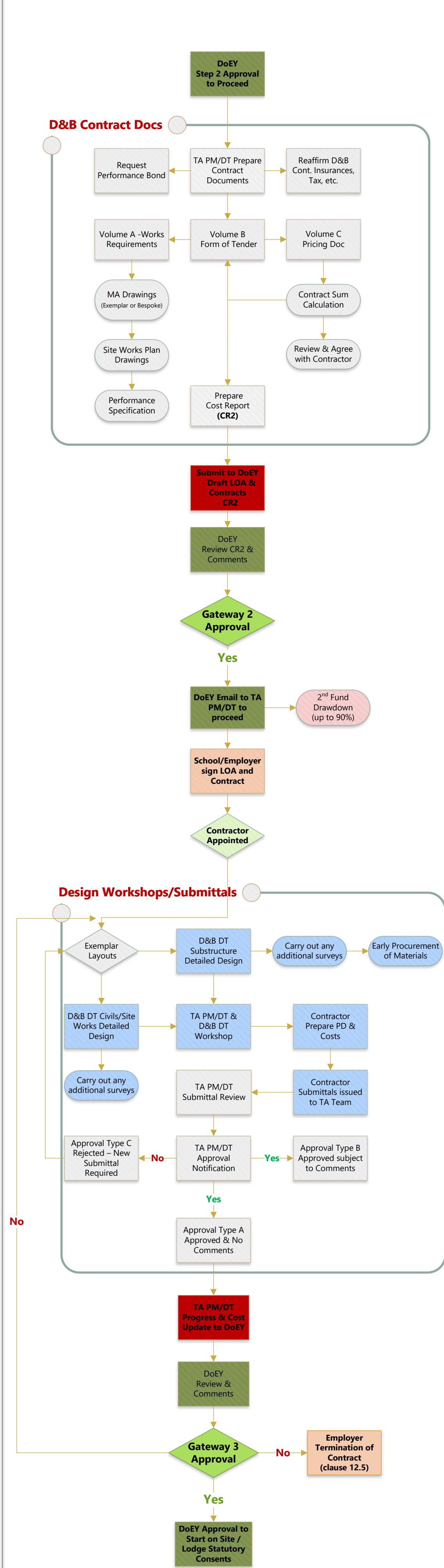


DoEY MA Framework 2026 Process Flow Chart [Standard Exemplar Layouts]

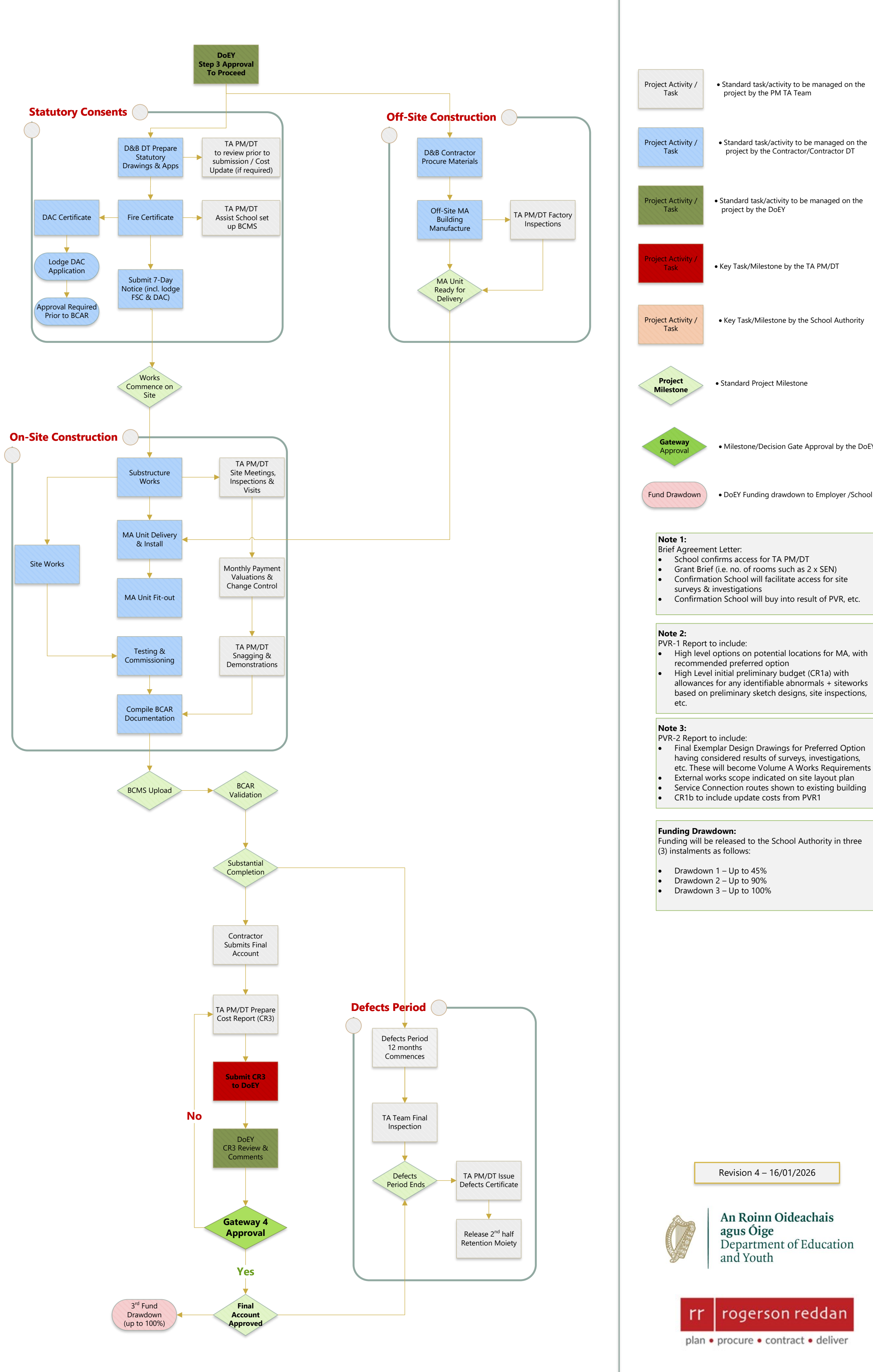
STEP 1 – PM TA Team Appointment / Project Viability Report / School Sign FOA



STEP 2 – Contractor Appointment / Workshops & Submittals



STEP 3 – Construction (Both Off and On Site) / BCAR Validation / Final Account



Legend

- Project Activity / Task
- Project Activity / Task
- Project Activity / Task
- Project Activity / Task
- Project Activity / Task
- Project Milestone
- Gateway Approval
- Fund Drawdown

Note 1:
Brief Agreement Letter:

- School confirms access for TA PM/DT
- Grant Brief (i.e. no. of rooms such as 2 x SEN)
- Confirmation School will facilitate access for site surveys & investigations
- Confirmation School will buy into result of PVR, etc.

Note 2:
PVR-1 Report to include:

- High level options on potential locations for MA, with recommended preferred option
- High Level initial preliminary budget (CR1a) with allowances for any identifiable abnormalities + siteworks based on preliminary sketch designs, site inspections, etc.

Note 3:
PVR-2 Report to include:

- Final Exemplar Design Drawings for Preferred Option having considered results of surveys, investigations, etc. These will become Volume A Works Requirements
- External works scope indicated on site layout plan
- Service Connection routes shown to existing building
- CR1b to include update costs from PVR1

Funding Drawdown:
Funding will be released to the School Authority in three (3) instalments as follows:

- Drawdown 1 – Up to 45%
- Drawdown 2 – Up to 90%
- Drawdown 3 – Up to 100%

Revision 4 – 16/01/2026



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