

Schedule of Stage Services for Archaeologist

TENDER FOR	Design Team the Fort Museum and Event Centre within the Cultural Quarter, Portlaoise, Co. Laois - Regeneration, conservation, and refurbishment project
FOR	Laois County Council
FOR	Archaeologist Services
AT	Fort Museum and Event Centre within the Cultural Quarter, Portlaoise, Co. Laois.

TABLE OF CONTENTS

1	STAGE 1 –PRELIMINARY DESIGN	3
2	STAGE 2A – DEVELOPED SKETCH DESIGN.....	3
3	STAGE 2B –DETAILED DESIGN	3
4	STAGE 3 –TENDER ACTION.....	4
5	STAGE 4–CONSTRUCTION	4
6	STAGE 5– HANDOVER/FINAL ACCOUNT.....	4

1 STAGE 1 – PRELIMINARY DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Desktop Study of brief proposal and preliminary investigation of remaining original fabric, including some careful removal of parts
- Procurement and examination of surveys and site investigation
- Co-operate with Design Team Leader to produce Preliminary Report
- Options Analysis. Risk assessment and delivery program
- Attend design team meetings
- Stage 1 Report
- Health and Safety.
- Design Stage Review Meeting

2 STAGE 2A – DEVELOPED SKETCH DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with Design Team Leader and provide all information necessary for Project Stage.
- Developed report of Preferred Option
- Attend design team meetings
- Assist in More Detailed Costing
- Assist in Management Presentation
- Stage 2a Report.
- Health and Safety
- Design Stage Review Meeting

3 STAGE 2B – DETAILED DESIGN

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Assist with Statutory Approvals (Planning (if required), Fire Cert Etc., Appropriate Assessment, bat derogation if required, National Monuments Service approval if required, Disability Access Certificate
- Attend design team meetings
- Detailed Design
- Assist in Delivery Program
- Provide information for Bill of Quantities
- Input to Preliminary H&S Plan
- Tender Packages
- Stage 2b Report.
- Health and Safety

4 STAGE 3 – TENDER ACTION

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Tender Action
- Tender Report
- Appointment of Contractor
- Appointment of Contractor as PSCS
- Liaising with Project Steering Group

5 STAGE 4 –CONSTRUCTION

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Co-operate with design team leader and provide all information necessary for construction
- Contract Administration
- Site Inspections & Meetings
- Health and safety
- Project Reviews
- Conciliation & Arbitration
- Contractor Termination
- Liaising with Project Steering Group

6 STAGE 5 –HANDOVER/FINAL ACCOUNT

All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Substantial Completion
- Submit Certificate of Compliance on Completion
- Final Account
- Defects Period