

Schedule of Stage Services for Electrical / Mechanical Engineering Services

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	Mechanical & Electrical Engineering Services.
AT	Fort Museum and Event Centre within the Cultural Quarter, Portlaoise, Co. Laois.

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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
- Procurement and examination of surveys
- Co-operate with Design Team Leader to produce Preliminary Sketch Designs
- Options Analysis. Risk assessment and delivery program
- Attend design team meetings
- Stage 1 Report
- Health and Safety.
- Green Public Procurement (GPP)
- 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 Sketch Scheme of Preferred Option
- Attend design team meetings
- Assist in More Detailed Costing
- Assist in Management Presentation including 3-D Model
- Stage 2a Report.
- Health and Safety
- Green Public Procurement (GPP)
- 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, Fire Cert, DAC. Etc.)
- Attend design team meetings
- Detailed Design
- Assist in Suitability Assessment of Contractors (If Restricted Procedure)
- Delivery Program
- Provide information for Bill of Quantities
- Input to Preliminary H&S Plan
- Tender Packages
- Stage 2b Report.
- Health and Safety
- Green Public Procurement (GPP)
- Issue Design certificates
- Design Stage Review Meeting

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
- Submit Certificate of Compliance (Design)
- 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
- ProjectReviews
- 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