

Schedule of Stage Services for Architectural 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	Architectural Lead Design Team Services to include Full Architectural, Project Supervisor Design Process, Disabled Access Certification, Design Certifier, Assigned Certifier 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.

- Preliminary investigation of remaining original fabric, including some careful removal of parts of some later additions to investigate survival of original fabric beneath
- Desktop Study of brief proposals for project elements
- Complete Preliminary Sketch Designs arising from Design Team proposals –Options Analysis. Each option outlining costs, conservation issues, risk assessment and delivery programme.
- Preparation of an environmental report on heritage and environmental issues
- Stage 1 Report.
- Health and Safety.
- Incorporate Green Public Procurement (GPP) principles and requirements
- Design Stage Review Meetings
- Workshops with relevant LCC Staff in preparation of design and requirements
- Liaising with Environmental Officer
- Liaising with the Heritage Officer
- Liaising with the Planning Officer
- Liaising with Public and Private Interests.
- Role of PSDP (continue throughout all stages of appointment)
- Liaising with Project Steering Group

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.

- Developed Sketch Scheme of Preferred Option
- More Detailed Costs (Cost Plan)
- 3-D panoramic model
- Stage 2a Report
- Health and Safety
- Green Public Procurement (GPP)
- Design Stage Review Meetings
- Workshops with relevant LCC Staff in preparation of design and requirements
- Liaising with Project Steering Group and other relevant interests where appropriate

3 STAGE 2b – Detailed Design

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

- Statutory Approvals (Planning (if required), Fire Cert Etc., Appropriate Assessment, bat derogation if required, National Monuments Service approval if required, Disability Access Certificate
- Detailed design
- Suitability assessment of Contractors (If Restricted Procedure)
- Delivery program
- Provide information for Bill of Quantities
- Preliminary H&S Plan
- Tender Packages (Works)
- Tender Packages (Site Furniture, Site Equipment)
- Stage 2b Report.
- Health and Safety
- Green Public Procurement (GPP) and Sustainability Report
- Issue Design Certificates

- Design Stage Review Meetings
- Workshops with relevant LCC Staff in preparation of design and requirements
- Liaising with Project Steering Group and other relevant interests where appropriate

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 (Works)
- Tender Report (Works)
- Appointment of Contractor (Works)
- Appointment of Main Contractor as PSCS
- Submit Certificate of Compliance (Design)
- Liaising with Project Steering Group and other relevant interests where appropriate

5 STAGE 4 –Construction

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

- Employer's Representative
- Contract Administration
- Site Inspections & Meetings
- Assigned Certifiers Inspections
- Health and safety
- Project reviews
- Conciliation & Arbitration
- Contractor termination
- Monthly progress reports aligned to PWC requirements
- Liaising with Project Steering Group and other relevant interests where appropriate

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
- Procuring Building File
- Submit Certificate of Compliance on Completion
- Final Account (Works)
- Defects Period.

NOTE: Consultation is an important part of this design process and this should be factored into the quotation. This will be required from design through completion.