

REF: 26010-AG-RHA-AR-09002 AGENDA FOR PRE CONTRACT MEETING.DOCX

MEETING AGENDA - PRE-CONTRACT MEETING

Project: ROSCOMMON COUNTY HOSPITAL
PSYCHIATRY SECLUSION ROOM UPGRADE
Job Ref: 26010
Date: 15 October 2026
Venue: TBC

Item	Description	Action
1.0	Introduction	
1.1	Welcome & introductions	
1.2	Meeting Format	
2.0	Contract	
2.1	Main contract signing – date and time to be agreed.	
2.2	Contract Documents Will be tender documents with agreed post tender clarifications. One set of documents will be signed and held in Architects/Project Managers offices and the other held by the main contractor. All drawings & specs or Schedules of drawings only will be signed – as required by client/Main contractor.	
2.3	Construction Information All drawings: architectural, , and electrical drawings with one copy of each specification will be issued to CDE before commencement date, marked 'For Construction'. Drawings not marked 'For Construction' are for information only. Main contractor to check for discrepancies and advise architect before construction.	
2.4	Contract Sum €TBC. (exc. of VAT)	
2.5	Commencement Dates TBC	
2.6	Completion Dates As per schedule issued -TBC The critical dates for completion of main elements of work are as follows: Phase 1 – Section 1- Main works - completion	
2.7	Resources/ Management Structure & Programme To be agreed and form part of the contract documentation – list to include Contracts Manager, General Foreman, Finishing Foreman, Site engineer, QS, and Services Coordinator.	

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- 2.8 Minutes of Understanding
- Minutes of this pre-contract meeting to form part of the main contract, signed and referred as 'Minutes of Understanding'
 - To form part of the main contract.

3.0 Insurances

- 3.1 Main contractor to relay on all insurance details for DT approval.
Main Contractor to provide letter confirming renewal dates for insurances.
- 3.2 Receipt for premiums paid, following renewal of the relevant policies to be issued to Client.
- 3.3 Main contractor is responsible for checking sub-contractor's indemnifications.
- 3.4 Original Tax Clearance Cert (and C2 cert) must also be at the time of contract signing.

4.0 Building Commencement Notice

- 4.1 Commencement Notice N/A
- 4.2 BCAR letters of under taking to be signed by main contractor.

5.0 Site Set-Up

- 5.1 **Access** – As per site set up drawing.
- 5.2 **Work Area / Contractors car parking** – The main contractor to produce a drawing indicating how they propose to layout all site huts, car parking & storage containers on site to comply with construction site layout drawings / constraints forming part of tender package. All operatives' cars must be parked within the dedicated compound/s and will not be permitted on the neighbor's grounds.
- 5.3 **Fencing and Protection** – As per H&S Construction plan – all compounds to be fully and securely hoarded.
- 5.4 **Fire escape procedures, Fire Safety Officer, permits** – To be agreed with client.
- 5.5 **Landscape Maintenance** – Main contractor to take steps to protect all existing landscape, where possible and to not cause damage to existing grassed areas, trees / hedgerows other than those specified.
- 5.6 **Signboards** – Main contractor to erect site sign as per DT/Client requirements.
- 5.7 **Planning consents / restrictions** – N/A
- 5.8 **Work to be carried out on site by Employer's personnel** – To be agreed – likely to be limited to the installation of furniture in the last few weeks of the project.
- 5.9 **Existing site services and temporary services to the works** – Main contractor responsible for all connection to below ground services and integrity of all utility services and foul/ storm drainage – and keeping lines live throughout programme.
- 5.10 Main contractor to review **H&S Plan** and make themselves fully aware of all known services. These services are non-exhaustive and main contractor to carry out a full review on site and to check with public utility provider on routing of all services. -

Critical to establish all live services so as not to disrupt the use of the existing structures.

6.0 Site meetings

- 6.1 Attendance:
Project Manager/Design team / main contractor
Domestic sub-Contractors to be present at main meeting.
Chairman: Rhatigan Architects
Minutes: Rhatigan Architects
- 6.2 Minutes to be accepted as direction for action
- 6.3 Any dissent from minutes to be notified in writing to Architect within seven days of receipt of the minutes.
- 6.4 Time and date for site Meetings
To be agreed
- 6.5 Sub-contractor meetings
Main contractor to hold same in advance of each site meeting with design /team (time to be agreed). Main contractor to issue service co-ordination minutes to Architects, design team.
- 6.6 Main Contractor to table 'Information Request' Schedule at each site meeting – a running document with date info sought, when required by and when received.

7.0 Instructions & Variations

- 7.1 Instruction for Change Orders: valid only if in writing from the Architect.
- 7.2 Extras only allowed if extra approved in advance in writing by the Architect before work proceeds.
- 7.3 Queries/discrepancies: to be resolved with architect before work proceeds.
- 7.4 Response to RFI's and instructions given by DT will be taken as cost neutral unless flagged by the main contractor at the time.

8.0 Programme & Reports

- 8.1 Main Contractor to issue programme to design team and all subcontractors ASAP to allow DT to review before start on site. Programme to take note of key dates for occupancy and completion of each work section as well as sub sections.
- 8.2 Responsibility for programming and co-ordinating all subcontractors work lies with the main contractor not the Design Team.
- 8.3 Programme to be in critical path format and to include:
 - Date for issuing & signing off shop drawings, ordering and delivery of materials, start on site, progress on various elements within main contract and all sub-contracts.
 - Latest dates for information required from design team.
 - Programme to be kept fully updated during the course of the contract

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- Main contractor to allow adequate time in their programme once received by DT for sign off of shop drawings before fabrication commences.
 - Programme to be kept fully updated during the course of the contract (every site meeting)
- 8.4 Main contractor to issue RFI sheets as and when need arises but adequate notice to be given to Architect – min two weeks.
- 8.5 Programme Review: At each site meeting. Progress to be reported in terms of target percentage and actual percentage achieved for each of the building elements and also graphically on the bar chart programme
- 8.6 Labour statistics and projections to be available for inspection on request – only in the event of programme slippage. Contractor to co-operate with, and furnish regular reports on manpower/machinery and other plant.
- 8.7 Advance notice of specific items requiring site inspection to be given by the main contractor to the design team. Minimum 2 weeks notice.
Inspections to be arranged to coincide with site meetings and not interim.
- 8.8 Shop drawings if required to be provided by the following sub-contractors and signed off by Design Team members. 3D visualization drawings will not be accepted as shop drawings for sign off. All Shop drawings to be 2D drawings in Autocad format - fully dimensioned and to an appropriate scale with all critical junctions detailed to allow Design Team to sign off on installation before fabrication commences.
It is critical that Shop drawings for each element of work are signed off by all Design Team members & main contractor as indicated above before fabrication commences. All shop drawings to be also issued to main contractor. – Main contractor to co-ordinate issuing of shop drawings.
- 8.9 Main contractor to issue contractors report at each site meeting under the following heading: H&S, Delays since commencement, Progress to date, Work schedule for the next two/ four weeks, RFI Schedule, Labour on site, Plant Inventory, Material Inventory, Financial, Contract variations, Samples for approval, Procurement, General

9.0 Finance

- 9.1 Certificates: to be Calendar monthly.
- 9.2 That the conditions of contract governing the main contract and the Reserved Specialist works may not be amended;
- 9.3 Confirmation that the requisite Bonds shall be put in place.
- 9.4 Once the contracting authority has sent the Letter of Acceptance the Contract is formed. Under sub-clause 5.4.3 (ii), the Contractor is required to appoint any Reserved Specialists prior to the Starting Date.
- 9.5 The Contractor must provide copies of the signed form of sub-contract (unamended from the form provided in the Reserved Specialist tender) before the Starting Date

10.0 Quality Control

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- 10.1 All work to highest possible standard. Any work deemed by DT to be defective work to be replaced in its entirety by the main contractor at his own expense.
- 10.2 Site inspections, minimum fortnightly by Architect. Other consultants as required Adequate notice to be provided for hold items identified on inspection notification framework.
- 10.3 Samples: Samples of material and workmanship of all main items to be presented for Design Team approval. Generally a list of samples to be agreed at site meetings. List to be incorporated into site minutes.
- 10.4 Main contractor and sub-contractor to carry out all tests as listed in DT Specification.
- 10.5 Main Contractor to ensure that all products are as DT specifications. Were Main Contractor intends to propose alternative products the following procedures will be sought in all cases:
 - A technical data sheet must be presented to the Architect for the product specified as per DT specifications
 - A technical data sheet must be presented to the Architect for the alternative proposed product.
 - Agreement Certification is required for the proposed alternative.
 - Samples of both the product specified and the proposed alternative must be presented together on site for consideration by Architect.
 - On receipt of the above, items will be considered by the Architect but no instruction will be issued until agreement of the costs has been received at Architect offices from the QS
 - Any such proposals are required to be programmed by the Main Contractor to allow sufficient time for all of the above to take place.
 - No extensions of time or programme delays will be accepted on the basis of proposed material substitutions

11.0 Health & Safety Arrangements

- 11.1 Main Contractor to sign form of agreement (in respect of appointment as project supervisor for construction Phase) – Contractor to note that their responsibilities are under the 2013 Act.
- 11.2 Main Contractor as project supervisor for construction phase to issue Notice of Commencement to H&S Authority before start on site and to display copy of same on site for duration of the works.
- 11.3 Main Contractor to hand over Safety File to the PSDP at the end of the project – as built drawings and maintenance manuals etc. – in the hardcopy and electronic formats specified in the tender documents.
- 11.4 All sub-contractors are to familiarise themselves with their duties in respect of the Health Safety and Welfare at Work (Construction) Regulations 2006 in terms of information input during construction and provision of as built/maintenance manuals at the end of the contract.

The main contractor must develop the Safety File during the contract and have a preliminary handover of each section of the completed works e.g. windows, etc. to

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- allow PSDP and Client to check the information submitted and seek any outstanding information prior to the issue of the final document.
- 11.5 The Main Contractor must deliver a safety file to the PSDP prior to substantial completion.
 - 11.6 The Main Contractor must provide in writing to the PSDP all relevant information so that the PSDP can complete the safety file.
 - 11.7 The Main Contractor must employ one designer who must take overall responsibility for the stability of the structure including permanent and temporary works during the entire construction phase. This designer must be competent in temporary works design, and will be required to demonstrate that he/she has safely provided for the complex forces involved in temporary works/permanent works interaction at the various stages of construction.
 - 11.8 The Main Contractor must employ one suitably qualified engineer who must liaise with the designer, the PSDP and the PSCS.
 - 11.9 The Main Contractor shall arrange for all specialist and temporary works designers to attend meetings with the PSDP, PSCS and permanent works designers in order to co-ordinate the designs to ensure that all of the designs are compatible and comprehensive, for all of the contract works.
These specialist designers shall be identified by the contractor within 7 days of being requested to do so prior to acceptance of the tender.
 - 11.10 The Main Contractor must promptly provide method statements setting out detailed methods of construction for any elements where particular risks, residual risks or construction methods have been identified in the Preliminary Health and Safety Plan. The method statements need to be specific for the key work items as listed in Section 11 of the works requirements documents. The Design team will not accept any design responsibility for any elements of work associated with method statements. This will be the sole responsibility of the main contractor and his own consultants.
 - 11.11 The PSCS/Main Contractor shall promptly report to the PSDP any unforeseen conditions arising on site which may affect design.
 - 11.12 The Main Contractor must assist the PSDP where required to allow the PSDP comply with the Safety, Health and Welfare at Work (Construction) Regulations, 2013.
 - 11.13 Main contractor to review conditions of the planning application and ensure that they comply with all aspects of same.
 - 11.14 Main contractor to report on H&S – related issues at each site meeting. This is to include any accidents, visits by the HSA, inspections by the contractors in-house Safety Officer and any findings/remedial work involved.
 - 11.15 The main contractor is to ensure his emergency procedures are compatible with client's emergency procedures
 - 11.16 The main contractor to issue a site specific Safety Statement to the client for the project and to issue a copy of the updated Safety File to client in next fortnight. The main contractor will be required to submit a Hot Works Permit from the outset for the project – apply to client for same.

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12.0 Consultants Reports

- 12.1 Structural Items
- 12.2 Services Items-Services Co-ordination
- 12.3 Quantity Surveyors Items
- 12.4 H&S Issues
- 12.5 Architectural items

13.0 Information

- 13.1 Builders Works Information: Design Team approval of same required before work proceeds on site. Programme to allow for this.

14.0 Any matters arising

- 14.1 Correspondence to be to relevant Design Team member. ER to be copied in on all correspondence.

15.0 Date for next meeting.

- 15.1 Progress Meeting
- 15.2 Technical meeting

Issued to:	Name	Rhatigan Architects	info@rhatiganarchitects.ie
	<i>Title</i>	<i>Title</i>	<i>Title</i>
	<i>Title</i>	<i>Title</i>	<i>Title</i>
	<i>Title</i>	<i>Title</i>	<i>Title</i>