



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Appointment of Marine Civil Engineering Consultancy Services with Financial Services Specialist for the Appraisal Stage and Stage 1 of a Project to Address Wave Resonance & Seiching, Dunmore East Fishery Harbour Centre Co. Waterford, Ireland



Scope of Service

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Contents

1.0 Introduction.....	1
2.0 Dunmore East Fishery Harbour Centre (FHC).....	2
3.0 Details of Existing Technical Reports.....	2
4.0 Infrastructure Guidelines.....	4
5.0 International Cost Management Standards 3 (ICMS3).....	4
6.0 Appraisal Stage	5
6.1 Strategic Assessment.....	5
6.2 Approval Gate 1: Strategic Assessment & Preliminary Business Case Report	6
7.0 Stage 1	7
7.1 Preliminary Project Brief.....	9
7.2 Preliminary Output Specification	10
7.3 Preliminary Report.....	11
7.4 Design Brief.....	11
7.5 Final Output Specification	12
7.6 Definitive Project Brief	13
7.7 Environmental Screening and other studies	14
8.0 Climate Action and Green Procurement	14
9.0 Service Requirements.....	15
9.1 Appraisal Stage	16
9.2 Stage 1	16
10.0 General Requirements.....	17
11.0 Award Criteria.....	18

1.0 Introduction

The Marine Engineering Division (MED) of the Department of Agriculture Food and the Marine (DAFM) require the services of a Marine Civil Engineering Consultancy to deliver the Appraisal Stage and Stage 1 services only for a proposal to address wave resonance and seiching at Dunmore East Fishery Harbour Centre (FHC). The Consultant will be required to engage the services of a specialist civil engineering infrastructure business consultant to undertake the financial and economic appraisal aspects of this commission. A suitably qualified Quantity Surveyor (QS) is also required as part of the team to prepare robust costs estimates, including life cycle costs (as required by Circular 17/25), in accordance with the International Cost Management Standards 3 (ICMS3), as mandated by the Capital Works Management Framework (CWMF).

DAFM has already completed extensive preparatory work including computational modelling, site investigations, engineering designs, and cost estimations for a long-list and shortlist of options to address the problematic wave dynamics in the harbour. These extensive studies are detailed in three technical reports, which are summarised here at Section 3.0 and will be provided in full to the successful Tenderer. The successful Consultant shall be required to review all existing data in advance of commencing their work. This existing data will significantly accelerate the provision of the needs addressed under this appointment.

The objective of this commission is to ensure the following:

- Full compliance with the [Infrastructure Guidelines](#) by undertaking the Strategic Assessment before the development of a full Preliminary Business Case
- Upon approval of the Strategic Assessment, prepare the Preliminary Business Case for full and formal Approval-in-Principle i.e. progression through Approval Gate 1
- Upon approval, preparation of the Stage 1 reports per Guidance Note 1.2 of the Capital Works Management Framework (CWMF) culminating in the preparation of the Definitive Project Brief that will form the basis for Stage ii Detailed Design (not part of this commission)
- Engage with key stakeholders during all stages of the commission and ensure their views are fully considered in the development of the reports, especially in relation to navigation and other such issues

Please note that all project deliverables must pass a strict value-for-money approval process before moving to the next stage. Funding is approved incrementally, and approval from the Approving Authority is not guaranteed. Consequently, securing this contract does not guarantee progression through all phases of the project.

The objective of this commission is to bring the proposal through Approval Gate 1: Strategic Assessment and Preliminary Business Case Stage of the Infrastructure Guidelines and to gain Approval-in-Principle to proceed to and to complete Stage 1. This commission requires, as a specialist to the Marine Civil Engineering Consultant, a financial services company to undertake the assessment of needs and the various financial and economic aspects of the Strategic Assessment and the Preliminary Business Case Report. The commission also requires a Quantity Surveyor to ensure robust and accurate cost estimation, particularly during iterative processes that make up Stage 1 services. All costs estimates, including life cycle costs (as required by Circular 17/25), shall be prepared in accordance with the Government-mandated ICMS3, using the template at Pillar 3 of the Capital Works Management Framework and, where necessary, the ICMS3 templates from their website. The Department are fully committed to the Climate Action Plan 2025 and in the common climate neutrality goal of net zero Green House Gas (GHG) emissions by 2050. A high-level assessment of embodied carbon and operational carbon levels shall be an important aspect during all stages of this service, and team members are required to collaborate with a view to optimising options from the perspective of initial capital costs and life cycle costs.

Before fully developing the Preliminary Business Case, the Sponsoring Agency (MED) completes the Strategic Assessment. Under the streamlined guidelines, this acts as a "light-touch" filter submitted to the Approving Authority to secure an early green light before investing further resources. Following the formal endorsement of the strategic rationale, the project will advance to Approval Gate 1 (Approval in Principle). This transition requires

the compilation and submission of a formal Preliminary Business Case (PBC). The PBC builds directly upon this Assessment Report by embedding the Strategic Assessment and expanding it into a multi-dimensional appraisal.

Upon grant of Approval-in-Principle, which may or may not be received, Stage 1 services commence and include the production of the Preliminary Project Brief, Preliminary Output Specification, Preliminary Report, Design Brief, Final Output Specification and Definitive Project Brief all in accordance with the Capital Works Management Framework, specifically Guidance Note 1.2 Project Definition and the Development of the Definitive Project Brief. The Definitive Project Brief forms the basis of the design that would become the basis for the construction contract.

2.0 Dunmore East Fishery Harbour Centre (FHC)

Located on the western side of Waterford Harbour, where the Three Sisters (the Suir, Nore, and Barrow rivers) empty into the sea, Dunmore East is a harbour that functions as a major fishing port and a favourite spot for sailing. It is naturally sheltered from westerly and northerly winds by the surrounding high ground and the pier structures.

The harbour's primary exposure faces east and southeast, looking directly toward the mouth of Waterford Harbour and the Celtic Sea. Consequently, southerly and easterly winds can funnel straight into the entrance, complicating vessel handling during approach and within the basin. Additionally, the surrounding cliffs and hills alter wind patterns, creating localised acceleration and turbulence near the harbour mouth.

The harbour entrance is relatively wide, but the inner basins offer more confined spaces. Understanding the wind direction and strength, especially relative to the harbour structures and other vessels, is crucial for safe navigation and berthing. The harbour has a wide entrance but awkward inner basins. Safe navigation and berthing require constant attention to how wind strength and direction affect vessel/structure interaction and that with other marine traffic.

Specifically, Dunmore East FHC suffers from long period wave seiching such that fishing boats must leave the harbour under certain storm conditions and seek shelter elsewhere. The seiching in the existing Dunmore East basin is due to the action of infragravity waves, resulting from storm wave grouping, coinciding with the natural period of resonance of the harbour basin. To prevent damage to the moored boats in the basin a new scheme must either:

- Change the natural resonant period of the existing harbour basin
- Construct a new basin for the fishing boats with a different resonant period, or
- Prevent waves entering the existing basin during significant storm events.

DAFM appointed a technical consultant to thoroughly investigate the complex wave dynamics at the harbour and recommend solutions. The consultant delivered three technical reports—summarised in the next section—which will be shared in full with the successful tenderer.

3.0 Details of Existing Technical Reports

Three separate, but related, reports were prepared by a technical consultant relating to the challenging wave dynamics at Dunmore East and recommended solutions. This first report (2019) was commissioned to investigate the high-level development of harbour facilities, including the possibility of accommodating a cruise ship berth, and improvement of wave climate/conditions in the harbour. An extensive range (long list) of options were developed with the final version being a phased derivative of a layout developed to accommodate additional fishing vessels and potential cruise berthing. The study included site investigation, computational modelling and a comprehensive review of possible harbour layouts which have been assessed on a wide range of criteria including number of berths, anticipated wave climate, harbour facilities and operation development, environmental considerations, engineering and cost. During the study consultations were undertaken with key stakeholders and statutory consultees to ensure developed options best met their needs. The report concluded

that several developed concepts satisfied the core objectives, but a definitive preferred development option was not selected by DAFM.

The second report (2024) consisted of a review of the previous reports and model studies with a view of recommending potential schemes that were worthy of further detailed studies to solve the lack of shelter in the existing fishery harbour at Dunmore East. The technical studies undertaken for the 2019 report were used as the baseline for the assessment of possible options for further studies. This report concluded that a specific option described in the 2019 report (known as Option 2a2 and shown at Figure No. 1 below) was found to greatly reduce the seiching in the existing harbour basin by forming a new protected basin on the northern side of sailing club which is connected to the existing harbour basin via a common entrance area. The construction of the new small boat basin would change the natural period of resonance of the overall harbour complex thus substantially reducing the seiching in the existing harbour basin. Another option (known as Option 1d) provided for a new deep-water basin on the eastern side of the East Pier. This option provides for a new harbour basin that would not be subjected to the same resonance issues and provides additional capacity for the harbour. The option to install a storm gate across the entrance to the existing harbour basin was found to resolve the issue of excessive ranging of berthed boats during storm conditions. It was noted that gates do restrict the access to the harbour during storm conditions and may require the installation of a nearshore wave buoy to improve operational efficiency. The report recommended that a social and economic appraisal of potential development options be undertaken of all three options prior to selecting a preferred scheme.

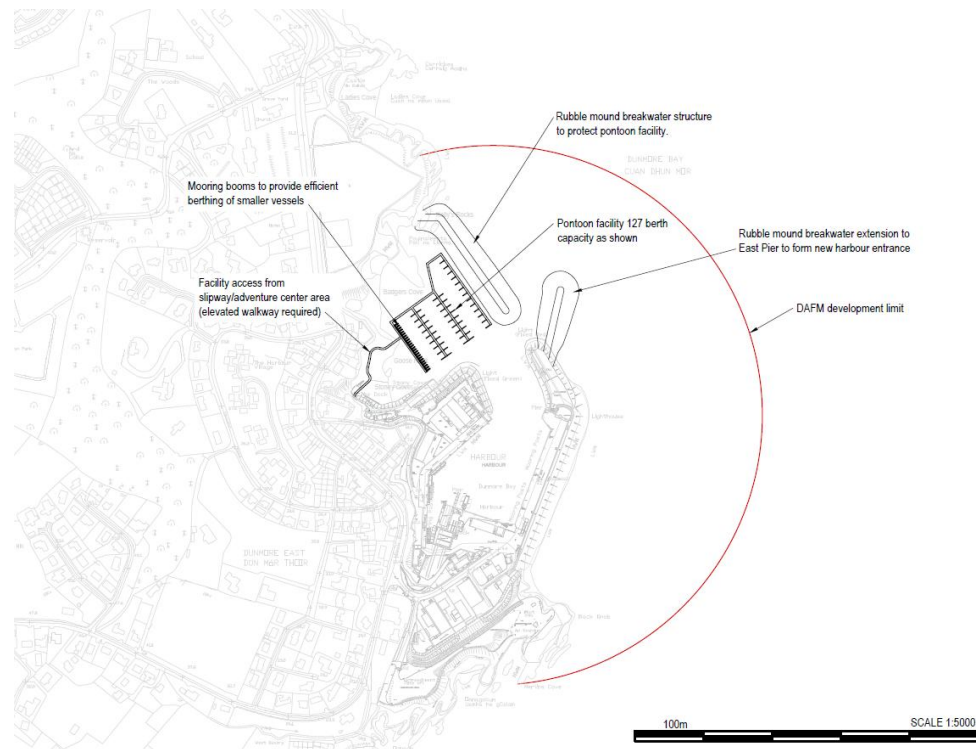


Figure No. 1: Option 2a2 from the 2019 report

The third report (2025) states that a review of the three alternative strategies from the 2024 report concluded that the new harbour basin to the east would be too expensive and that the operation of a storm gate at the entrance to the existing harbour would be difficult due to the variation in the type and sizes of the fishing boats using the harbour as well as the need to maintain all weather access for the RNLI. This report therefore further studies that remaining option of reducing the seiching by connecting the existing harbour to a new basin to the north-northeast of the existing fishing harbour basin i.e. Option 2a2. The purpose of the report was to examine the performance and development issues of a connected basin scheme and determine if it could form the basis of a scheme that the Department progress to improve Dunmore East Harbour for the fishing fleet. Option 2a2,

as described in the 2019 report, was found to significantly reduce the seiching in the existing harbour basin by forming a new protected basin on the northern side of sailing club which is connected to the existing harbour basin via a common entrance area. This concept was used as a starting point for the development of new harbour layout termed Option 2a2-25. It was found that Option 2a2-25 would greatly reduce the amplitude of the long period seiching in the existing harbour such that fishing vessels should be able to safely remain in the existing harbour under storm conditions.

As described above, significant progress has already been made toward resolving the complex wave dynamics at Dunmore East FHC. DAFM considers these extensive studies to be nearly exhaustive, providing a robust foundation for developing the Strategic Assessment and Preliminary Business Case. The successful Consultant shall:

- Review and fully familiarise themselves with the previous reports, technical data, assessment of the options identification and appraisal process, and confirm that as a collective they address the objectives of this project and can be adopted to meet the needs of the Infrastructure Guidelines for the Strategic Assessment
- Identify any gaps, assumptions or weaknesses in the earlier appraisal and recommend how they should be addressed
- Make any further recommendations they view necessary to meet the objective of this project
- Engage with key stakeholders to obtain their views of the issues at play and the appropriateness of the proposed solutions

4.0 Infrastructure Guidelines

The Department must obtain maximum value for money all the way through the project life cycle by way of disciplined project evaluation, preparation, and implementation (construction and handover). The principles of public financial management are important factors to be considered with this phase of the project.

With reference to the roles and responsibilities section of the Infrastructure Guidelines, roles are defined as follows:

Sponsoring Agency has primary responsibility for evaluating, planning, and managing public investment projects within the parameters of the Infrastructure Guidelines.

Approving Authority has ultimate responsibility for the project.

For this project, the Department fulfils both roles, with specific Divisions within the Department acting as the Sponsoring Agency (Marine Engineering Division) and the Approving Authority (Sea Fisheries Administration Division).

Tenderers shall familiarise themselves with the [project life cycle](#) as described in the CWMF.

5.0 International Cost Management Standards 3 (ICMS3)

The International Cost Management Standards 3 (ICMS3) is a global standard developed by an international coalition of professional bodies (including the RICS and SCSi) to bring consistency, transparency, and uniformity to construction cost reporting and carbon emission metrics across the lifecycle of global infrastructure and building projects.

In the context of Irish public works contracts, ICMS3 is mandated under Pillar 3 of the Capital Works Management Framework (CWMF) for cost to ensure public projects adhere to international best practices. *It is essential that all cost reports associated with this commission are presented to the ICMS3 standard and fully comply with the Government mandate.*

Integrating Life Cycle Costing (LCC) into this project will ensure long-term asset value by shifting focus from initial construction costs to the total cost of ownership. By evaluating design, proactive maintenance, and eventual decommissioning from the outset, an LCC-driven approach mitigates operational risks, optimises capital allocation, and guarantees sustainable financial performance throughout the asset's multi-decade lifespan. Life cycle costing is important for marine infrastructure assets because initial construction accounts for only a fraction of their total economic and environmental burden over a multi-decade operational life. As per Circular 17/2025 whole life-cycle costing is to be used by all public sector bodies for all works contracts as defined by the Capital Works Management Framework. Therefore, life cycle costs as defined by ICSM3 shall be fully developed in all cost reports associated with this project.

From 1st January 2026, projects in receipt of exchequer funding more than €10m should produce Whole Life-Cycle Greenhouse Gas Emissions Assessment. The successful Consultant and their QS team will be expected to take account of embodied and operational carbon at a higher level in the assessment of proposals and the life cycle costing analysis under this commission with a view to optimising capital costs and life cycle costs for the options presented to DAFM. Their assessments in the respect shall be fully documented in all outputs for Stage I and shall be included in detail in the Definitive Project Brief so that a full detailed carbon assessment can be included in the Scope of Service for detailed design.

6.0 Appraisal Stage

The Appraisal Stage of this commission includes the production of the Strategic Assessment and Preliminary Business Case Report to gain Approval-in-Principle at Approval Gate 1 to proceed with the project.

6.1 Strategic Assessment

The Strategic Assessment is the first stage of the project lifecycle and is critical for early scrutiny of objectives, consideration of options and identification of risks. This process must critically examine the specific problem to be addressed. The process forms an important element of the bridge between the *policy* and the *project*. The Strategic Assessment happens as early as possible in the concept phase of a proposal to meaningfully inform key decision points and should be informed by lessons learned on earlier schemes.

The purpose of the Strategic Assessment is to examine the rationale for this project and ensure the strategic fit of this project with government policy, in particular the National Planning Framework and National Development Plan and the Climate Action Plan 2025. A common cause of problems in projects is a failure to clearly specify objectives and desired outcomes at the outset. The Strategic Assessment is designed to guard against this and ensure early engagement with and scrutiny of potential public investment projects.

The output of the Strategic Assessment is part of the overall single report for the Appraisal Stage of the project. The Sponsoring Agency proceeds to developing a Preliminary Business Case if the rationale set out in the Strategic Assessment elements of the stage are sufficient to warrant an intervention and are aligned with national and sectoral policy. The strategic assessment elements of this stage are submitted to the Approving Authority for consideration prior to the development of the Preliminary Business Case.

Before the decision is taken to develop the Preliminary Business Case for a proposal, the Strategic Assessment of the proposal is carried out. This sets out:

- Investment rationale
- Objectives
- Strategic alignment with government policy – the National Planning Framework, the National Development Plan and the Climate Action Plan 2025
- Preliminary demand analysis

- The long list of potential options to meet the objectives

In relation to the long list of options, the Contracting Authority has previously undertaken an options identification and appraisal process in the 2019 report, the outputs of which are summarised at Section 3.0 and will be provided to the successful Consultant. A preferred option has been identified. The Consultant shall not be required to generate a complete new long list of options. Instead, the Consultant shall:

- Review the previous options identification and appraisal process, and confirm that it is consistent with the requirements of the Infrastructure Guidelines for the Strategic Assessment
- Summarise the long list of options considered, the assessment criteria applied for inclusion in the Strategic Assessment
- Test the preferred option against the strategic objectives, including its strategic fit, deliverability, affordability and key risks
- Identify any gaps, assumptions or weaknesses in the earlier appraisal and recommend how they should be addressed

Please refer to the [Infrastructure Guidelines: Strategic Assessment and Preliminary Business Case document](#) for detailed guidance on the development of the Strategic Assessment element of the Preliminary Business Case.

A draft Strategic Assessment shall be prepared and submitted to the Department for review and comment, prior to issuing the final version.

If the Approving Authority is satisfied that the Strategic Assessment meets the required standards and that there is a justification for developing the project further, it can informally approve the project to proceed to the next stage of the lifecycle, Preliminary Business Case. *The project can only proceed if approval is granted.*

6.2 Approval Gate 1: Strategic Assessment & Preliminary Business Case Report

If the Approving Authority is satisfied that the rationale set out in the Strategic Assessment elements of the stage are sufficient to warrant an intervention and are aligned with national and sectoral policy, the Sponsoring Agency (MED, DAFM) proceeds to the Preliminary Business Case elements of the stage.

The Preliminary Business Case incorporates the Strategic Assessment already carried out and serves as a detailed appraisal of available options. It leads to the clear articulation of a preferred option for the proposed project, enumerates associated risks and sets out a proposed implementation strategy for the investment proposal.

The Preliminary Business Case process is iterative and shall be viewed as both a *process* and a *product*. If the proposed project progresses through the lifecycle stages, the business case shall be updated continuously as new information becomes available. The business case will therefore inform key decisions for the Approving Authority at various points of the project lifecycle.

The Preliminary Business Case shall include the following elements:

- Confirmation of the strategic relevance of the proposal and detailed specification of the objective of the proposal
- Description of the short-list of potential options to deliver the objectives set out.

Again, relating to the shortlist of options, the Contracting Authority has previously undertaken an options shortlisting and appraisal process in the 2024 report, the outputs of which are summarised at Section 3.0 and will be provided to the successful Consultant. A preferred

option has been identified. The Consultant shall not be required to generate a complete new short list of options. Instead, the Consultant shall:

- Review the previous options identification and appraisal process, and confirm that it is consistent with the requirements of the Infrastructure Guidelines for the Strategic Assessment
 - Summarise the short list of options considered, the assessment criteria applied, and the rationale for the selection of the preferred option, for inclusion in the Strategic Assessment
 - Test the preferred option against the strategic objectives, including its strategic fit, deliverability, affordability and key risks
 - Identify any gaps, assumptions or weaknesses in the earlier appraisal and recommend how they should be addressed; and
- Detailed demand analysis and description of underlying assumptions
 - Options appraisal, including
 - » Financial appraisal: additional guidance [here](#) including a cost of carbon appraisal
 - » Economic appraisal: including a cost of carbon appraisal
 - » Sensitivity Analysis
 - Assessment of climate and environmental performance
 - Assessment of affordability within existing resources
 - Risk assessment, allowance for optimism bias and full risk management strategy including the Project Risk Register and Assumptions Log Tracker updated to take account of all options on the short list of options
 - Proposed approach to procurement
 - Proposed approaches to construction and operation
 - Assessment of delivery risk cross referenced with the Project Risk Register
 - Plan for monitoring & evaluation including key performance indicators
 - Recommendation to the Approving Authority

Please refer to the [Infrastructure Guidelines: Strategic Assessment and Preliminary Business Case document](#) for detailed guidance on the development of the Strategic Assessment element of the Preliminary Business Case.

A draft Strategic Assessment and Preliminary Business Case Report shall be prepared and submitted to the Department for review and comment prior to the preparation of the final report.

Submitted for formal Approval Gate 1 (Approval-in-Principle)

7.0 Stage 1

Stage 1 of this commission is subject to Approval Gate 1 clearance which may or may not be forthcoming. Stage 1 includes the production of the Preliminary Project Brief, Preliminary Output Specification, the Preliminary Report, Design Brief, Final Output Specification and the Definitive Project Brief all in accordance with the Capital Works Management Framework, specifically GN1.2. Project Reviews, as opposed to Approval Gates, are conducted between the delivery of stage services up to pre-tender approval.

Stage 1 services are concerned with the development of the Definitive Project Brief for the identified project at Dunmore East. The project brief is a complete statement of user requirements and other technical, administrative, and financial information relevant to the capital works project. A well-defined project brief, that clearly specifies output requirements accurately, precisely, and comprehensively at the start, is essential to avoid unnecessary, unpredictable, and uncontrolled changes in costs.

The project brief must be complete and accurate to allow for the procurement of consultants for technical services as fees can be competitively tendered on a lump sum basis. An incomplete or inaccurate brief would almost certainly have implications for the scope and delivery of the services and would result in the project being compromised with loss of cost certainty at tender stage.

GN 1.2 specifies an iterative process for Stage 1 involving the examination and re-examination of 16 set project parameters through six distinct activities namely: Preliminary Project Brief, Preliminary Output Specification, the Preliminary Report, Design Brief, Final Output Specification, and the Definitive Project Brief. The Project Execution Plan is listed as one of the 16 project parameters. Under MED Project Management Procedures, the Project Execution Plan is developed upon grant of Approval-in-Principle and is maintained monthly by the Project Co-Ordinator (Engineer in the Marine Engineering Division) during project execution. This information will suffice under the title of Project Execution Plan in the various Stage 1 outputs.

Project parameter 15, Cost, shall be informed by the Quantity Surveyor during all Stage 1 outputs. Capital cost estimates for this project and options to meet the project requirements shall be the total cost to deliver the project from inception to handover and shall include professional fees, planning and development costs, cost of studies/research/investigations, construction costs, risk (quantified from and cross referenced to the Project Risk Register), inflation, contingency, and VAT, with all assumptions clearly stated. All cost reports shall be presented in accordance with ICMS3 as mandated under the Capital Works Management Framework. As already stated, whole life-cycle costing is to be used by all public sector bodies for all works contracts as defined by the Capital Works Management Framework. All cost reports for this project must include ICMS3 compliant life cycle cost analyses. The successful Consultant and their QS team will be expected to take account of embodied and operational carbon at a higher level in the assessment of proposals and the life cycle costing analysis under this commission with a view to optimising capital costs and life cycle costs. Assessments of the carbon levels shall be fully documented in all outputs for Stage I and shall be included in detail in the Definitive Project Brief so that a full detailed carbon assessment can be included in the Scope of Service for detailed design.

The successful Consultant shall add a seventeenth project parameter to all six outputs from Stage 1, namely, Climate Impacts & Mitigation.

Information Management (BIM) is currently mandated on capital works projects in this value range. DAFM require all Stage I outputs refer to Information Management (BIM). All outputs shall include a section on Information Management (BIM) and the work to be undertaken by the Client to ensure that all aspects of the mandate shall be fully complied with at all stages of the project life cycle. It is envisaged that if approval for the project is granted, DAFM would engage an Information Manager (BIM) specialist Consultant to assist us with our obligations with respect to Information Management. The detail provided by the successful Consultant, in the Stage I outputs, shall be sufficient to form the basis of a robust scope of service for the engagement of a specialist Consultant at the DAFM Information Manager (BIM).

The Project Risk Register and Assumptions Log Tracker shall be the main document associated the identification of all project risks and it shall be included as an Appendix to all Stage 1 outputs.

The successful Consultant shall determine land ownership directly impacted by the preferred option including any rights of way and associated riparian rights.

7.1 Preliminary Project Brief

The project brief shall address all 17 project parameters appropriately having carefully considered each one.

In the Appraisal stage, all issues that determine whether the project should proceed are examined, and the broad parameters of the project are set out. These included:

- The high-level requirements that the project is intended to meet;
- The assumptions upon which the decision to proceed is based;
- The constraints under which the project must be completed; and
- The management and other principles that must be applied throughout the project.

Estimates of cost, including life cycle costs, and timescales were also made, so that the decision is well-informed. The Approval-in-Principle is based upon the best information available at the time and, in the absence of facts for some issues, on certain assumptions. Once it is given, the information and assumptions on which it is based must be examined, disaggregated and assigned across the seventeen project parameters that are used to help refine in greater detail what constitutes this project. Essentially, the project parameters are broad categories under which information relating to the project can be gathered.

Pages 24-27 of GN 1.2 provide details of the 16 parameters to be examined for the Preliminary Project Brief and the seventeenth is concerned with climate matters as specified in this document.

Some pre-design studies may already have been carried out during project appraisal. Any such studies shall be re-examined throughout Project Definition to confirm that their findings remain valid. Further studies are normally required at project definition stage to:

- Improve or augment existing data;
- Test the veracity of existing information; and
- Introduce new data if required.

The successful Consultant shall undertake any studies necessary to inform the Stage 1 services. Third party costs associated with any such studies shall be borne by DAFM. Tenderers shall include in their fee proposal costs associated with the procurement of such studies and the administration of any subsequent contracts, excluding full-time on-site supervision.

The Preliminary Project Brief aims to:

- Define the purpose and scope of the project clearly and unambiguously.
- Address all project parameters and include details on high level carbon assessments and Information Management (BIM)
- State all requirements, both quantitative and qualitative, that the project must satisfy.
- Minimise the number of project assumptions to a manageable level going forward
- Identify all known risks and where possible eliminate, mitigate or arrange for the transfer of such risks. For those risks where this is not possible the treatment of these risks shall be deferred to the next activity. The Project Risk Register and Assumptions Log Tracker shall be included as an Appendix as stated previously
- Provide contingency arrangements for the possibility of unknown risks that might subsequently arise during the delivery process.
- Set budget objectives and relate these to service delivery outcomes. The Quantity Surveyor or equivalent shall undertake all works associated with the development of the budget and costs under the supervision of the successful Consultant.
- Reduce the risk of cost and time overruns through realistic master planning

The development of the Preliminary Project Brief starts with the output from the Appraisal stage and the Approval-in-Principle decision. The information used for appraisal is examined and disaggregated and assigned across the seventeen project parameters. As far as possible and within the seventeen project parameters, the Department need to be able to confirm that:

- The information is correct and complete;
- The assumptions and constraints are valid;
- The estimates of time and money are reasonable;
- Contingency plans are realistic, and
- The need for the project still exists to the extent originally approved.

At this stage, it is likely that the process will identify gaps and inconsistencies in the information that must be addressed before a decision to proceed with the project can be made. Such gaps and inconsistencies are dealt with in subsequent stages.

To ensure all issues are identified and addressed in an appropriate manner and at the right time, the successful Consultant shall undertake consultations with key stakeholders during the development of the Preliminary Project Brief. The output from the consultation process shall document the proposed solution and the standards of service it will provide and acknowledge the identified constraints. This is a vital part of managing the expectations of users and others affected by the project, and of ensuring that there is understanding, commitment and – as much as possible – local ‘ownership’ of the project.

The Preliminary Project Brief shall be presented to the Department in the form of a report that adequately addresses all matters in this Scope of Service and in GN 1.2. Formal approval is required before progression to the next part of the stage service, preparation of the Preliminary Output Specification.

7.2 Preliminary Output Specification

The Preliminary Output Specification is a detailed statement of the projects output requirements. It primarily focuses on what the Department wants to achieve with this project, as opposed to how the requirements are to be delivered. The output is the end user’s requirements, or what is consumed by the users of the service, and not the facility used to provide that service.

With publicly funded capital works projects such as the proposed solution to challenging wave dynamics, output specifications are of key importance to users of the services provided. Focusing on outputs and constraints associated with those outputs gives scope for innovation and flexibility in design and construction of the facility, within the limitations set at Appraisal stage. Restricting a specification to the required outputs and associated constraints gives designers sufficient freedom to recommend the design they believe best suits the Departments requirements.

The Preliminary Output Specification shall further assess the 17 project parameters, (including an assessment on high level carbon assessments and Information Management (BIM)), refine them as and when further information becomes available during the development of the output specification. At this stage, known risks that require quantification, brought forward from the Preliminary Project Brief, need to be further assessed through additional studies, research, the application of further resources, or the initiation of additional actions. Other risks, not previously identified, that emerge at this stage shall be included in the Project Risk Register and Assumptions Log tracker and addressed by elimination, mitigation, or transfer. If this is not possible action on them shall be deferred to the next activity where they can be dealt with. Action in relation to the following project parameters shall not be deferred at this stage:

- Scope
- Deliverables
- Performance

- Assumptions
- Governance and Reporting
- Preferred Option
- Known Risks
- Budget
- Constraints
- Climate Impacts, Embodied Carbon & Mitigation

The Preliminary Output Specification shall include a breakdown of the outputs as either essential/core-requirements or non-essential/non-core requirements.

The Preliminary Output Specification shall be presented to the Department in the form of a report that adequately addresses all matters in this Scope of Service and in GN 1.2. Formal approval is required before progression to the next part of the stage service, preparation of the Preliminary Report.

7.3 Preliminary Report

The Preliminary Report shall consider key quantitative aspects of the project in sufficient detail to inform a final and reasoned decision on whether to proceed. Where necessary, further studies are carried out to quantify information more precisely and to allow confirmation that the project is feasible.

The Preliminary Report pays particular attention to the following project parameters:

- Project Deliverables
- Performance
- Assumptions
- Preferred option
- Known risks
- Value Management
- Expected Functional Life
- Location
- Budget
- Constraints
- Climate Impacts, Embodied and Operational Carbon & Mitigation
- Information Management (BIM)

The information in the Preliminary Report must be sufficiently accurate that it can be relied upon. If necessary information that is not initially available, the successful Consultant shall identify any inadequacies arising out of a deficiency in information – in the context of risks and assumptions made. Such inadequacies shall be addressed through separate studies or investigations, and the decision to proceed with the project will depend heavily on the importance of this information.

The Preliminary Report shall be presented to the Department in the form of a report that adequately addresses all matters in this Scope of Service and in GN 1.2. Formal approval is required before progression to the next part of the stage service, preparation of the Design Brief.

7.4 Design Brief

The Design Brief is the full and completed statement of the Departments functional and operational requirements for the proposed engineering solution expressed in output requirements. It defines all design requirements for the project including performance standards and quality thresholds. It is the foundation on which design will be developed and is the benchmark for measuring future design development.

The information collected under the 17 project parameters continues to be enhanced, (including an assessment on high level carbon assessments and Information Management (BIM)), added to, checked, measured and verified during the development of the Design Brief. The Design Brief shall elaborate on the project parameters that impact on the design and action those parameters which shall not be deferred to a later activity. It shall specify a net spatial area with clearly defined functional spaces (for example, quayside, laydown areas, access and egress routes, development sites etc) and realistic cost limits prepared by the Quantity Surveyor or equivalent to ICMS3. The Design Brief shall pay particular attention to the following project parameters:

- Scope
- Assumptions
- Preferred option
- Known risks in the form of an updated Project Risk Register & Assumptions Log Tracker
- Expected functional life
- Design restrictions/requirements
- Location
- Budget
- Constraints
- Climate Impacts, Embodied Carbon & Mitigation

The Design Brief shall be presented to the Department in the form of a report that adequately addresses all matters in this Scope of Service and in GN 1.2. Formal approval is required before progression to the next part of the stage service, preparation of the Final Output Specification.

7.5 Final Output Specification

In the Final Output Specification, the 17 parameters that have been examined in the previous four activities are examined again and refined even further (including an assessment on high level carbon assessments and Information Management (BIM)) where appropriate. All information required for the realisation of optimal designs, within budget, shall be defined and provided as clearly and efficiently as possible at this stage. Issues, assumptions, and relevant research gathered for earlier studies shall be clearly presented. The Final Output Specification shall state the scope in output terms and explain what is expected and when; and it shall set out clearly and unambiguously any perceived problems that still require resolution.

Though the Final Output Specification is shown as being finalised after the Design Brief has been completed, however in practice because the accuracy and detail of information improves as it is gathered and assimilated, the Final Output Specification shall be refined gradually in parallel with the development of the Preliminary Report and the Design Brief.

Any issues raised during the development of the Design Brief and any new issues arising must be reviewed and resolved in the Final Output Specification, with particular attention to the following project parameters:

- Assumptions
- Known risks

Similarly, issues that were open in the earlier activities must be reviewed to ensure that they have been adequately addressed, and in particular:

- Objective
- Purpose
- Scope
- Assumptions
- Known risks
- Budget

- Climate Impacts, Embodied Carbon & Mitigation

If any issues are resolved during this activity which would impact on the Design Brief, they shall be referred back and addressed in a revised Design Brief, before being incorporated into the Final Output Specification.

The Final Output Specification shall be presented to the Department in the form of a report that adequately addresses all matters in this Scope of Service and in GN 1.2. Formal approval is required before progression to the next part of the stage service, preparation of the Definitive Project Brief.

7.6 Definitive Project Brief

The Definitive Project Brief represents the detailed accumulated knowledge about the proposed engineering solution for Dunmore East in output terms and categorised under the 17 project parameters. At this stage, knowledge has been reviewed several times as the project has moved through the various project definition activities; and it has been developed, refined, enhanced, added to, checked, measured, and verified during each of these activities. Where studies have been conducted, it shall consider the results, solutions, and outputs that these have assembled. The Definitive Project Brief forms the basis of the design that will become the basis for the construction contract.

The Definitive Project Brief shall be developed following the completion of the Final Output Specification. The Definitive Project Brief shall be finalised using a 'just in time' philosophy – it shall not be completed until all 17 project parameters have been examined in detail and there is a degree of certainty of funding (subject always to the right of the Department to withdraw such funding if national budgetary circumstances change). If there is a deficiency in any of the output material, further studies, actions, and / or research shall be conducted to eliminate the gaps before the Definitive Project Brief is finalised.

In developing the Definitive Project Brief, the conclusions, and assumptions upon which earlier decisions were based (including issues that lie outside the design consultant's brief) must be scrutinised to confirm that they remain valid. The Definitive Project Brief shall be written in such a way that it is clear, unambiguous, and comprehensive. At this stage, uncertainties shall have been eliminated or greatly reduced, assumptions shall have been confirmed as realistic, risks shall have been quantified in the Project Risk Register and transposed to the budget costs, with measures put in place to manage them, and the budget shall be adequate to deliver the proposed facility in a fully functioning condition.

The outline programme for the delivery of the various stages of this project is refined as it passes through each of the project definition activities. In particular, the time for each program activity become more accurate as does the overall programme time. Programme must address areas of risk particularly with respect to statutory consents and the potential for significant programme impacts from these processes e.g. planning permission, An Bord Pleanála Strategic Infrastructure Determinations, Waste Licenses, Dumping at Sea Permitting etc.

The programme information will form an essential part of the tender documents issued to consultants for construction-related services and which will subsequently be included as part of the Standard Conditions of Engagement for Consultancy Services. The programme for delivery forms part of the Project Execution Plan.

The Definitive Project Brief is the key guiding document for the development of the project, and it must be:

- Thoroughly researched and clearly presented;
- Clear about the following:
 - The 'life in service' of the proposed engineering solution;
 - The scope of the project;
 - The available budget;
 - The need for the public service;
 - The objectives of the project;

- The anticipated programme for the project including risk to the programme from the Project Risk Register;
- Measure taken or recommended to be taken during detailed design to reduce embodied carbon including the Whole Life Carbon Assessment/Carbon Footprint Assessment
- Information Management (BIM) sufficiently detailed to form of the basis of client-side Information Manager (BIM) appointment
- Environmental Impacts and all assessments required
- Explanatory, where appropriate, in regard to all requirements – functional, spatial, operational, and so on;
- Flexible enough to allow different detail design solutions (not strategic options) to be explored, within constraints previously set by the Department; and
- Able to accord with generally accepted standards and practices.

The Definitive Project Brief shall be presented as a report to the Department for approval.

7.7 Environmental Screening and other studies

The successful Consultant shall undertake both an EIA Screening (Stage 1 of 7 only as described in the Guidelines on the information to be contained in Environmental Impact Assessment Reports published by the EPA) and AA screening for the project and shall produce a report on same making clear recommendations to the Department with respect to the environmental requirements for the project and they shall include the cost of this work in their fee proposal. The recommendations/requirements identified would be undertaken in tandem with Stage II and are therefore beyond the scope of this commission. Please note that the Definitive Project Brief must include the environmental requirements for the project.

The Department require Archaeological Desktop study of the proposed area for the development. The costs associated with the desktop study, the procurement and administration of a subsequent contract shall be included in the tenderers fee proposal while the third-party contract costs to the Archaeologist shall be borne by DAFM.

This study studies, and any other deemed necessary, shall be undertaken at the time deemed most appropriate by the successful team based on the need to adequately inform the Appraisal Stage and the Stage 1 services.

8.0 Climate Action and Green Procurement

This project arises partly due to climate change and its impacts on the harbour. DAFM are committed to the Climate Action Plan 2025 and in the common climate neutrality goal of net zero Green House Gas (GHG) emissions by 2050. The Consultant shall be required to ensure that climate matters are core to all the options presented to DAFM for all stages of this commission.

Built environment carbon impacts are mostly attributable to either operational or embodied carbon emissions. Operational carbon impacts result from energy, maintenance, upgrade, and repairs in the day-to-day running of a built asset. Embodied carbon impacts arise from sourcing, manufacturing and installing the materials and components that make up a built asset, and include the lifetime emissions from maintenance, repair, replacement and ultimately their demolition or deconstruction, waste treatment and disposal. As stated already, the successful Consultant and their QS team will be expected to take account of embodied and operational carbon in the assessment of proposals and the life cycle costing analysis under this commission with a view to optimising capital costs and life cycle costs for the options presented to DAFM. Their assessments in the respect shall be fully documented in all outputs for Stage I and shall be included in detail in the Definitive Project Brief so that a full detailed carbon assessment can be included in the Scope of Service for detailed design.

Green Public Procurement is an important aspect of all DAFM procurement competitions. This is incorporated in the Suitability Assessment Questionnaire for this competition. The successful Consultant shall be required to include green initiatives into all third-party procurements for studies/investigations. The successful Consultant

shall review and fully comply with the provisions of [Circular 17/2025: Updated Green Public Procurement Instructions for Public Sector Bodies](#).

9.0 Service Requirements

The scope of service includes all work required to deliver the Appraisal Stage and Stage 1 of this commission in a competent and professional manner (whether expressly stated or not).

Consultation with the Department and key stakeholders is an on-going process during the stages and is included as part of the Service. In particular, the service includes for repeat submissions (where required), meetings and such other communications as may be needed to complete the stages. Department authorisation prior to progression to each stage or sub-stage is required. As stated before in Section 1.0, *please note that all project deliverables must pass a strict value-for-money approval process before moving to the next stage. Funding is approved incrementally, and approval from the Approving Authority is not guaranteed. Consequently, securing this contract does not guarantee progression through all phases of the project.*

Tenderers must include in their tender price all fees and costs associated with all specialist sub-consultants i.e. the financial service specialist (SA&PBC Report), the Quantity Surveyor (ICMS3 costs plans including life cycle costing and high level carbon assessments) and any other specialist deemed necessary to fulfil the requirements of this scope in full. All tendered fees and rates must be fully inclusive of all disbursements, salaries, travel costs and other expenses incurred by the Team and their specialists, for all tasks outlined in the tender documents. Only costs that are clearly stated in this document to be borne by the Department should be omitted from the tenderers price i.e. all third-party costs for other studies /investigations deemed necessary associated with these services shall be borne by the Department. However, tenderers shall include for the cost of procurement and administration of these contracts in their fee.

The tender fee shall be based on a -lump sum, as per the Form of Tender and Schedule. It shall include all works associated with the complete delivery of this scope of service including, but not limited, to literature review, procurement of studies/investigations and administration of associated contracts, stakeholder engagement, meetings, initial draft of all outputs and final draft of all outputs.

The Department envisage the following timeframes for the delivery of this commission (including submission of draft report for Department review prior to final submission):

Appraisal Stage Services

Review of existing documents	Two weeks form award of contract
Strategic Assessment	Eight weeks from award of contract
Strategic Assessment & Preliminary Business Case Report	16 weeks from award of contract

Stage 1 Services

Preliminary Project Brief	22 weeks from award of contract
Preliminary Output Specification	25 weeks from award of contract
Preliminary Report & Climate Reports	28 weeks from award of contract
Design Brief	31 weeks from award of contract
Final Output Specification	34 weeks from award of contract
Definitive Project Brief	37 weeks from award of contract

It shall be a condition of the award of a contract arising from this competition that that above timeline is strictly adhered to.

The Contract Notice for this commission is advertised in the OJEU via the etenders platform. Tenderers are required to complete the eESPD document on the platform. As per Sections 1.5 and 1.6 of Part 1 of the Suitability Assessment Questionnaire, all entities being relied upon for any specialist skills must also submit an eESPD. The eESPD is included under Eligibility Criteria of the Contract Notice.

9.1 Appraisal Stage

- a) Prepare and submit to the Department, within one week of appointment, a detailed programme for the delivery of this commission within the required time and agree that draft programme with the Department at or before the Kick-Start Meeting. This Detailed Project Programme shall be maintained and up-dated in agreement with the Department throughout this commission.
- b) The successful tenderer and their specialists (Financial Service Specialists and QS team) shall attend a Kick-Start meeting with Department Officials at Dunmore East Fishery Harbour Centre. If possible, on the same day as the Kick-Start meeting, meet with key Stakeholders at the harbour. The Consultant shall prepare agenda and minutes of these meetings for submission to attendees.
- c) All team members shall undertake a fully comprehensive review of all existing documents, studies and reports, where appropriate, to develop a complete understanding of the extensive studies completed for the harbour to date. It is anticipated that the review of the existing documents will be undertaken concurrently to the services at (a) and (b).
- d) Following the review at c) all team members shall confirm that, as a collective, the proposals address the objectives of this project and can be adopted to meet the needs of the Infrastructure Guidelines for the Strategic Assessment, identify any gaps, assumptions or weaknesses in the earlier appraisal and recommend how they should be addressed and make any further recommendations they view necessary to meet the objectives of this project.
- e) Undertake all studies/investigations necessary to inform the Appraisal Stage services.
- f) Prepare the Strategic Assessment in accordance with this scope of service and the Infrastructure Guidelines. The draft submission shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- g) Prepare the Strategic Assessment and Preliminary Business Case Report in accordance with this scope, the Infrastructure Guidelines and all its associated [Guidance Documents](#). The draft report shall be submitted to the Department for comments prior to finalisation of the report.
- h) Allow for attendance at another meeting of the team with Department Officials and stakeholders at Dunmore East/Tralee, where these reports shall be discussed. The scope includes for online meetings as and when necessary to allow for successful completion of the service.

9.2 Stage 1

- a) Undertake all studies/investigations necessary to inform the Stage 1 services.

- b) Prepare the Preliminary Project Brief in accordance with this scope and GN1.2. The draft report shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- c) Prepare the Preliminary Output Specification in accordance with this scope and GN1.2. The draft report shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- d) Prepare the Preliminary Report in accordance with this scope and GN1.2. The draft reports shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- e) Prepare the Design Brief in accordance with this scope and GN1.2. The draft report shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- f) Prepare the Final Output Specification in accordance with this scope and the GN1.2. The draft report shall be submitted to the Department for comments prior to finalisation of the report by the successful team.
- g) Prepare the Definitive Project Brief in accordance with this scope and the GN1.2. The draft reports shall be submitted to the Department for comments prior to finalisation of the reports by the successful team.
- h) Undertake and prepare a report on the EIA and AA screening exercises and the Archaeological desktop study and ensure that the findings are fully incorporated into the Stage I reports, where appropriate.
- i) Allow for determination of land ownership directly impacted by the preferred option including any rights of way and associated riparian rights.
- j) Allow for the attendance, of all team members, at three meetings with the Department and stakeholders, where appropriate, during this stage of the commission.

10.0 General Requirements

- (a) The successful Consultant shall undertake the role of Project Supervisor Design Process (PSDP) for this commission. This appointment shall be made on writing. Please refer to the Construction Regulations SI 291 of 2013 available at www.irishstatutebook.ie for the duties of the PSDP.
- (b) This commission includes liaising and meeting, when necessary, all relevant bodies in relation to the proposed schemes (e.g. Harbour Master, Local Fishermen's Organisation, Waterford County Council, local community, harbour users, adjacent landowners etc.)
- (c) Value for money is a core principle of the Marine Engineering Division on all our public works contracts. The successful Design Team shall be required to implement Value Management (at early detailed design) concepts during the project, reconsidering the assumptions that are made during design in search of the most cost-effective ways of achieving the project objectives.

The Department require the application of Value Management concepts to the whole life cost of the project as opposed to just initial capital development cost, with a view to identifying where value can be achieved on operating and maintaining the infrastructure. All value strategy proposals shall be fully assessed to ensure unintended consequences are studied. The Design Team might decide that value

proposals require review by internal/external experts. In view of the importance of this item, Value Management shall be on the agenda of all meetings with the Department giving opportunities to discuss improvements and updates.

- (d) The key Design Team staff proposed in the tender documents must attend all progress meetings with the Department. It is a fundamental requirement of this project that all key staff proposed at tender stage are in fact the staff who are actively engaged in working on the project. Only in exceptional circumstances will this requirement be relaxed by the Department and will require written approval.
- (e) All reports and drawings shall be submitted to the DAFM initially in draft format to allow for comment. Drawings shall be provided in both CAD and PDF format.
- (f) Tenderers are requested to observe the deadline for the submission of queries. Due to programme constraints, DAFM does not intend to extend the tender submission deadline. Requests for extensions will not normally be considered. DAFM reserves the right to extend the deadline where it considers this necessary, including where the tender documents are materially amended or significant clarifications are issued.

11.0 Award Criteria

Tenderers are required to complete the eESPD document in the Contract Notice. As per Sections 1.5 and 1.6 of Part 1 of the Suitability Assessment Questionnaire, all entities being relied upon for any specialist skills must also submit an eESPD. The eESPD is included under Eligibility Criteria of the Contract Notice.

Tenderers must first pass the Suitability Assessment Questionnaire, which is mainly declarations required. Once the apparently successful Tenderer is identified, they will be required to submit evidence of compliance with all the criteria stipulated in QC Part 1 for all members of the team i.e. Marine Civil Engineering Consultants, PSDP, Financial Services Specialist and the QS.

The award criteria for this commission is the Most Economically Advantageous Tender (MEAT), based on a Quality:Price ratio of 60:40.

Section 9.5 of the ITT sets out the methodology for the assessment of the tenders.

The Quality criteria are as follows per the Instructions to Tenders (ITT):

A: Project Delivery (300 marks)

A1: Method Statement

Tenderers shall provide a detailed Method Statement that firstly demonstrates a clear understanding of the Scope of Service. The Method Statement shall provide the step-by-step procedures that shall be followed, working collaboratively with all disciplines, to deliver the Strategic Assessment and the Preliminary Business Case for the Appraisal Stage, the various outputs required for Stage 1 and other services as defined.

The Method Statement shall include details of staff and resources from all disciplines (including all specialist sub-consultants) that will be assigned to each stage service including an estimate of the number of hours envisaged that each staff member would spend on the key elements of the project. Tenderers must ensure that staff assigned to each stage service are consistent with the CVs that have been provided in their Suitability Assessment submission.

Tenderers shall provide a well-developed and detailed programme for the delivery of this service indicating all key deliverables, milestones, and the critical path.

The Method statement shall be so written that DAFM have a clear understanding of how the tenderer will deliver this project, including compliance with Infrastructure Guidelines and its associated documents, CWMF, the ICMS3 mandate for capital and life cycle cost reporting, high level of assessment of carbon, and the Information Management (BIM) mandate and stakeholder engagement.

Tenderers shall provide the Method Statement on a maximum of five A4 pages, excluding the programme.

B: Value (200 Marks)

B1: Value Management and Whole Life-Cycle Value Strategy

Tenderers shall provide a statement demonstrating their approach to Value Management. The submission shall address both elements below:

- Past Experience: Provide concrete examples of how the tenderer has successfully applied Value Management concepts to previous marine civil engineering infrastructure projects to optimise public spending.
- Project-Specific Application: Detail exactly how Value Management will be embedded and managed throughout the Appraisal Stage and Stage 1 of this commission.

The response must clearly demonstrate how the core design team will collaborate with the Financial Services Specialist and Quantity Surveyor to apply value concepts to the total cost of ownership / whole life-cycle costs (per ICMS3 and Circular 17/2025) rather than just initial capital expenditure. It must also outline how the tenderer will identify, assess, and present value strategy proposals at progress meetings while managing risk. Statement shall be maximum two A4 pages.

C: Health and Safety (100 marks)

C1: Effective Design and PSDP Services

Tenderers shall provide a statement demonstrating their approach to improving project safety through effective design and the execution of the statutory Project Supervisor Design Process (PSDP) role. The statement must explicitly address:

- Past Experience: Provide specific, relevant examples of how the tenderer has previously executed the PSDP role and utilised effective design principles to eliminate risks and improve safety on marine civil engineering projects.
- Project-Specific Application: Outline the specific design considerations, risk mitigation strategies, and preliminary hazard identifications that will be applied to this project to maximise safety during both the construction phase and the multi-decade post-construction operation and maintenance life cycle of the development. Statement shall be maximum two A4 pages.