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Comhairle Contae Chill Dara
Kildare County Council

Design Brief

Sallins Main Street Social Housing





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Introduction

The project definition is the first exercise undertaken in the Planning Initial stage. The project definition covers a range of activities that have as their end goal the comprehensive description of all project requirements. These activities are carried out in a systematic, rigorous and formal manner, and lead to definition of the ultimate outcomes in the form of the *Definitive Project Brief*:

- **Step 1:** Preliminary Project Brief
- **Step 2:** Preliminary Output Specification
- **Step 3:** Feasibility Study / Preliminary Report
- **Step 4:** Design Brief
- **Step 5:** Final Output Specification
- **Step 6:** Definitive Project Brief

This document is the Design Brief. The development of the Design Brief normally begins after the Feasibility Study has been signed off. The Design Brief is the full and completed statement of the Sponsoring Agency's functional and operational requirements for a project expressed in output requirements. It defines all design requirements for a 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. It is a factual record and a document of importance.

The Design Brief should elaborate on the project parameters that impact on the design and action those parameters which should not be deferred to a later activity. In particular, it should specify a net spatial area with clearly defined functional spaces (for example, in the case of a building, a schedule of accommodation) and realistic cost limits.



Project Parameters

1. Objectives:

Kildare County Council proposes to construct 48no. social housing homes at Main Street, Sallins, Co Kildare.

The Client for the project is Kildare County Council, Architectural Services Department and the primary points of contact will be Aleksandra Dutczak, Senior Executive Architect.

The intention is for the project to be delivered under PWC-2 contract for Works Designed by the Contractor.

The Housing Capital Section of Kildare County Council will perform the role of Architect and Lead Consultant for the project, as well as Quantity Surveying Services. The Client are seeking a fixed price lump sum tenders for the remaining members of the design team, including:

- Structural and Civil Engineer service,
- Services (mechanical and electrical) Engineer service,
- Project Supervisor Design Process (PSDP),
- DAC and Fire Safety consultancy service
- Assigned Certifier (BCAR),
- Landscape Architect
- BIM Manager

for full-service **stages ii-v** for a proposed social housing scheme and associated siteworks at Sallins Main Street, Sallins, Co. Kildare. The services will be in line with the requirements of Design and Build procurement. All consultants will be retained as “Shadow Team” Technical Advisors to the client following Contractor appointment.

All related fees and charges associated with the Services should be included in the lump sum tender price for the individual tender. The consultancy service must incorporate all competent consultants as noted and the procurement of all required specialists to ensure the successful completion of the project on time and within budget.

Lead consultant (KCC Housing Section) will be responsible for the procurement of all required surveys and investigations as advised by the appointed design team.

The Design Team shall comply with the Building Information Modelling (BIM) requirements as set out by the Capital Works Management Framework (CWMF) and associated guidance published by the Office of Government Procurement (OGP). This includes adherence to the phased BIM adoption strategy introduced from January 2024, which mandates BIM implementation across all public works projects by 2028

All appointed consultants will be required to provide Building Information Modelling (BIM) services in accordance with the government BIM mandate and compliant with ISO 19650 standards. Refer to BIM Section 6 of this document.

The Department of Housing, Planning and Local Government (DHPLG) have been notified of the intention to apply for Single Stage approval for the scheme in accordance with the Capital Works Management Framework (CWMF) and the Public Spending code. This approval will be sought prior to Part 8 submission as per the current guidance.



2. Purpose:

This document sets out the principles and guidance in relation to the design to be considered for the development of the area and should be read in conjunction with the relevant DHPCLG guidelines and Government policy documents listed below;

- Kildare County Development Plan 2023-2029.
- Sallins Local Area Plan 2016-2022
- Sustainable Residential Development and Compact Settlements 2024
- Housing for All – a new Housing Plan for Ireland.
- Kildare County Council Third Noise Action Plan 2019 -2023
- Quality Housing for Sustainable Communities (2007) (where there is a contradiction the Kildare County Development plan will supersede this document).
- Employer's Requirements for Detail Design of Quality Housing 2026: General Standards of Materials, Fittings and Finishes for Social and/or Affordable Housing/Apartment Developments, including guidance on Preliminary Items
- Design Manual for Quality Housing 2022
- Design Standards for New Apartments (DSFNA) 2018
- The Design Manual for Urban Roads and Streets (DUMURS 2013-2019).
- Sustainable Residential Developments in Urban Area (SRDUA) 2009.
- National Planning Framework – Ireland 2040 Our Plan (NPF) 2018.
- Sustainable Urban Housing: Design Standards for New Apartments Guidelines for Planning Authorities 2022.
- Urban Development and Building Height Guidelines (UD+BHG) 2018.
- Government Policy on Architecture 2009-2015.
- The Planning System and Flood Risk Management Guidelines for Planning Authorities 2009.
- Sustainable Urban Drainage Systems (Suds) described in the greater Dublin Strategic Drainage Study 2005.
- Kildare County Council Access Strategy
- Irish Water's Code of Practice for Water Infrastructure including IW Standard Details and National Standards
- Cycle Design Manual 2023
- National Sustainable Mobility Policy and Action Plan 2022-2025
- Climate Action Plan 2024.
- National Energy and Climate Plan 2021-2030.
- National Broadband Plan
- Water Services Strategic Plan:2050.
- Regional Planning Guidelines for the greater Dublin Area (as amended)
- Kildare Local Economic & Community Plan (LECP) 2023-2029.
- Spatial Planning and National Roads Guidelines for Planning Authorities
- Any other relevant guidance documents published during the lifetime of this project.



3. Scope:

The Services required are detailed within a stand-alone Description of Services document.

Please refer to appended Drawing and reporting information.

4. Deliverables / desired outcomes:

Refer to Description of Services Document for consultant specific service requirements. Master Information Delivery Plan to be agreed by Lead Consultant at the outset of each stage. Desired outcomes include but are not limited to:

- Delivery of a fully coordinated design package for planning
- Provision of Technical Advisor to the client services through Tender, Construction and hand over stages
- Compliance with all statutory requirements including planning permission, fire safety certification, DAC, and BCAR.
- Achievement of high-quality, energy-efficient social housing units that meet the needs of future occupants.
- Integration of sustainable design principles and alignment with national climate and mobility policies.
- Full BIM model compliant with ISO 19650 standards for use during at Tender Stage.

5. Performance Period.

- The design phase is expected to commence in Q1 2026 and conclude by Q4 2027.
- Construction is anticipated to begin in Q2 2028, with completion targeted for Q4 2029.
- Handover and Defects Period will be 12 months
- Consultants are expected to adhere to the project timeline and provide regular progress updates.

Travel expenses, printing communications should be included in the lump sum fee.

Delivery of Consultancy Services should be co-ordinated with the Project Programmes

6. Building Information Modelling (BIM)

Refer to the Employer's Exchange information requirements and BIM Execution Plan for exhaustive requirements. BIM deliverables include but are not limited to:

- All consultants must deliver BIM outputs in accordance with ISO 19650 standards
- BIM deliverables as agreed in staged Master Information Delivery Plan
- BIM Execution Plan (BEP) and Design Responsibility Matrix to be developed collaboratively and submitted within 2 weeks of appointment.
- BIM coordination meetings will be held monthly during design and bi-weekly during construction.



7. Assumptions:

- No significant archaeological or environmental constraints are expected.
- Utility connections (water, electricity, broadband) are available at or near the site boundary. Some diversion requirements are anticipated
- KCC internal departments have reviewed the initial proposals and are supportive in principle

8. Governance and reporting:

Kildare County Council Housing Section will act as Lead Consultant and manage project governance. The appointed consultants will report to the Lead Consultant.

Bi-weekly or monthly design team meetings will be held as required to monitor progress and resolve issues.

Reporting will include design progress reports, risk registers, and cost updates. All consultants must maintain clear communication channels and document decisions. All information will be managed via the client-nominated Common Data Environment as included in the Exchange Information Requirements. Consultants are responsible for procuring access to the nominated Common Data Environment, any fees associated with access and training are to be included in the lump sum fee proposal.

9. Preferred options:

- The DHLGH supports a design option including 48 social housing units
- Units will be a mix of 1,2 and 3-bedroom homes and apartments, with a minimum of 20% of Universally designed units.
- SUDs will be incorporated in line with current KCC guidance.
- Landscaping will include communal green space.
- Provision of a new connection to the Irish Rail car park at Sallins Train Station is currently being reviewed by relevant stakeholders and is to be included in proposals.



10. Known risks:

Lead Consultant will be responsible for the management of a Risk Management Plan for the project. Current known risks include but are not limited to:

- Overhead services
- Unknown services
- Noise pollution from Rail Line
- Existing surface water drainage on site requires investigation
- Existing car park access – to be maintained during construction
- Construction and phasing
- Connection of new pedestrian and vehicular access route to the Sallins Train Station

11. Value Management strategies:

The design team are responsible for project delivery within the DHLGH approved budget. Scope creep should be mitigated by maintaining an agreed Master Information Delivery Plan at all Stages. The client should be made aware of any uplift to project costs at earliest convenience. Ongoing Value Management strategies should include:

- Early-stage design workshops to identify cost-effective solutions.
- Lifecycle costing to inform material and system choices.
- Regular design reviews to eliminate unnecessary complexity.
- Use of BIM for coordination to reduce rework.

Claims for additional fees: Requests for additional fees may arise where services are required beyond the original agreed scope of work. Claims must be supported by a clear justification, demonstrating that the additional tasks constitute a deviation from the approved scope resulting from Client/KCC instructed changes or arise due to unforeseen conditions outside the consultants control. Validity of the claim is at the discretion of KCC. Claims must be submitted using KCC standard form templates.

Any claim for additional fees shall be submitted promptly, with accompanying documentation outlining the scope and deliverables of the extra services, the associated time and resources required, and the impact on programme or deliverables. Approval must be in writing prior to undertaking any additional work. Failure to comply with the claim process will result in claims not being accepted for assessment. Refer to Conditions of Engagement section 11.

12. Project Execution Plan:

Lead Consultant, with input from the client and design team members, is responsible for drafting and maintaining the PEP. Kildare County Council (as the Client) will provide strategic direction, project objectives, and governance requirements. Appointed consultants will be required to provide discipline-specific details, timelines, and coordination protocols.

- The PEP will outline roles, responsibilities, communication protocols, and key milestones.
- It will include risk management strategies, quality assurance procedures, and BIM workflows.
- The PEP will be reviewed and updated at key project stages.



13. Functional life:

The housing units are designed for a minimum functional life of 60 years. Materials and systems will be selected to ensure durability and ease of maintenance. Flexibility in internal layouts will allow for future adaptation.

Reference is to be made to the *Employers' Requirements for Detail Design of Quality Housing* for lifespan requirements of individual requirements. Materials, finishes, and fittings must be selected based on a balance between:

- Initial capital cost
- Reasonable life expectancy
- Foreseeable maintenance costs over the lifetime of the dwelling

It is expected that major building elements (e.g., structure, roof, windows, external finishes) will have a functional life of at least 60 years, aligning with the general design life of social housing developments.

Internal finishes and fittings (e.g., kitchens, bathrooms, flooring) are typically expected to last 15–25 years, depending on usage and maintenance.

Mechanical and electrical systems should be designed for a lifespan of 20–30 years, with components accessible for replacement and servicing.

14. Design / restrictions requirements:

The design must comply with all relevant Building Regulations, including Part L (energy efficiency) and Part M (accessibility).

Apartment specific guidance and Building Regulations shall be followed for apartment design, including Fire Certificate and Design Access Certificate requirements.

Site constraints include proximity to existing residential properties and limited access routes. Noise mitigation measures may be required due to proximity to existing residential context.



15. Location:



The site is located near the rail line off Main Street, Sallins It borders the protected structure of the community centre to the north, and existing carpark, playground and school to the north/east.

The site is gently sloping towards the rail line The site is bound existing boundary treatment on all sides.

There are no existing structures on site.

Access to this site is from Sallins Main Street currently. Proposed access will be from the north existing car park area and through to the train station car park. Any restrictions or upgrade works required should be confirmed with Roads. Existing services including foul lines and overhead ESB cables traverse the site.

Address: Sallins Main Street, Co. Kildare

OS Ref No.: 3509-A - Refer to Appendix B

National Inventory of Architectural Heritage record: NA

KCC RPS: NA

Site area: Site A: 0.65 ha

Zoning: A -Town Centre



Conclusion and declaration:

As far as possible and within the sixteen project parameters outlined in the previous section, the Sponsoring Agency confirms that:

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

Signed:

Aleksandra Dutczak

Title: Senior Executive Architect