3.02 - SPECIFIC PROJECT INFORMATION

To	All Interested Parties within the existing UHG Zone B enabling works framework.
For	Design Team Services.
For	Mini Competition for the Appointment of a Design Team novated from an Existing Zone B enabling Framework for "Renovation/Refurbishment and fit-out of a light industrial unit for the decant of non-acute services from the UHG Campus"–
For	Health Service Executive (HSE)
Version Nr.	v.1.1-2024 *(refer following page for version control)*

Version Control.

Document Ref:	*3.02.*
Version Nr.:	*v.1.10-2024. –*
Reason for Version Change:	*(a) Initial version.*
Date:	*08/10/26.*
Published by:	*HSE Capital & Estates Corporate Office.*
Status:	*Approved.*

Contents:

SECTION 1: SPECIFIC PROJECT INFORMATION 4
1.1 PROJECT DESCRIPTION: 5
1.2 THE PROJECT DESIGN TEAM: 6
1.8 PERFORMANCE PERIODS & STAGES 11
1.9 TYPICAL MEETINGS TO BE PROVIDED: 12
1.10 GENERAL ITEMS: 14

SECTION 2: NOTIONAL CONSTRUCTION VALUE 15
2.1 INTRODUCTION: 16
2.2 NOTES & ASSUMPTIONS ON THE NOTIONAL CONSTRUCTION VALUE: 16
2.3 EXCLUDED FROM THE NOTIONAL CONSTRUCTION VALUE ARE: 17

SECTION 1: SPECIFIC PROJECT INFORMATION

1 SPECIFIC PROJECT INFORMATION:

Note1: The information in this document is project specific and therefore must be taken into account with tenderers are formulating their tender.

1.1 Project Description:

Table 1.1 - Project Description:

PROJECT DESCRIPTION – GENERAL: *CA to complete as appropriate*	
Project Title:	Renovation/Refurbishment and fit-out of a light industrial unit for the decant of non-acute services from the UHG Campus
Project Location:	Former CLS building, Knocknacarra H91 E8C3.
Details of Client Requirements:	Please refer to Doc 9.0 Project Brief Enabling Zone B for the project description. The purpose of this competition is to appoint a design team from the existing Zone B enabling works design team .
Approximate ***Net Floor Area***: (**Note:** Subject to change in accordance with the design development):	*See Doc 9.0 CLS building layout*
Functional Content	The Summary Design Brief provides more detailed information on the project's requirements.

1.2 The Project Design Team:

Table 1.2 – The Project Design Team:

DISCIPLINES REQUIRED AS PART OF DESIGN TEAM: *[CA to complete as appropriate]*			
Principal Service Provider: Architectural Service (including Specialist Skills providers as detailed below).	Required ☒	Not Required ☐	*Refer to Table 1.4 below which notes the optional services which may be required as part of Architectural service.*
Specialist Skills Provider as part of Integrated Architectural Team: *[CA to complete in alignment with the framework type being advertised.]*			
Specialist Skills Provider: Planning Consultant.	Required ☒	Not Required ☐	
Specialist Skills Provider: Project Supervisor Design Process Consultant.	Required ☒	Not Required ☐	
Specialist Skills Provider: Employer's Representative Consultant.	Required ☒	Not Required ☐	
Specialist Skills Provider: Fire Safety Consultant.	Required ☒	Not Required ☐	
Specialist Skills Provider: BIM Information Manager.	Required ☒	Not Required ☐	
Principal Service Provider: Quantity Surveying Services.	Required ☒	Not Required ☐	
Principal Service Provider: Building Services Engineering Services.	Required ☒	Not Required ☐	*Refer to Table 1.6 below which notes the optional services which may be required as part of M&E Engineering service*
Principal Service Provider: Civil / Structural Engineering Services.	Required ☒	Not Required ☐	*Refer to Table 1.5 below which notes the optional services which may be required as part of C&S Engineering service.*
Principal Service Provider: Fire Safety Consultant.	Required ☒	Not Required ☐	
Principal Service Provider: Project Supervisor Design Process Consultant.	Required ☒	Not Required ☐	
Principal Service Provider: Employer's Representative Consultant.	Required ☒	Not Required ☐	
Principal Service Provider: Energy Efficient Designer Facilitator.	Required ☒	Not Required ☐	
Principal Service Provider: Assigned Certifier Services.	Required ☒	Not Required ☐	

1.3 Particular Services by the Design Team:

Table 1.3: Particular Services by the Design Team:

PARTICULAR SERVICES TO BE CARRIED OUT BY THE DESIGN TEAM: *[CA to complete as appropriate]*		
Design Team (DT) Lead Consultant:	Architectural Service	*For the purposes of this TR the Architect will generally fulfil the role of the Design Team Lead.* *If the Architect is not deemed the DT Lead, then a design consultancy shall be selected from the list in the previous column and this selected discipline shall take on those tasks listed under the Design Team Lead Deliverables in Section 3.*
Integrated Architectural Team:	Architectural Service.	
Employers Representative (ER):	ER as a Principal Service Provider (FW 02 - 05 inclusive)	
Project Supervisor Design Process (PSDP):	PSDP as a Principal Service Provider (FW 02 - 05 inclusive)	
Design Certifier:	Architectural Service	
Assigned Certifier (AC):	As a standalone Assigned Certifier Principal Service Provider.	
Ancillary Certifiers:	All Design Disciplines.	
BIM Information Manager:	As a Specialist Skills Provider under Architectural Service. (F/Works 01 – 05 inclusive).	
BIM Manager:	All Design Disciplines (Architect, QS, M&E, C&S, FSC + PSDP)	
Building Services Cost Controller:	Quantity Surveyor	*For the purposes of this TR the Quantity Surveyor will fulfil the role of Building Services budget developer, Building Services cost manager and cost controller for the entire project. This will be in addition to the Quantity Surveyor's role as project cost consultant.* *If the Quantity Surveying service is not a requirement for the project, then the Building Services Engineer will assume the responsibility for Services costs (budget development, cost management and cost control).*
Planning Consultant:	As a Specialist Skills Provider under Architectural Service (F/Works 01 – 05 inclusive).	
Energy Efficient Design Facilitator:	As a standalone Principal Service Provider. (F/Works 01 – 05 inclusive).	
EED Owner:	Client	

1.4 Services which are to be Provided as part of Architectural Service:

Table 1.4: Services which are to be Provided as part of Architectural Services:

SERVICES WHICH ARE TO BE PROVIDED AS PART OF THE ARCHITECTURAL SERVICE (non-exhaustive list): *[CA to complete as appropriate]*			
Planning advice and expertise:	Required ☒	Not Required ☐	*This service will be provided as a Specialist Skills Provider under the Architect as Principal Service Provider.*
Catering Design: *	Required ☐	Not Required ☒	*Catering consultant to be appointed by the client through the DT lead.*
Laundry Design	Required ☐	Not Required ☒	*Laundry equipment supplier to be appointed by the client through the DT lead during stage 2A*
Healthcare Planning:	Required ☒	Not Required ☐	
Interior Design (including furniture design):	Required ☒	Not Required ☐	
Fit Out Design:	Required ☒	Not Required ☐	
Design for Manufacture and Assembly (DfMA):	Required ☒	Not Required ☐	
Universal Design, Accessibility:	Required ☒	Not Required ☐	
Landscape Design:	Required ☒	Not Required ☐	
Signage Design & Wayfinding:	Required ☒	Not Required ☐	
Acoustic Services:	Required ☒	Not Required ☐	
Conservation Architect:	Required ☐	Not Required ☒	
Air Tightness Design:	Required ☒	Not Required ☐	
Façade Design:	Required ☒	Not Required ☐	
Other Nr. 2	Required ☐	Not Required ☐	

Note1: *Where a Catering & Laundry Design Service is required, the service shall be understood to include both design of the catering facilities (catering, kitchen & canteen facilities, pantry, and all other food preparation or eating areas) and the preparation of all performance specifications & schedules for all catering equipment required, i.e., equipment groups 1-4.*

1.5 Services which are to be Provided as part of Civil & Structural Engineering Service:

Table 1.5: Services which are to be Provided as part of C&S Engineering Services:

SERVICES WHICH ARE TO BE PROVIDED AS PART OF THE C&S ENGINEERING SERVICE (non-exhaustive list): *[CA to complete as appropriate]*			
Traffic & Mobility Engineering:	Required ☒	Not Required ☐	
Geotechnical Engineering:	Required ☒	Not Required ☐	
Structural steel and racking design	Required ☒	Not Required ☐	

1.6 Services which are to be Provided as part of Building Services Engineering Service:

Table 1.6: Services which are to be Provided as part of Building Services Engineering Services:

SERVICES WHICH ARE TO BE PROVIDED AS PART OF THE BUILDING SERVICES ENGINEERING SERVICE (non-exhaustive list): *[CA to complete as appropriate]*			
Sustainability & BREEAM:	Required ☒	Not Required ☐	
BER:	Required ☒	Not Required ☐	
AV & ICT	Required ☒	Not Required ☐	

1.7 Particular Service Requirements for the Project:

Table 1.7: Particular Service Requirements for the Project:

PROJECT SERVICE REQUIREMENTS – GENERAL: *[CA to complete as appropriate]*				
1	Service Requirement: General:	All design stages as listed under Section 3: Scope of Service and all relevant appendices in the Technical Requirements (TR) document.		
2	Service Requirement - Particular: Enabling Works:	Deemed part of this service	YES ☐	NO ☒
	Enabling Works Description:	If 'Yes', then assume one (1Nr.) Enabling Works Contract is a requirement. Refer also to 'Enabling Works Contract' Section 1.26 of the TR document for further detail.		
3	Service Requirement – Particular: Aspergillus Works:	Deemed part of this service	YES ☐	NO ☒
	Aspergillus Prevention Works Description:	If 'Yes', then refer 'Aspergillus Prevention Works' Section 1.27 of the TR document for further detail.		
4	Service Requirement – Particular: Mock-Up Room:	Deemed part of this service	YES ☐	NO ☒
	Mock-Up Room:	If 'Yes', then refer 'Mock-Up Room' Section 1.28 of the TR document for further detail.		
5	Service Requirement – Particular: Reserved Specialists:	Deemed part of this service	YES ☒	NO ☐
	List of Reserved Specialists: Lift specialist, Catering specialists, Laundry specialist	To be determined at Stage Upon appointment by the client		
6	Service Contract Type:	Standard Conditions of Engagement for Consultancy Services (Technical), COE1 current ten (10) days prior to receipt of Services tenders.		
7	Works Contract Type (if decided):	PW-CF1: Public Works Contract for Works Designed by The Employer current ten (10) days prior to receipt of Works tenders **or** PW-CF5: Public Works Contract for Minor Building & Civil Engineering Works Designed by Employer).		

Commented [SR1]: It should be PW-CF2

Note1: *The above should be taken into account when tendering for this contract.*

1.8 Performance Periods & Stages

1.8.1 The desired overall DT project performance period is set out below. Individual performance periods are based on information currently available and are indicative. The DT is expected to identify any opportunities to improve on these periods where possible, during the project.

Table 1.8: Performance Periods & Stages:

STAGE:	STAGE DESCRIPTION:	DURATION:	REQUIRED:
Stage (i)	Preliminary Design:	2.7 *Months*	*Yes*
	Client End of Stage Approval Period:	0.3 *Months*	*Yes*
Stage (ii)A	Scheme Design	1.8 *Months*	*Yes*
	Client End of Stage Approval Period:	0.1 *Months*	*Yes*
Stage (ii)B	Developed Design & Planning	5.5 *Months*	*Yes*
	Client End of Stage Approval Period:	0.5 *Months*	*Yes*
Stage (ii)C	Detailed Design & Tender	5.5 *Months*	*Yes*
	Client End of Stage Approval Period:	0.5 *Months*	*Yes*
Stage (iii)	Tender Issue, Evaluation and Award	1.8 *Months*	*Yes*
	Client End of Stage Approval Period:	0.2 *Months*	*Yes*
Stage (iv)	Construction	18 *Months*	*Yes*
	Client End of Stage Approval Period:	1 *Months*	*Yes*
Stage (v)	Stage (v)A & Stage (v)B *(Refer Note1 and Note2 below)*	3 *Months*	*Yes*
	Total Performance Period:	**41** *Months*	

Breakdown of Stage (v) (in relation to table item above) for programme purposes.			
Stage (v)A	*Handover & Final Account*	*1*	Choose an item.
Stage (v)B	*To Completion of Defects Period***	*2*	Choose an item.

Note1: *During the Client End of Stage Approval Period, the DT may be required to undertake certain tasks to support the approvals process. The DT shall include for the preparation of end of stage presentations (in addition to the end of stage reports) respective to their disciplines and shall allow for attendance at three (3) Client meetings to present presentations to any necessary stakeholders.*

Note2: *Please note that:*

(a) the overall Stage (v) includes for the agreed Final Account and the issue of a Defects Certificate.

(b) It is understood that there may be a period of no more than three (3) Months (maximum) after the issue of the Defects Certificate for the issue by the ER of the Final Payment Certificate.

(c) This period of three (3) Months (maximum) is not included within the performance period stated above but shall be deemed included as part of the DT service as necessary for the satisfactory completion of the DT service requirement.

Note3: *Final fee payment to the DT shall coincide with the Final Payment Certificate settlement to the Building Contractor and shall not be prior to the satisfactory completion of the Defects Period.*

Note4: *Sufficient time will be allowed at Stage (i) Preliminary Design to reflect the time required to apply the EED design review process at this stage.*

1.9 Typical Meetings to be Provided:

1.9.1 Table of Meetings (Typical):

1.9.1.1 The DT Leader shall propose and coordinate in cooperation with the Client an appropriate Meetings structure to facilitate the efficient and effective progress of the project.

1.9.1.2 All time and travel costs associated with meetings, whether listed below or not, are to be borne by the individual tenderers and included in their tender.

1.9.1.3 Where necessary, "client" in the below table for 'chairing and minutes,' could be designated as the Employer's Representative.

1.9.1.4 Where possible, meetings shall be organised, so they run concurrently on the same day.

1.9.1.5 Detailed design team meetings are not listed below but are a requirement of the project. Their frequency and attendance requirement are at the discretion of the DT Leader in consultation with all disciplines within the DT.

1.9.1.6 Required meetings shall include but not limited to the following:

Table Nr. 1.9: Table of Meetings (Typical)

Ref:	Meeting Type:	Frequency:	Chair & Minutes	Location:	Attendees:
1.	**Introduction and Clarification Meetings:**	Once.	Client.	Client Accommodation.	Client. DT Members.
2.	**Project Controls Meeting:**	Bi-weekly (every two (2) weeks).	DT	Client Accommodation.	Client. ER / DT.
3.	**Design Team Meetings:**	Bi-weekly (every two (2) weeks).	Design Team Lead.	Client Accommodation	DT Members. ER from Stage IIc to V
4.	**End User / Client Consultation Meetings:**	As necessary.	Design Team Lead.	Client Accommodation.	Client. DT Members.
5.	**BIM Review Meetings:**	Bi-weekly (every two (2) weeks).	Design Team Lead.	Client Accommodation.	BIM Info Manager. DT Members.
6.	**Project Review Group:**	Bi-weekly (every two (2) weeks).	Client.	Client Accommodation.	Client. DT Members.
7.	**Risk Management:**	Monthly.	Design Team Lead.	Client Accommodation.	DT QS. DT Members.
8.	**Lessons Learned:**	At end of each project stage.	DT	Client Accommodation.	DT Members.
9.	**Pre-stage Report Meetings:**	One (1) per stage.	Design Team Lead.	Client Accommodation.	DT Members.
10.	**Stage Report Meetings:**	One (1) per stage.	Client.	Client Accommodation.	Client. DT Members.

Ref:	Meeting Type:	Frequency:	Chair & Minutes	Location:	Attendees:
11.	**Equipping Meetings with End Users:**	As necessary (3 rounds).	Design Team Lead.	Client Accommodation.	Client. DT (relevant disciplines only).
12.	**Sustainability & Climate Action:**	At Stages (i), (ii)A, (ii)B, (ii)C and as necessary.	EEDF	Client Accommodation.	Client. DT Members.
13.	**Value Management Meetings:**	At Stages (i), (ii)A, (ii)B, (ii)C and as necessary.	QS.	Client Accommodation.	Client. DT Members.
14.	**Constructability Review:**	At Stages (i), (ii)A, (ii)B, (ii)C and as required.	Design Team Lead.	Client Accommodation.	Client. DT Members.
15.	**Peer Review:**	At Stage (ii)C.	Design Team Lead.	Client Accommodation.	DTL + ER. DT Members.
16.	**Mid-Tender Presentations:**	As required.	Design Team Lead.	TBC	ER + DTL. DT Members
17.	**Tender Evaluation Meetings:**	As required.	Design Team Lead.	Client Accommodation.	Client. DTL + ER. DT Members.
18.	**Site Progress Meetings (Construction).**	Bi-weekly (every two (2) weeks).	ER.	Site Accommodation.	ER + DTL. DT Members.
19.	**Technical Meetings (Construction).**	Monthly or more frequently as required.	Design Team Lead.	Site Accommodation.	ER + DTL. DT Members.
20.	**Community Liaison Meetings:**	As required.	Design Team Lead.	Client Accommodation.	DTL + ER. DT Members.
21.	**Operational Readiness Workflow Meetings:**	As required.	Client.	Client Accommodation.	Client. DTL + ER. DT Members.
22.	**Post Occupancy Evaluation:**	As required.	Design Team Lead.	Client Accommodation.	Client. DTL + ER. DT Members.
23.	**Block B and Zone B enabling works Design team co-ordination**	Monthly and as required	Design Team Lead	TBC	Client. DTL + ER. DT Members.

Note1: *Notwithstanding the above, consideration is to be given to the necessity for attendance of all DT members at the above listed meetings. The core disciplines of the team shall present themselves at all meetings; however, the presence of other members of the team, such as the Planning Consultant, PSDP and Fire Safety Consultant, etc, is required only when the meeting agenda addresses and has a particular relevance to the areas of their expertise and at the request of the Design Team Lead. The competence of such consultants in consideration of their required attendance at the above listed meetings and meeting frequency is necessary. All disciplines, whether in attendance at a meeting or not shall be circulated with any minutes of meetings and any documentation issued at such meetings.*

1.10 General Items:

1.11.1 Please refer to the Technical Requirements, ancillary documents, and Supporting info documents for the following:

Documents for information purposes only

1. UHG Enabling Works Description for Design Team Framework
2. Outline Development Control Plan
3. Outline Development Control Plan-Enabling works scope
4. DR-HSE-PM-0001-Enabling Works Development Plan
5. Stem Cell Interim Project Exemplar Layout
6. Surveys.

Ancilliary Docs

1. HSE C&E OIR
2. HSE_CE_NEIS_BIM_AIR
3. InformationManagementPlan_AppointingParty
4. InformationManagementPlan_Organisational
5. Neis-File-Naming-Convention
6. Warranty Contracts - Data Load Template
7. H+S File Template
8. EnvirCond_FINAL
9. EED Guide & Report Template

[End Section 1 – Specific Project Information]

SECTION 2: NOTIONAL CONSTRUCTION VALUE

2 NOTIONAL CONSTRUCTION VALUE:

2.1 Introduction:

2.1.1 This section sets out the basis on which the Notional Construction Value (NCV) for the above project has been established. The purpose of the NCV is to facilitate a Tender process for design team services being procured based on a tendered percentage (%) fee for service.

2.1.2 Please refer to Project Information Memorandum (PIM) and Instructions to Tenderers (ITT) Section 9.5 (C) (i) and the Particulars to the ITT, for the computation of the initial tendered fee for tender assessment purposes and for the subsequent computation of a fixed fee for service.

2.1.3 The Notional Construction Value for the project is €**25,000,000** exclusive of VAT at Base Date Q3 2025 based on an overall net floor area of 3.8 - SOA CLS Project.pdf).

Commented [SR2]: We should remove 2.1M here

2.1.4 The Notional Construction Value is based on the following key documents:

4.1.1 Building Condition Survey Report - Health Service Executive – Galway
9.1 CLS Project Brief
3.8 - SOA CLS Project.pdf
3.01 Technical Req SoS

2.2 Notes & Assumptions on the Notional Construction Value:

2.2.1 Some works may be progressed to construction whilst awaiting planning permission & change of building function/other elements of the project.

2.2.2 The project catering consultant shall be appointed by the client via the Design team lead.

2.2.3 During stage 2A, the HSE will carry out the appointment of a laundry equipment specialist to provide a detailed equipment schedule and M&E service requirements to be picked up by the DT.Allowances are included for External Works and Abnormal Works associated with the development.

2.2.4 Group 1 Equipment, Computer network, ICT cabling, passive equipment is included.

2.3 Excluded from the Notional Construction Value are:

2.3.1 Inflation Provision – for future anticipated inflation beyond the base date of Q3, 2029.
2.3.2 Risk & Contingency Provision.
2.3.3 Professional fees and expenses.
2.3.4 Medical Equipment, Catering equipment, laundry equipment, loose fittings, and furniture [Groups 2, 3 & 4], X-Ray equipment, supply of personal computers, printers, televisions, etc.
2.3.5 Local Authority Fees and charges.
2.3.6 Utility company fees.
2.3.7 Facility Management requirements.
2.3.8 Per-cent for Art Scheme.
2.3.9 VAT increases
2.3.10 Restriction on working hours
2.3.11 Eis
2.3.12 Cost escalation
2.3.13 Archaeology
2.3.14 Exceptional risk allowance (delay start, EOT, high preliminaries, poor market interest).
2.3.15 Survey of existing building
2.3.16 Interface works
2.3.17 Fire officer potential upgrades

[End Section 2 – Notional Construction Value]

SECTION 3: DOCUMENTATION INDEX

1.1 Documentation Index:

The Project Information Memorandum includes this document and the attached schedules and all supporting and supplemental information (refer Table Nr. 4 below).

Table Nr. 4: Documentation Index (full list of Tender Documentation):

Document Reference / Title	
1.0	Invitation to Tender
2.0	Instruction to Tender and Award Criteria
3.01	Technical Requirements and Scope of Services
3.02	Specific Project Information
4.0	Form of Tender
5.0	Condition of Engagement
6.0	Framework Agreement 2024
7.0	Resource Allocation Schedule Architecture
7.0a	Resource Allocation Schedule Planner
7.0b	Resource Allocation Schedule BIM
8.0	Pricing Schedule Open Procedure Arch
8.0a	Pricing Schedule Open procedure BIM
8.0b	Pricing Schedule Open Procedure Planner
	Appendices
	1.1 - APNDX_D_SupportEntity_09.02.2022
	1.2 - MF-1.32-Declaration-re-Regulation-57-28-07-2023
	SAQ & Appendixes (SAQ not required as part of MINI COMP)

Technical Requirements & Ancillary Docs
3.03_HSE C&E OIR Draft V2_Published
3.04_HSE_CE_NEIS_BIM_AIR_Rev_08_2024
3.05_InformationManagementPlan_AppointingParty
3.06_InformationManagementPlan_Organisational
3.07_Neis-File-Naming-Convention
3.08_Warranty Contracts - Data Load Template
3.09_H+S File Template
3.10_EnvirCond_FINAL
3.11_EED Guide & Report Template
Supporting Info
➢ 3.2 - Outline Development Control Plan ➢ 3.3 - Outline Development Control Plan-Enabling works scope ➢ 3.4 - DR-HSE-PM-0001-Enabling Works Development Plan ➢ 3.5 - Property Acquisition - Knocknacarra Warehouse - Appendix 1 Drawings Rev B ➢ 3.6 - CLS Project Program ➢ 3.7 - Existing UHG Kitchen & Building Report Nov 2022 ➢ 3.8 - SOA CLS Project ➢ 3.9 - SOA CLS Project Interim stores (On-Campus) ➢ 3.9A- Provisional Design Interim Catering Distribution Area
04_Project specific Information; ➢ 4.1.1 Building Condition Survey Report - Health Service Executive - Galway ➢ 4.2.1.1 CLS Building - Provisional Development Schematic ➢ 4.2.1.1 CLS Existing layout ref 2016 Planning Application 16110 ➢ 4.2.2.1 Existing Catering L00 Former Nurses Home. ➢ 4.2.3.1 Existing on-campus laundry layout. ➢ 4.3.1 Provisional laundry equipment schedule. ➢ 4.3.2 Existing equipment for transfer. ➢ 4.3.3 Provisional New investment equipment. ➢ 4.3.4 Existing laundry steam plant. ➢ 4.4.1 Mains water Supply. ➢ 4.5 Mains ESB. ➢ 4.6 Gas supply. ➢ 4.7 Telecoms. ➢ 4.8 Topo Survey.