

Description of Services / Project Brief

**Appointment of, Quantity Surveying Consultancy
Services, as described,**

For

**Cork City Fire Brigade Service Delivery Centre. (PHASE 1)
New Appliance Bays (garage type building) to house Fire
Tenders and Emergency Vehicles, an extension to the existing
Appliance Bays, along with a Training Tower (superstructure by
specialist) and associated site works.**

at

at Link Road, Ballincollig, Cork P31 VK11

For

**Cork City Fire Brigade Service,
Cork.**

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1.0 PROJECT DETAILS

Introduction

Cork City Fire Brigade Services is undertaking a building project at Link Rd., Ballincollig, Cork. P21 VK11

It will be known as **Cork City Fire Brigade Service Delivery Centre**.

However, due to funding constraints, the building project will be broken into several phases.

Please note that this tender is for Phase 1, ONLY.

Design and construction of a new Appliance Bay building (*shed like building*), and an extension to the existing building/Appliance Bay to house Fire Tenders and Emergency Vehicles (including those not in full-time use), a Training Tower (by specialist contractor) and associated substructures and site works to facilitate same.

The project details for Phase 1 are as follows:

Site Description

The site is located at Link Road in Ballincollig, Cork P31 VK11, indicated on the Architect's Site Location Plan BFS-ZZZ-ZZZ-DR-CCAD-AR-0001 (See Drawing Folder)

Works will be carried out on the site of the current Cork City Fire Brigade premise. Please note that this is not currently in active use.

Existing services and structures must be considered for any design solutions/proposals.

A Topo survey and GPR survey have been carried out, this information is included in this tender pack, for your information.

Description of the Works

The following describes the Works as the project Quantity Surveyor you will be required to take on board all the elements of the Works in any cost reporting for all elements. Cost Reporting will be required at different stages; through the design development and the construction in particular, you will be required to compile same, as required, to inform the Design Team and the Client so that decisions can be informed and the best value of money achieved.

The Works comprise of the construction of the following:

- **Appliance Bays** - 1 no. portal framed shed type building with automated doors – with 4 bays to house Fire Tenders, Emergency Vehicles and associated storage requirements. The portal frame structure with external cladding forms part of this brief, one bay to be designed so it can be utilised as a double height storage area with ease of access considered.

The design and construction of this portal frame forms part of this scope of works, please note that should the Contractor put forward a supplier for this element of the contract, you will be expected to examine, approve and oversee any and all proposals from the Main Contractor (in consultation with the Contractor's supplier, (if required) in relation to the design and construction of the Appliance Bays. Costing for various options may need to be examined and a recommendation to the client put forward. Substructure design - the load bearing capacity to be suitably designed and constructed to take all the requirements of the proposed structure for the Appliance Bays itself, including design of main concrete slab/plinth and connections points to same. (M&E requirements for this building - some

ducting and utilities will need to be brought across from the existing building to serve the new structures, the available electrical load from the existing building must be assessed for suitability to take on the extra electrical load of the new structures – this forms part of this brief). When preparing any cost reports all matters need to be taken into account so that the Client can be fully informed to make a decision.

- **Extension to the front of the existing Appliance Bays. (4 Bays – see drawing BFS-ZZZ-L00-DR-CCAD-AR-0100)** Again a costing exercise-cost reporting will be required for this element so that the most cost-effective design solution can be recommended to the Client and the Sanctioning Authority.
- **Training Tower** - (tower itself supplied and installed by others – specialist)
Substructure design – foundation, platform/floor and connection design forms part of this brief. Design loads and required Information will be supplied by the specialist supplier and installer. Some Electrical design is required to the tower. Again, electrical supply to be from the existing main fire station building. Other utilities may be required.
- All associated external and site development works to facilitate these additional structures/buildings, again noting that the location for the Works is on the site of the current premise. Diversion of services may be required please allow for the design of same. Civil & Structural Consultant to procure the following, on behalf of the Client,
 - More detailed site topographical survey (*One completed by others, but if the C&S consultant requires others for detailed design*)
 - Site Investigations as deemed necessary by the Consultant to advance detailed foundation/substructure design & associated costing.

ARCHAEOLOGY NOTE

Please note as the site is adjacent to a site of archaeological importance - suitable site investigations will be required in areas where any excavation occurs. (procuring this on behalf of the Client forms part of this brief). This needs to be under the supervision/in consultation with the City Archaeologist. Any requirements set by the Archaeologist because of any significant findings will have to be considered in the design, costing and construction of this development.

Form of Contract

The form of agreement and conditions of contract will be the “**PUBLIC WORKS CONTRACT FOR MINOR WORKS, BUILDING AND CIVIL ENGINEERING WORKS - DESIGNED BY THE EMPLOYER**”, published by the Department of Finance, dated 16th of June 2026 PW-CF5 v.2.10.

While the intent of the contract is to have cost certainty for the Employer, the form of contract used provides for the possibility of some changes to the original scope of works and contract duration. The Applicant as part of this scoping document must include in their tender amount adequate provision for such change in scope and programme of the works.

Current Project Status, Budget & Programme

Current Status

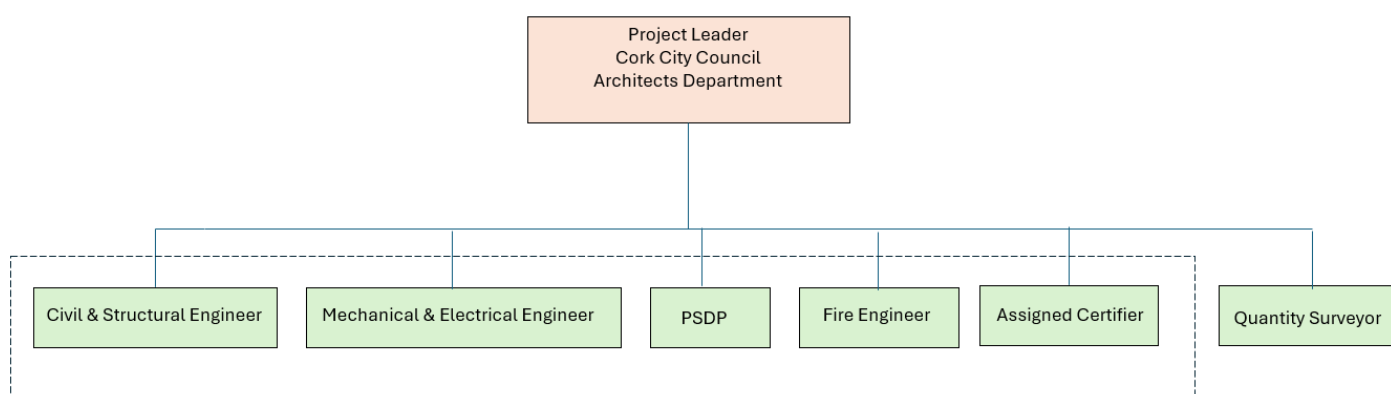
Initial Brief has been agreed with the client, a proposed layout ‘DRAFT’ has been prepared. So,
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this project is in the initial stages.

Cork City Architects Dept (CCAD) will act as Employers Representative ER in administering this contract. CCAD will also provide full Architectural Services and Design Team lead for the duration of the project.

The successful tenderer will form part of a Design Team led by the City Architects Department, consisting of an integrated multi-disciplinary team. The multi-disciplinary team have already been procured under a separate competition and Contract has been awarded. This team consists of Civil & Structural Engineer, Mechanical and Electrical Engineer, Fire Consultant, Project Supervisor Design Process, and Assigned Certifier.

The diagram below explains the Design Team structure:



Preliminary Programme

The Preliminary Programme is as follows:

The Preliminary Programme is as follows:	Preliminary -if required	3 months
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Stage (i)		
Stage (ii)	Scheme Design, Part 8 Detailed Design *Cost Reporting	7 months
Stage (iii)	Tender Action, Evaluation and Award as required under *Cost Reporting	4 months
Stage (iv)	Construction Stage – depends on the Contractor programming the specialist suppliers in succession.	12 months
Stage (v)	Handover, Certification, and Final Account Defect Liability Period	12 months

*Allow also for approval stages

As per Doc. Planning Design Guidelines and Financial Procedures for Fire Station Projects

This timescale is subject to change; Tenderer to allow for this possibility and be able to deal with such a request.

Reporting

The project will undergo approvals for different stages from the DHLGH

Reference document attached- Fire Station Developments - Planning & Design Guidelines and Financial Procedures for Fire Station Development Projects 2026.

The Design Team will be required to submit bi-annual Performance Reports to the Client i.e. at pre-tender stage, and every 6 months thereafter. Each Design Team member will be required to contribute to those reports.

2.0 SCOPE OF SERVICES

The Schedule of Services hereunder are set out in compliance with the main stage structures of Schedule B of the Conditions of Engagement for Consultancy Services (Technical) published by the Department of Finance (the Services Contract).

The general services to be provided shall include the following: Full Quantity Surveying Services as required for new construction works.

The appointed consultant will form part of the Design Team responsible for the provision of services relating to compliance with all building regulations, with particular attention drawn to TGD Part B -Fire Safety, Part E – Sound, Part L NZEB – Conservation of Fuel and Energy and Part M, and to ensure compliance with all local authority/building control authority statutory requirements.

The Consultant will also be required to have in place the insurance cover for the services required for the amounts set out in the Suitability Assessment Questionnaire

The required services shall be provided for whole stages (ii) to stage (v) Handover of Works (inclusive of DLP).

The appointed consultant will have to satisfy themselves that the above Preliminary Programme is reasonable and achievable. The indicative time allowed for Stage (ii) is assume to be in parallel with the planning process. The Stage (iii) above includes for a period between receipt of tender report and recommendation, subsequent approval by funding authority issue of letters on notification, Letter of Intent and final letter of acceptance.

NOTE

Scope of Services required.

The service provided for professional service required is to include the following (note this list is not exhaustive)

Generally, stages (ii) to (v) apply, and all services to be consistent with the standard scope of services as set out by the relevant professional institution are to be provided as required.

3.0 DETAILED DESCRIPTION OF STAGE TECHNICAL SERVICES REQUIRED QUANTITY SURVEYING / COST CONSULTANT SERVICES

Stage (ii) Design

- Prepare Stage 2 Submission Cost Plan, seeking approval from Funding Body to proceed to Part 8 Planning.

Sub-stage (ii b) Detailed Design

- Examine the pre-planning Developed Cost Plan in accordance with the CWMF Project Review 5 stage
- Attend fortnightly Design Team meetings throughout the design stage
- Advise the Architect on CWMF protocols on matters of principle in connection with project costings, cost control, procurement and tender matters
- Provide contractual advice in relation to the procurement of PW-CF5 contracts
- Account for abnormal costs within the budget application
- Carry out Value Engineering and other cost reduction exercises as required in order to demonstrate value for money and arrive at an approved budget figure

Sub-Stage (ii c) Production Information

- Prepare information ready for tender action/construction. This will include preliminaries
- documents, pricing documents and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.
- Prepare pricing documents in accordance with the Agreed Rules of Measurement 5 including Supplement 1 and Supplement 2 for measurement of Building Services or such other agreed method of measurement current at time of issue of tender document.
- Prepare such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer.
- Prepare detailed Cost Plan and discuss and manage Design Team regarding any required adjustments to designs to meet client's budgetary constraints.
- Review costs, programme and detailed designs in coordination with Design Team and Client
- Answer queries raised regarding the proposed tender documents.
- Complete pre-tender cost estimate as required by the Contracting Authority Approval Process – complete Stage 3 Cost Plan form CWMF PR and complete all relevant Stage 3 Submissions.

Stage (iii) Tender Action, Evaluation, Award

- Take instruction from the Employer prior to going to tender.
- **Please note use of product names is not permitted on any tender documents except in exceptional circumstances, and generic specifications are required from all consultants. Named products are also not permitted to appear in the Pricing Document.**
- Assist in the procurement of Works Contractor through eTenders. Decide with the Design Team and complete procurement issues such as assessment and award criteria, and also contractual

matters such as specialists, collateral agreements etc.

- Preparation and approval of the contract notice for issue to e-tenders and OJEU if applicable.
- Respond on behalf of the Employer to any queries raised on the e-tenders in a timely fashion
- Carry out tender assessment and prepare tender report advising the Employer as to the relative merits of tenders, prices and estimates received for carrying out the Works. Recommend a contractor for award of the Works.
- Prepare all communication documentation for client in relation to correspondence with tender participants. Successful and Unsuccessful.
- Attend pre-contract meetings with apparently successful tenderer/s to request and review any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works.
- Approval Process – Complete Stage 4 Submission requirements and complete Stage 4 Detailed Cost Plan, Tender Report & Budget Report.
- Propose, advise, compile and complete any value engineering / cost reduction proposals as required.
- Advise on any matters relevant to recommendation and appointment of the Contractor, including co-ordination of design team variations and costing to allow Employer's budget to be maintained.
- Take instruction from the Employer regarding the award of the tender.
- Preparation of formal contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor selected to organise and compile documents for contract signing.

Stage (iv) Construction Stage

- Take client's/ER instructions
- Assist with the appointment of the PSCS and any other specialists / collateral agreements
- Advise and assist on the contract administration of the PW-CF contract.
- Attend regular meetings with the contractor, design team to review progress and cost control and quality of works. Additional cost control meetings if required.
- Prepare interim cost reports on a regular basis for the employer as outlined above, including such information as may be necessary for full understanding of current situation and projected final account.
- Attend regular meetings with the client about progress and costs and prepare interim reports on same as required.
- Attending, for the duration of the construction of the Works, the relevant fortnightly site meetings.
- Such additional site visits as are necessary to ensure that certain stages of the works comply with the works requirements.
- Recommendation of Interim Payments to the Contractor under the terms of the Works Contract including determining, calculating all Interim Payments as required by the Works Contracts and assessing, calculating and negotiating Change Orders as they arise.
- In the event of anticipated costs exceeding a pre-determined contingency amount assist in proposing any cost reduction measures. Complete CWMF PR7A forms as required should additional costs be sought from the Sponsoring Agency.

- Assisting with adjudicating on any dispute or difference relating to the works which may arise between the Employer and the Contactor. The scope of this engagement shall **not** extend to advising the Employer following the taking of any step in or towards any arbitration or litigation in connection with the Works.

Stage (v) Handover, Certification and Final Account

- Attend meetings with the Contractor and Contractor's QS on final project costs and implementing and progressing the Final Account negotiation and agreement process.
- Negotiate and agree the Final Account with the Main Contractor, keeping the ER informed at all times.
- Issue penultimate payment recommendation to the ER on agreement of the final account.
- Liaise with Contractor and client/ER regarding defects at the end of the defects liability period to ensure that defects are addressed. It is envisaged that the defects liability period will be 12 months.
- Carry out a Final Valuation and final Payment Recommendation once the Defects Certificate is issued

APPENDIX A

DEFINITIONS & ABBREVIATIONS

The definitions here are taken from the Code of Practice associated with S.I.9 of 2014.

- 'Ancillary Certificates' means a certificate of compliance of elements of the building, design or works with the Building regulations, and 'Ancillary Certifier' means a person proposed to issue such a statement (Note; a 'person' also includes a company);
- 'Assigned Certifier' means the competent person so assigned, in accordance with the Building Control Regulations;
- 'Builder' means a competent builder appointed, for the purposes of the Building Control Regulations, by the owner, to build and supervise the works;
- 'Building Control Authority' means a local Authority to which Section 2 of the Building Control Act 1990 applies;
- 'Building Control Regulations' means the building Control Regulations 1997 to 2014
- 'Building Regulations' means the Building Regulations 1997 to 2014 and future amendments to them;
- 'Certificates of Compliance' means certificates of compliance as defined in the Building Control Regulations 2014;
- 'Code of Practice' means the 'Code of Practice for Inspecting and Certifying Buildings and Works', February 2014 related to S.I. No. 9 2014.
- 'Commencement Notice' means a notice referred to in Section 6(2) (k) of the Building Control Act 1990 and any applicable amendments;
- 'Competent Person': a person is deemed to be a competent person where, having regard to the task which he/she is required to perform and taking account of the size and /or complexity of the building or works, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken;
- 'Compliance' means that the relevant building or works have been designed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1) a, b, and e, of the same Act; and that the relevant building or works have been constructed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1)a, b, and e, of the same Act.;
- 'Construction' includes the execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair or renewal of a building: and 'construction' shall be construed accordingly;
- 'Design' includes the preparation of plans, particulars, drawings, specifications, calculations and
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other expressions of purpose according to which the Construction, extension, alteration, repair or renewal concerned is to be executed: and 'designed' shall be construed accordingly;

- 'Design Certifier' means the person who signs the Certificate of Compliance (Design);
- 'Inspection' has the meaning set down in the relevant sub-sections of Section 7 of the Code of Practice;
- 'Inspection Notification Framework 'or 'INF' has the meaning set down in Section 7.3 of the Code of Practice;
- 'Inspection Plan' has the meaning set down in Section 7.1 of the Code of Practice;
- 'The Minister' means the Minister for the Environment, Community and Local Government or the equivalent variants;
- 'Works' includes any act or operation in connection with the Construction, extension, alteration, or renewal of a building.

- **CCC** - Cork City Council (Employer)
- **DHPCLG** - Department of Housing, Planning, Community & Local Government
- **CCAD** - Cork City Architects Department
- **CWMF** - Capital Works Management Framework
- **Employer** - Cork City Council
- **PSP** - Principal Service Provider (Consultant)
- **SSP** - Specialist Skills Provider (Sub-Consultant)
- **Consultant** - Quantity Surveyor Consultant
- **ER** - Employer's Representative
- **PSDP** - Project Supervisor Design Process
- **PSCS** - Project Supervisor Construction Stage
- **PPR** - Post Project Review
- **BC(A)R** - Building Control (Amended) (No.2) Regulations 2015 S.I.365 and (S.I.9) 2014
- **BCMS** - Building Control Management System
- **BER** - Building Energy Rating
- **SC** - Substantial Completion
- **DLP** - Defects Liability Period
- **FSC** - Fire Safety Certificate
- **DPER** - Dept. of Public Expenditure & Reform
- **CCC** - Cork City Council (Employer)
- **DHPCLG** - Department of Housing, Planning, Community & Local Government

- **CCAD** - Cork City Architects Department
- **CWMF** - Capital Works Management Framework
- **Employer** - Cork City Council
- **NDFEM** - The National Directorate for Fire & Emergency Management