Design Team Procurement Domestic Violence Refuge North Cork DVR

Description of Services

Development of new Domestic Violence Refuge containing 12nr. individual residential units and associated ancillary support accommodation, at Dromore Drive Road, Mallow Town, Co. Cork.

Consultancy Services:
Integrated Design Team to Include: Design Team Lead, Architectural, Structural & Civil Engineering, Building Services Engineering, Quantity Surveying, Fire Safety Consultant, Disability Access Consultant, Project Supervisor Design Process, Design & Assigned Certifier, Employer's Representative and BIM Information Manager

Stage Service (i) to (v) Full Service

October 2026



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Note: For the purposes of these Tender Documents and all associated project information management documentation, the terms **Client, Employer, and Appointing Party** shall have the same meaning and may be used interchangeably to refer to the Contracting Authority.

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Table of Contents

1.0 Project Description 7

1.1 Overview 7
1.2 Site Description 9
1.3 Data and Surveys 15
1.4 DT and PM Services 17
1.5 Design Team Brief 17
1.6 Form of Contract 29
1.7 Cost and Carbon Reporting 29
1.8 Health and Safety 29

2.0 The Service 31

2.1 Appointments 31
2.2 Any Additional Required Appointments 33
2.3 Duration of Service 34
2.4 BIM and Information Management 37
2.5 Project Coordinates 43
2.6 Lifecycle Analysis 43
2.7 Green Procurement 43
2.8 Circular Economy 44
2.9 Resource and Waste Management 44

3.0 Description of Technical Services Required 45

3.1 Service Requirements 45
3.2 COE Stage (i) - Feasibility 47
3.3 COE Stage (ii) Design 48
3.4 COE Sub-Stage (ii a) Outline Design 48
3.5 COE Sub-stage (ii b) Develop Design 50
3.6 COE Sub-Stage (ii c) Production Information 51
3.7 COE Stage (iii) Tender Action, Evaluation, Award 52
3.8 COE Stage (iv) Construction Stage 53
3.9 COE Stage (v) Handover, Certification and Final Account 54

4.0 Detailed Description of Technical Services – Architectural Services 56

4.1 Introduction 56
4.2 COE Stage (i) – Feasibility 56
4.3 COE Sub-Stage (ii a) Outline Design 57
4.4 COE Sub-Stage (ii b) Develop Design 58
4.5 COE Sub-Stage (ii c) Production Information 58
4.6 COE Stage (iii) Tender Action, Evaluation, Award 59
4.7 COE Stage (iv) Construction Stage 59
4.8 COE Stage (v) Handover, Certification and Final Account 60

5.0 Detailed Description of Technical Services – Structural & Civil Engineering Services 61

5.1 Introduction 61
5.2 COE Stage (i) – Feasibility 61
5.3 COE Sub-Stage (ii a) Outline Design 61
5.4 COE Sub-Stage (ii b) Develop Design 62
5.5 COE Sub-Stage (ii c) Production Information 62
5.6 COE Stage (iii) Tender Action, Evaluation, Award 63
5.7 COE Stage (iv) Construction Stage 63
5.8 COE Stage (v) Handover, Certification and Final Account 63

6.0 Detailed Description of Technical Services – Building Services Engineering 64

6.1 Introduction 64
6.2 COE Stage (i) – Feasibility 64
6.3 COE Sub-Stage (ii a) Outline Design 64
6.4 COE Sub-stage (ii b) Develop Design 64
6.5 COE Sub-Stage (ii c) Production Information 65
6.6 COE Stage (iii) Tender Action, Evaluation, Award 65
6.7 COE Stage (iv) Construction Stage 65
6.8 COE Stage (v) Handover, Certification and Final Account 65

7.0 Detailed Description of Technical Services – Quantity Surveying/Cost Consultant Services 66

7.1 Introduction 66
7.2 COE Stage (i) – Feasibility 66
7.3 COE Sub-Stage (ii a) Outline Design 66
7.4 COE Sub-stage (ii b) Develop Design 66
7.5 COE Sub-Stage (ii c) Production Information 66
7.6 COE Stage (iii) Tender Action, Evaluation, Award 67
7.7 COE Stage (iv) Construction Stage 67
7.8 COE Stage (v) Handover, Certification and Final Account 68

8.0 Detailed Description of Technical Services – Project Supervisor Design Process 69

8.1 Introduction 69
8.2 Services for COE Stages (i) to (v) Inclusive 69

9.0 Detailed Description of Technical Services – Design/ Assigned Certifier 71

9.1 Introduction 71

10.0 Detailed Description of Stage Technical Services – Employers Representative 72

10.1 Introduction 72
10.2 COE Stage (i) – Feasibility 72
10.3 COE Stage (ii) Design 72
10.4 COE Stage (iii) Tender Action, Evaluation and Award 72
10.5 COE Stage (iv) Construction Stage 72
10.6 COE Stage (v) Handover, Certification and Final Account 73

11.0 Detailed Description of Stage Technical Services- BIM Information Manager 74

11.1 Introduction 74
11.2 COE Stage (i) Feasibility 74
11.3 COE Stage (ii) Design 75
11.4 COE Stage (iii) Tender Action, Evaluation and Award 75
11.5 COE Stage (iv) Construction Stage 76
11.6 COE Stage (v) Handover, Certification and Final Account 77

12.0 Detailed Description of Stage Technical Services – Fire Safety Consultancy 79

12.1 Introduction 79
12.2 COE Stage (i) Feasibility 79
12.3 COE Sub-Stage (ii a) Scheme Design 79
12.4 COE Sub-Stage (ii b) Detailed Design / Building Regulation 79
12.5 COE Sub-Stage (ii c) Production Information 80
12.6 COE Stage (iii) Tender Action, Evaluation, Award 80
12.7 COE Stage (iv) Construction Stage 80
12.8 COE Stage (v) Handover, Certification and Final Account 80

13.0 Detailed Description of Stage Technical Services – Disability Access Consultant 81

13.1 Introduction 81
13.2 COE Stage (i) Feasibility 81
13.3 COE Stage (ii) Design – Scheme Design 81
13.4 COE Sub-Stage (ii a) Scheme Design 81
13.5 COE Sub-Stage (ii b) Detailed Design / Building Regulation 81
13.6 COE Sub-Stage (ii c) Production Information 82
13.7 COE Stage (iii) Tender Action, Evaluation, Award 82
13.8 COE Stage (iv) Construction Stage 82
13.9 COE Stage (v) Handover, Certification and Final Account 82

14.0 Definitions 83

15.0 BIM Glossary 85

..... 87

Appendix A – Project Information Management Responsibility Matrix 87

1.0 Project Description

1.1 Overview

The **Employer, Good Shepherd Cork**, an Approved Housing Body (AHB), is seeking to appoint an Integrated Design Team to assist in the delivery of a new Domestic Violence Refuge (DVR) development at Dromore Drive, Mallow, Co. Cork.

The project forms part of the national response to the significant shortage of domestic violence refuge accommodation identified throughout Ireland and specifically within the South-West region. The need for additional refuge provision has been established through a number of national and regional studies, including the Review of the Provision of Accommodation for Victims of Domestic Violence (Tulsa, 2022), which identified a requirement for between 38 and 57 additional refuge units across the South-West. The strategic importance of the project has been further reinforced through the designation of Mallow as a Priority Location by Cuan under the Third National Strategy on Domestic, Sexual and Gender-Based Violence.

The proposed development is located on a greenfield site at Dromore Drive, approximately 1.8km south of Mallow Town Centre. The scheme will be designed to provide safe, secure, and purpose-built emergency accommodation for women and children experiencing domestic violence while ensuring convenient access to local services, healthcare, education, and community supports.

The proposed development will comprise a two-storey Domestic Violence Refuge building containing 12 self-contained residential units / apartments, consisting of a mix of studio, one-bedroom and two-bedroom accommodation designed to meet the varying needs of service users. In addition to the residential accommodation, the development will include communal living and dining facilities, children's play areas, family support spaces, staff, and administration facilities, and associated ancillary accommodation.

A key component of the design will be the provision of secure external amenity space in the form of a central landscaped courtyard, providing a safe and therapeutic environment for residents and their children. The overall design should adopt a trauma-informed approach and prioritises safety, privacy, dignity, accessibility, flexibility, and child-centred design principles.

The proposed development has been informed by current national policy and best-practice guidance, including the Domestic Violence Refuge Accommodation: Project Brief Design Guidelines (DoHLGH, 2024), A Safe Space: Designing Centres for Domestic Violence (Safe

Ireland, 2023) and the Design Manual for Quality Housing, and the Design Standards for Apartments (2025).(DMfQH)

Further details relating to the Domestic Violence Refuge brief, Single Approval Process, design development, and associated site information are included within the Additional Information Pack accompanying this Scope document.

1.2 Site Description

The following table summarizes the key information pertaining to the site.

Location	The subject site is located on Dromore Drive Road in Mallow, Co. Cork, approx. 1.8km south of Mallow town centre and 30km to the north of cork City. Site coordinates: 52.125743 , -8.6518461
Ownership	The site will be in the ownership of Cork County Council
Site Boundaries	The site is bounded to its north by Dromore Drive Road, to the south by a line of trees and shrubs separating the site from a residential development to the south and to the west by Saint Gobnait's Cemetery
Size	The site is approximately 3,500 sqm / 0.35 ha / 0.85 acre

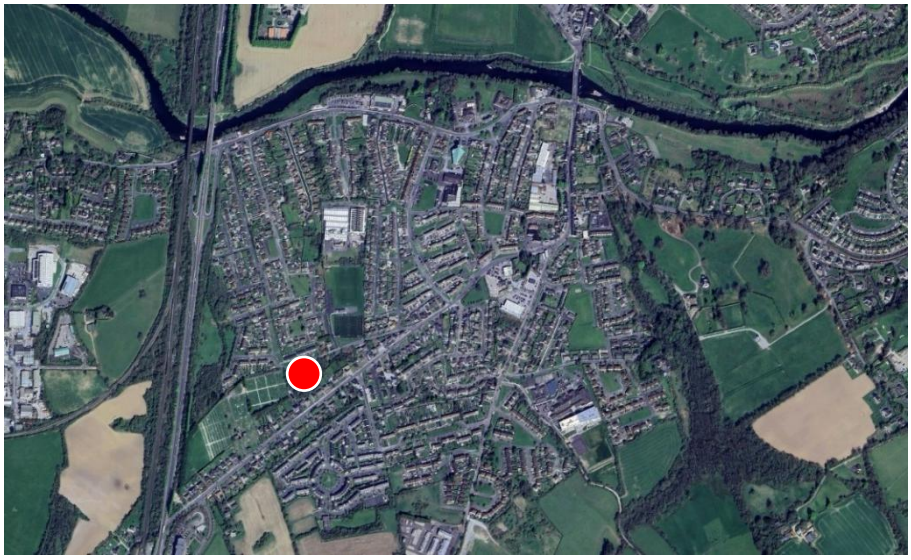


Figure 1-1 Site Location, Google Maps



Figure 1-2 Site Location, DVR site boundary outlined in RED

History of use	The site has no known history of development and has been in use as agricultural land. Historically there appears to have been an old limestone quarry on the site back in 1850-1890. There is high probability that the site contains deep fill material and potential contaminants.
Topography	A relatively flat site with shallow falls, retaining wall (approx1-2m) along northern boundary. No site investigations or surveys have been carried out on the site. The appointed Design Team (DT) will be required to fully scope out all necessary site surveys and geotechnical investigations upon appointment. The PM is required to carry out all of the necessary procurements.
Access	Access available from Dromore Drive (public road).



Figure 1-3 View from Dromore Drive Road, Google Maps (looking West)



Figure 1-4 View from Dromore Drive Road, Google Maps (looking East)



Figure 1-5 Site. View from Dromore Drive Road, Google Maps (looking South)

Services	Wastewater Services: There is a foul line running along the access road / Dromore Drive Road. Fig. 1-7 Water Services: A 100mm line runs along the access road in front of the site. Fig. 1-6 Gas: There are no gas line in the immediate vicinity of the site. Fig. 1-8 ESB: OHLs run along the access road and along the boundary line with the adjacent site to the north. Fig. 1-9 Further site investigations/surveys will be required to determine whether any of the underground services currently onsite may need to be relocated/ diverted. The availability of all services is to be verified by the appointed Design Team. A “Pre Connection Enquiry” has been made to UÉ for both wastewater and water connections. Confirmation of Feasibility received on 17 April 2025: • Water Connection - *Feasible without infrastructure upgrade by Uisce Éireann* • Wastewater Connection - *Feasible without infrastructure upgrade by Uisce Éireann*
Flooding	No known history of flooding in the area nor is it identified as an area of fluvial or pluvial flooding by the OPW or GSI.
Archaeology	No known archaeological features on the site. Note: 50m to the west lies Saint Gobnait's Cemetery
Existing Buildings	There are no existing buildings on the site.
Protected Structures	There are no Protected Structures located on the site.

Mallow DVR Foul Sewer



Figure 1-6 Uisce Éireann wastewater services, Uisce Éireann

Mallow DVR Watermain



Figure 1-7 Uisce Éireann water services, Uisce Éireann

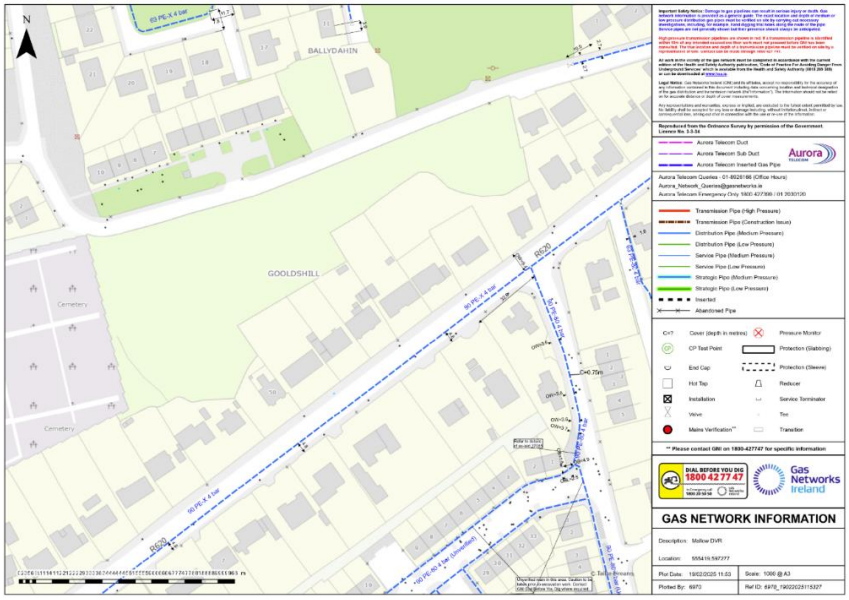


Figure 1-8 Gas Networks Ireland services, GNI

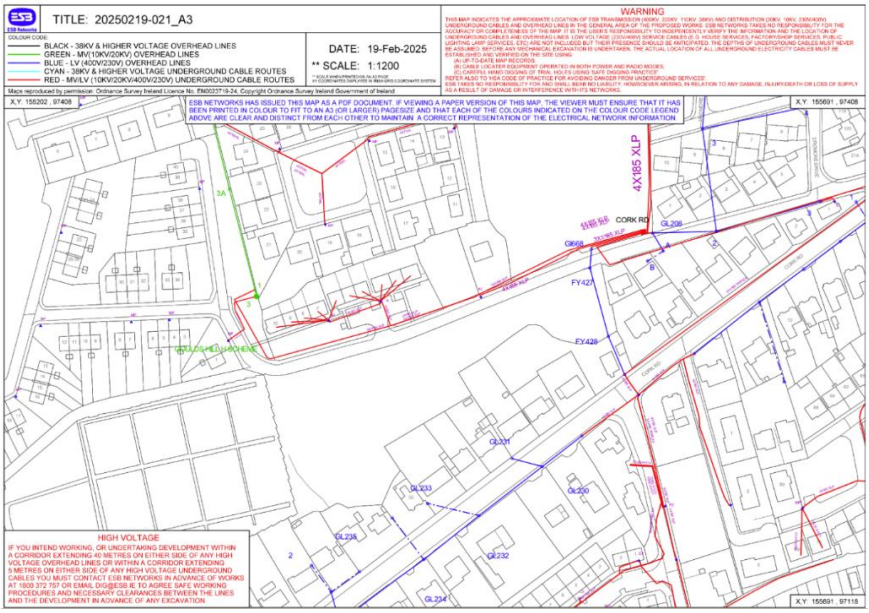


Figure 1-9 ESB services

1.3 Data and Surveys

The existing information and survey data that is currently available is listed in Table 1-1. It is expected that further investigations will be required to properly inform the design, a number of these that may be required have been identified in Table 1-1. Tenderers are to note that this is a non-exhaustive list.

The Employer will require the Design Team to identify and fully scope the required surveys and investigations, and the PM is required to carry out the full procurement process on e-tenders on behalf of the Employer.

All procurement must be carried out in accordance with the public procurement rules and the Capital Works Management Framework (CWMF).

Table 1-1 Surveys and Data

	Available	*May be Required*	*Include in Tender price**
Topographical Survey	☐	☒	No
Geomatic Survey	☐	☐	No
Building Condition Survey	☐	☐	No
Structural Survey	☐	☐	No
Flood Risk Assessment	☐	☒	No
Historic Building Report	☐	☐	No
Asbestos Survey	☐	☐	No
Road Safety Audit	☐	☒	No
Traffic Surveys	☐	☒	No
Archaeological Survey	☐	☒	No
Arborist's Survey	☐	☒	No
Geotechnical Survey incl. WAC testing, bore holes, soil testing, etc.	☐	☒	No
GPR Survey and site prep	☐	☒	No
Invasive Species	☐	☒	No

* Where survey/investigation is required, tenderers are to include total cost of this survey/investigation as part of their tender price. This is non-exhaustive list. While it is anticipated that a site-specific flood risk assessment or archaeological survey will not be required, the appointed design team will need to assess and confirm all required surveys. NOTE: Tenderers are to include for the cost of procurement of all surveys and investigations.

1.3.1 Information included in tender

- Site Assessment / Business Case drawings
- Utility Record drawings
- Circular Housing 01_2026_**Single Approval Process** for Social Housing Construction Projects up to the value of 200 million, and associated appendices, guidance, and reporting templates.
- Preliminary DHLGH agreement following notification of intention to submit planning application (DHLGH **Acknowledgement Letter** attached)
- Confirmation Of Feasibility (COF) UÉ

1.4 DT and PM Services

At the request of the Department of Housing, Local Government and Heritage (DHLGH) an independent employer's **Project Manager** (PM) will to be appointed by the Employer / AHB to assist in the management and delivery of the project.

- The PM will be appointed separately from, and will be independent of, the Design Team. The PM will act on behalf of the Employer / AHB and will provide project management, coordination, procurement, monitoring, and reporting services throughout all the stages of the project.

- The Design Team will remain responsible for the design and all associated professional services within its appointment. The Design Team Lead (DT Lead) will act as the main point of contact between the Employer, the PM, and the Design Team, and will be responsible for managing and coordinating the Design Team.

- The PM and DT shall work collaboratively while maintaining their respective roles and responsibilities. The DT Lead will report to and liaise with the PM on design-related matters, project information, programme, deliverables, risks, and other matters relevant to project management and reporting.

- The PM and Design Team shall carry out their respective services in accordance with the CWMF, their Scope of Works, applicable Dept. requirements and the relevant Direct Delivery Workflows, including those shown in Figure 1-12 and Figure 1-13.

1.5 Design Team Brief

The project is to involve the construction of a new 12-unit DVR on a greenfield site; and all

associated external works. The brief calls for the construction of a new two-storey DVR building for the provision of safe emergency accommodation for victims of domestic violence. The PM and the design team are required to develop the project from preliminary stage (Stage i) through detailed design, to construction and handover (Stage v). The 12-unit DVR is to be designed to be suitable for Good Shepherd's Cork AHB service users, i.e. women and children escaping domestic violence. Details of particular requirements for the design are to be agreed with Good Shepherd Cork AHB (Employer), in consultation with YANA (You.Are.Not.Alone) (domestic violence service provider) and the appointed design team during design workshops and comply with the DVR Design Guidelines. Design process to adhere to the new Single Approval Process requirements.

- Review Outcome of DHLGH Acknowledgement letter
- Review of all available documentation, DVR Guidelines, Single Approval Process Guidelines
- Site visit(s), site assessment, and design feasibility as required
- Specification and procurement of all required surveys and investigations
- Prepare Agreed number of Design Options for Employers and DHLGH review and approval, all in line with Single Approval Process
- Advance Outline Sketch Scheme & Outline Cost Plan
- Advance Developed Sketch Scheme & Developed Cost Plan
- Prepare Submission to Approving Authority including Business Case
- Preparation and submission of planning and other statutory submissions
- Review Outcome of Statutory Approval(s)
- Planning permission approvals
- Prepare for Tender/Detailed Design (including all General Arrangement Drawings, all required 1:5 details, Specifications, Schedules. Works Requirements in line with Public Procurement requirements)
- Issue Tender
- Assess Tender Returns Award Contract
- Contract Implementation
- Post Completion Review

The required services shall be provided for whole stage (i) to (v) inclusive. Services required include:

- Design Team Lead / Lead Appointed Party (DT Lead)

- Architect
- Civil Engineer and Structural Engineer
- Building Services Engineer
- Quantity Surveyor
- Project Supervisor Design Process (PSDP)
- Design and Assigned Certifiers
- Employers Representative (ER)
- BIM Information Manager
- Fire Consultant (FSC)
- DAC Consultant (DAC)

1.5.1 Employer requirements

- The provision of a purpose-built 12-unit Domestic Violence Refuge (DVR), together with all associated support, administrative and ancillary facilities. The proposed development is intended to maximise the efficient use of the site and provide an appropriate level of refuge accommodation in response to the current and projected demand within the North Cork region, as identified by Cuan, the Domestic, Sexual and Gender-Based Violence Agency.
- The project brief includes all necessary external works and site services, hard finishes, landscaping, and site development works. The site development works may possibly include some removal of trees and shrubs. The site works may also include the excavation of earth and relevelling parts of the site
- The design brief does not include the provision of loose furniture and fittings, white goods, blinds, or the like.
- The project shall be progressed in accordance with the DHLGH Single Approval Process and all associated requirements, procedures, and reporting obligations.
- The Design Team shall engage proactively and in a timely manner with the DHLGH Architectural Advisor, Cork County Council and other relevant stakeholders throughout the design development process to facilitate early review and feedback and support the efficient progression of the project through the approval process.

1.5.2 Design objectives

- The goal is to provide a safe space and accessible DVR facility to provide safety and comfort to the residents in line with the requirements of the DHLGH Domestic Violence Refuge Accommodation: Project Brief Design Guidelines and Safe Ireland Safe Places

guidelines.

- Achieve a cohesive development, making the best use of existing local services and infrastructure.
- Ensure the new development integrates into the existing surrounding environment.
- The structure to be delivered is to fully consider the needs of the end-users in relation to access and facilities to be provided.
- Achieve high-quality residential units.
- Create a trauma-informed, safe, and visually attractive development that will provide appropriate accommodation and good quality living environments.
- Ensure the new development is designed in line with the Budget Approval.
- The DVR facility to be delivered is to fully consider the needs of the end-users in relation to access and facilities to be provided. The structure is to be fully serviced with all necessary facilities, storage and the like incorporated into the works.
- The completed development is to deliver complete, structurally sound, watertight buildings, meeting all operational requirements and standards, including but not limited to space planning, access, thermal efficiency, fireproofing, acoustics, heating, ventilation, plumbing, internal and external lighting, electrical, telecom and security services necessary for the occupation of the development.

Indicative layouts were produced for the purpose of site capacity assessment and business case for the project (Fig. 1-10 to 1-12 below)

Full feasibility and design works are to be carried out to optimise the use of the site and maximise its development potential. The appointed DT will be responsible for feasibility, progressing the scheme from feasibility to developed design, including securing all statutory approvals and approvals from the DHLGH.

It is required that the DT undertake a series of structured design workshops with the Client / AHB, in consultation with YANA, and PM to ensure that the proposed design responds appropriately to end-user needs

Key considerations should include building form and massing, accommodation requirements, spatial hierarchy, landscaping, and the provision and distribution of appropriate facilities in line with the approved budget.



Figure 1-10 Feasibility - Concept Massing

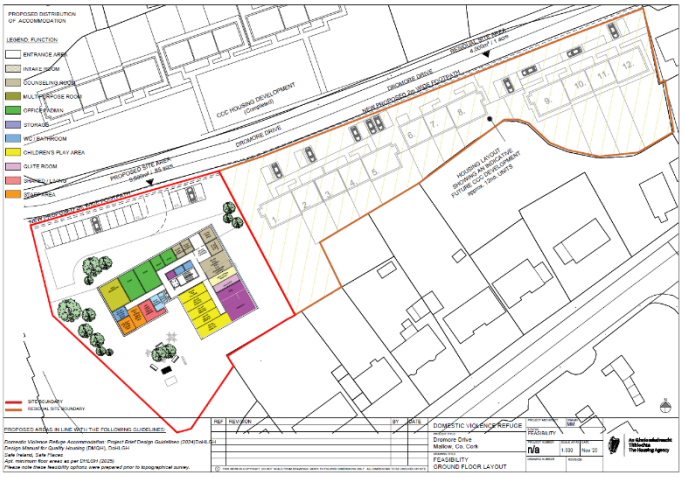


Figure 1-101 Feasibility layout – Ground Floor



Figure 1-11 Feasibility layout – First Floor

1.5.3 Design Standards

The overall design of the DVR facility and associated areas and specification to be in accordance with the targets set out in the DHLGH *Domestic Violence Refuge Accommodation: Project Brief Design Guidelines* and *Safe Ireland Safe Places* guidelines.

The housing and apartment design layouts and specifications (individual living units / apartments) of the DVR as per the DHLGH's Design Manual and the Employer's Requirements for Detail Design of Quality Housing (Employer's Requirements) for all new build social housing projects being developed by local authorities and approved housing bodies, or an acceptable equivalent standardised design approach which the project sponsor can demonstrate to be equally efficient in terms of overall floor areas and specification.

The proposed completed development is to fully meet all current requirements of the Building Control Regulations & in accordance with the planning permission once issued by the Local Authority (LA) and the Fire Certificate and Disability Access Certificate.

All foul sewer and water supply to comply with the current Uisce Éireann Codes of Practice and design requirements. All surface water designs to comply with the requirements of the LA and Uisce Eireann.

Building Services to be designed with reference to the requirements relating to Directive 2010/31/EU.

The proposed development is to be designed in accordance with the design guidance in:

- DHLGH Domestic Violence Refuge Accommodation: Project Brief Design Guidelines
- Safe Ireland guidelines on Domestic Violence Refuge Centres (2023)
- Design standards for Apartments (2025)
- Quality Housing for Sustainable Communities (QHfSC) (2007)
- Design Manual for Urban Roads and Streets (DMURS) (2019)
- Fire Safety in Community Dwellings House Code of Practice
- Sustainable Residential Development in Urban Areas (SRDUA) (2009)
- National Planning Framework – Ireland 2040 Our Plan (NPF) (2018)
- Employer's Requirements for Detail Design of Quality Housing (ER) (2019)
- All relevant TII GEO, PAV, DE, SCD and SPW series standards
- Urban Development and Building Height Guidelines (UDBHG) (2018)
- Urban Design Compendium (UDC) (2000)

1.5.4 Project specific considerations

Services	Design Team will need to consider: • The condition of all existing main services. • Uisce Éireann connections. • Any new connections required to services (eircom, broadband etc)
Ground Conditions	Historic record indicates an old limestone quarry may have been present on site back in 1850-1890. Accordingly, there is a high probability that the site contains deep fill material and potential contaminants
Demolition	N/A
Flood Risk Assessment	The appointed DT should determine the need for a site-specific flood risk assessment, scope the required services, prepare tender documents, and assist PM with the procurement and all tender assessments. PM to manage all procurements as necessary on behalf of the Employer / AHB. Refer also to Section 2.2
Archaeological Assessment	The appointed DT should determine the need for a site-specific archaeological assessment, scope the required services, prepare tender documents, and assist PM with the procurement and all tender assessments. PM to manage all procurements as necessary on behalf of the Employer / AHB. Refer also to Section 2.2
Arborist	The appointed DT should determine the need for an arborist assessment. scope the required services, prepare tender documents, and assist PM with the procurement and all tender assessments. PM to manage all procurements as necessary on behalf of the Employer / AHB. Refer also to Section 2.2
Existing Residents	PM responsible for residents / public consultations as required. DT lead to assist where required.
Socio-Economic Assessment	N/A

1.5.5 Capital Assistance Scheme Funding and the Single Approval Process for Social Housing Projects.

It is intended that the project will be funded by the DHLGH via the Capital Assistance Scheme (CAS). The project will follow the delivery stages set out in the Capital Works Management Framework; however, it will use the new Single Approval Process for social housing projects up to the value of €200milllion.

Tenderers should be fully familiar with the process and the contents of Circular 01/2026 and associated Guidance Notes and reporting templates, see Table 1-2 for reporting templates pertaining to social housing. A flow chart indicating the process in included in Figure 1-12 along with a detailed process map up to planning application in Figure 1-13.

The Single Approval Process replaces the traditional 4-Stage approval process and is specific to social housing. The process follows the typical stages outlined in the *Standard Conditions of Engagement for Consultancy Services*. It includes various mandatory notifications that must be submitted to the DHLGH throughout the project life cycle, as well the potential additional engagements/project reviews with the DHLGH, under certain circumstances, such as where there are significant site constraints or, where the site necessitates the use of unit layouts outside of the DMfQH

Template reporting documents, including a standardised risk register, are provided by the DHLGH and should be used for the duration of the project. These are intended to be live documents for use throughout the project lifecycle and should be updated at the various reporting stages.

For clarity, social housing providers are still required to continue to follow CWMF, which is designed to provide greater cost certainty at contract award stage, better value for money at all stages during project delivery and a more efficient delivery of projects.

Table 1-2 Single Approval Process – Reporting Templates

Report Type	Documents
Reporting	• Notification of Intention to Conduct Feasibility • Pre-Tender Notification • Post-Tender Notification of Intention to Award Contract • Notification of Award of Contract • Project Review Request Form • Business Case and Reporting Template • Social Housing Risk Register Template
Budget and Cost and Carbon Reporting	• BC1 Budget Confirmation Form Direct Delivery • CC1 Social Housing Capital Works (Cost and Carbon Reporting Template)

1.5.6 The current project status

Cork County Council identified the site as a potential site for a new Domestic Violence Refuge for Women and Children.

The HA have subsequently examined the capacity of the site to determine if the site would meet the minimum standards as set out by DoHLGH *Domestic Violence Refuge Accommodation: Project Brief Design Guidelines* (March 2024) and also a document by Safe Ireland, called *A Safe Space, Designing Centres for Domestic Violence*.

An initial business case was prepared by the Housing Agency (HA) on behalf of the AHB. The study concluded that the site at Dromore Drive, Mallow, Co. Cork appears to be suitable and capable of meeting the minimum standards as set out in the DVR Guidelines.

The initial feasibility for the site envisages a two-storey building, with the ground floor incorporating shared areas, office spaces, therapy rooms, children's play areas, storage, and residential accommodation located on the first floor.

Proposed Indicative Schedule of Accommodation:

- Studio: 3 units
- 1-bedroom apartment: 5 units
- 1-bedroom UD apartment: 2 units

- 2-bedroom apartments: 2 units

Discussions have been held with CCC Planning Department, who indicated support in principle for the project. *Notification of Intention to Conduct Feasibility* for this DVR development (Appendix AA of the New Single Approval Process) has been prepared and submitted by the LA (Cork County Council) on behalf of the Employer (Good Shepherd Cork AHB) to the DHLGH in May 2026. DHLGH Confirmation / Acknowledgement Letter received on 26th May 2026. Attached for Reference.

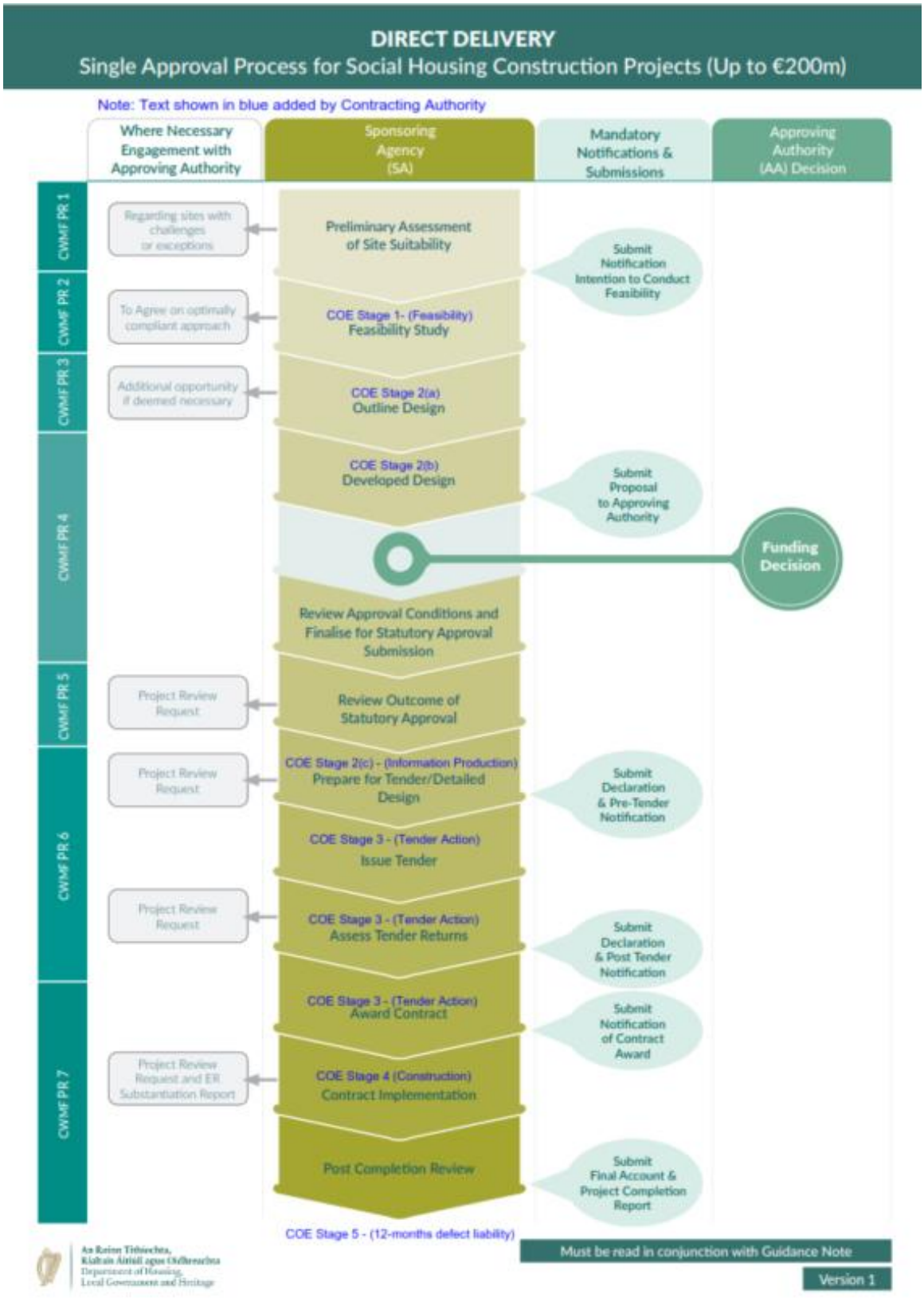


Figure 1-12 Direct Delivery Single Approval Process Map for Social Housing Construction Projects (Up to €200m), DHLGH

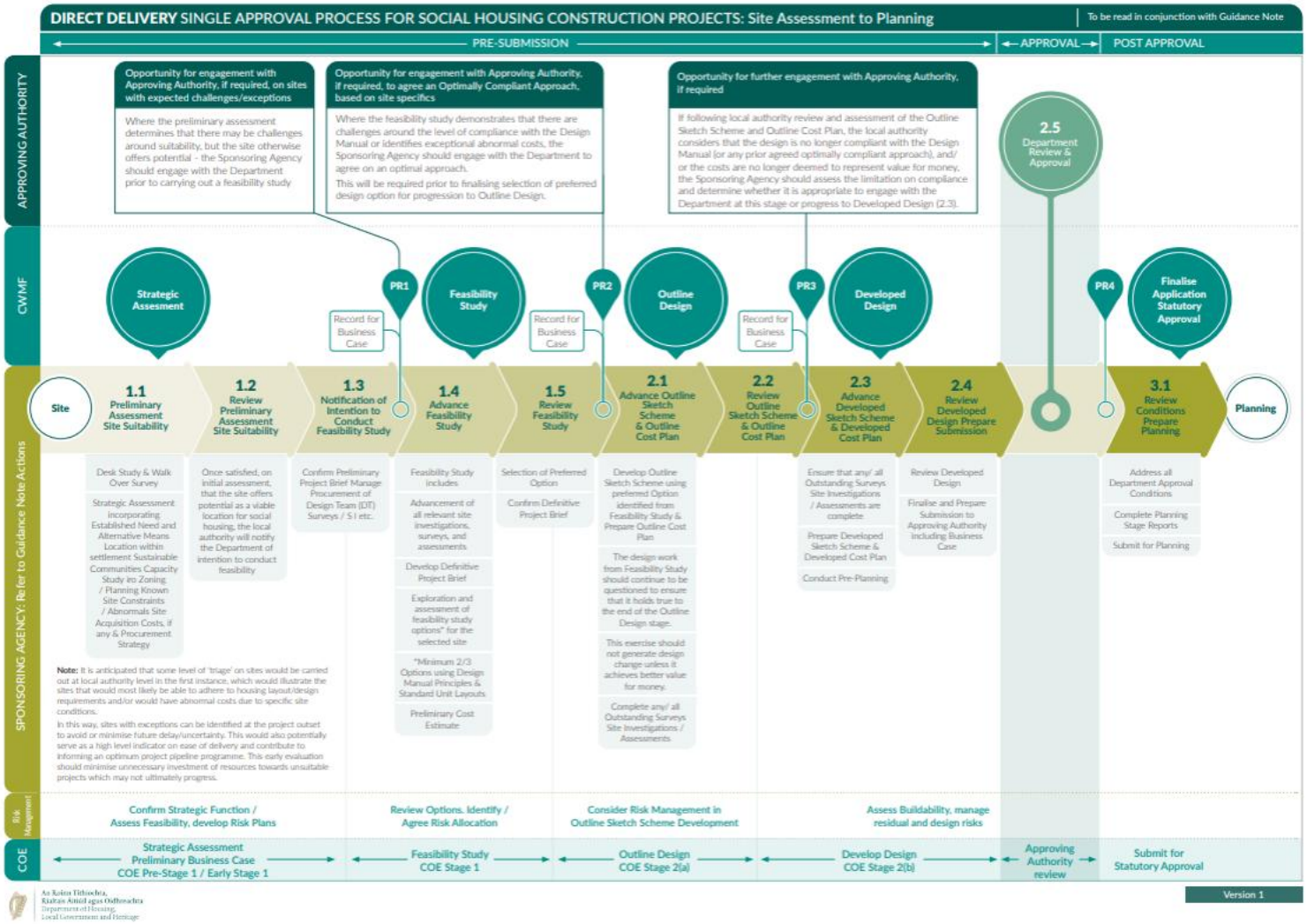


Figure 1-13 Direct Delivery Single Approval Process Map for Social Housing Construction Projects (Up to €200m) – Detailed Pre-Approval Map, Site Assessment to Planning, DHLGH

1.6 Form of Contract

The expected form of contract is public works contract PW_CF1. This should be agreed and confirmed by the appointed PM and Design Team during the detailed design process.

1.7 Cost and Carbon Reporting

All design and specifications to be fully cognisant of and to adhere to Employer's available budget and level of funding approved by Approving Authority. All cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard' (ICMS). The CWMF Cost Control and Carbon Reporting templates are to be used for reporting on cost and carbon across the asset life cycle. The appointed design team should note the 1% allowance for art in the project budget.

1.8 Health and Safety

The appointed parties shall be responsibility for ensuring full compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended, including notification to the Health and Safety Authority (HSA), preparation of Design Risk Assessments and applying the General Principles of Prevention throughout the design process. No risk assessments have been undertaken at this stage.

The appointed parties shall be responsible, in conjunction with the PSCS, with the production of the Handover and Safety Files to the Employer, including collation of mechanical and electrical engineering information, sub-contractor's drawings, as-built drawings. The Safety File should include as minimum:

- Asset Information Model
- As Built drawings, specifications, and bills of quantities used and produced throughout the construction process.
- The general design criteria.
- Details of the equipment and maintenance facilities within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals, certificates, and other materials produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure - typically lifts, electrical and mechanical installations and window cleaning.

- Details of the location and nature of utilities and services, including emergency and fire-fighting systems.

2.0 The Service

2.1 Appointments

The schedule of Services hereunder is 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 Public Expenditure, National Development Plan delivery and Reform (DPER) (the Services Contract).

The project Conditions of Engagement are outlined in the Standard Conditions of Engagement (COE1) and in the Form of Tender (FTS9) documents provided in this tender package.

These consultant services will be procured as an **integrated design team** and appointed on an individual discipline. The various appointments will comprise of stage services (i) Preliminary through to (v) Handover. The services to be provided in this project shall include the full design team per Table 1-3.

Table 2-3 Full Design Team Services Required

Discipline	Section
Design Team Lead (Lead Appointed Party)	• Section 4
Architect	• Section 4
Civil and Structural Engineer	• Section 5
Building Services Engineer	• Section 6
Quantity Surveyor	• Section 7
Project Supervisor Design Process	• Section 8
Design & Assigned Certifier	• Section 9
Employers Representative	• Section 10
BIM Information Manager	• Section 11
Fire Safety Consultant (FSC)	• Section 12
Disability Access Consultant (DAC)	• Section 13

Each appointed consultant will also be required to have in place the insurance cover for the

services required for the amounts set out in the tender and schedule document.

Note: At the request of the DHLGH a separate, Employer PM is to be appointed. The PM role has been stipulated by the DHLGH to be carried out by a firm independent of the design process and as such other DT members appointed for the project will not be permitted to carry out the dual role of Project Management and Designer. There is, however, no stipulation to prevent a firm from tendering for the PM role and separate design roles, however if successful in tendering for the Project Management services it will automatically exclude the firm from another appointment on the proposed scheme. The DT Lead will be the point of contact for the Employer and PM with the DT.

2.1.1 Design Team Lead (Lead Appointed Party)

The DT Lead will not be a separate appointment.

The DT Lead acting as the Lead Appointed Party (LAP) for the purposes of ISO 19650, will be responsible for the performance of the appointed consultancy team. Collateral warranties will be required from the sub-consultants. The DT Lead will be the point of contact for the Employer, PM with the Design Team.

The DT Lead will be required to have in place the insurance cover for the services required for the amounts set out in the Architect's Suitability Assessment Questionnaire.

The tender documents have been prepared on the basis that the DT Lead will be the Architect. It is acceptable that a suitable professional from another discipline can perform the role provided they can demonstrate sufficient qualification and experience in leading and managing a multi-disciplinary team for a project of this size and scope.

The Project Information Management Responsibility Matrix (Appendix A) shall be the definitive reference document for the allocation of Information Management responsibilities on the project. Where any discrepancy exists between this Description of Services, any discipline-specific scope or other project documentation, the Responsibility Matrix shall take precedence in matters relating to Information Management responsibilities.

2.1.2 PSDP Appointment

The appointment of the Project Supervisor Design Process will be a separate appointment but is included in the scope of services to be provided. For the avoidance of any doubt the tender sum to be submitted shall include for the provision of PSDP services. The amount included in the tender sum for the provision of PSDP services shall be determined by reference to the

completed submitted pricing document.

2.1.3 Assigned/Design Certifier Appointment

The Design Certifier and the Assigned Certifier shall be separate appointments. Both roles may be provided by a single service provider who meets the requirements set out in the Regulations.

Service Providers shall act as Design Certifier and Assigned Certifier as identified in the Building Control Amendment Regulations 2025 (S.I 56) and compliance with the Code of Practice for Inspecting and Certifying Buildings and Works.

The Design Certifier and the Assigned Certifier shall comply fully with the requirements of the above Regulations and Code of Practice and submit all documentation in the required format.

The Service Providers shall be appropriately qualified and shall be a person [or practice] named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969

2.2 Any Additional Required Appointments

It will be the responsibility of the DT to identify any additional required services and disciplines (such as Environmental Consultant, Daylight and Shadow Study Analysis Consultant, Traffic Consultant, etc.), scope those required services, prepare tender documents and assist PM with the procurement and all tender assessments. Costs for the actual surveys will be borne by the Employer.

It will be the responsibility of PM, on behalf of the Employer in managing their E-tenders account, to collate the tender documents, advertise and manage procurement processes in line with CWMF.

PM will be responsible for the coordination and management of all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, fit-out specialist, surveys and S.I.

PM will procure such specialist surveys and other investigations as identified and scoped by the DT.

The appointed consultants shall also be aware of and take note of the content and intent of Circulars: Housing Circular 32/2019 - New Forms for all Capital Assistance Scheme (CAS) Projects and additional technical and cost guidance for the provision of housing for people

with a disability issued 11 October 2019.

2.3 Duration of Service

The Preliminary Programme for the project anticipates a total project duration of approximately 191 weeks from initial issue of letter of appointment to consultants by the Employer to issue of Defects Certificate by the appointed Employer's Representative at the end of the 12-month Defects Period. The Preliminary Programme is based on guidance from DHLGH, with additional time added where appropriate to do so. Please note that this programme is **indicative**, and no additional payments will be made if this programme is delayed.

The appointed consultants, including the PSDP, will have to satisfy themselves that the indicative Preliminary Programme is reasonable and achievable.

The appointed Architect / DT Lead will be responsible for Project Programme preparation and coordinating with the full integrated Design Team.

The appointed PM will be responsible for monitoring the programme and informing the Employer of progress.

While it is DT Led responsibility to arrange and manage the Programme, the DT should always look at ways to save time in conjunction with PM / Employer.

COE Stage	**Activity**	**Weeks**	**Period in Weeks**	
		Design Team	DHLGH Approval*	Total
Stage (i)	Mobilise relevant site investigations, surveys, and assessments (Single Approval Process 1.4 'Feasibility Study')	4		4
	Exploration of Feasibility Options with Comparable Preliminary Costings for each Option (Single Approval Process 1.4 'Feasibility Study')	4		8
	Review of Feasibility Study; Selection of Option for Outline Design		2	10
	Allowance for LA/DHLGH Project Reviews		4	**14**
Stage (ii)a	Outline Sketch Scheme and Cost Plan (Single Approval Process 2.1 'Outline Design')	4		18
	Review and Adjustment of Approved Scheme; Completion of Site Investigations, Surveys, and Assessments)	2		20
			4	
	Allowance for LA/DHLGH Project Reviews			**24**
Stage (ii)b	Developed Design & Cost Plan (Single Approval Process 2.3 'Developed Design')	6		30
	Review of Developed Design (Single Approval Process 2.4 'Review of Developed Design')		4	34
	Design & Cost Updates following Review of Developed Design	2		36
	Advancement of Proposal to Formal Submission		2	38
	Decision on Funding Approval (Single Approval Stage 2.5)		4	**42**
Stage (ii)c	Address Funding Approval Conditions and Preparation for Planning	2		44
	Planning Approval Period		12	56
	Detailed Design and Tender Preparation (Single Approval Stage 3.3)	8		64
	Allowance for LA/DHLGH Project Reviews		4	**68**
Stage (iii)	Upload Tender documentation	1		69
	Tender Period & Assessment	7		76
	Allowance for LA/DHLGH Project Reviews		4	**80**
	Submit Declaration and post-tender notification	1		81
	Standstill Period & Mobilisation	4		85
	Total pre-contract			85
Stage (iv)	Start on Site	2		87
	Construction Period	52		139

	Substantial Completion	0		
Stage (v)	Final Account agreed, submit project completion report	16		155
	End of defects liability period and final inspection	36		191
	Preliminary Programme Period for Design Team			**191**

Notes	* Approval timelines are assumed. To be confirmed by DHLGH

2.4 BIM and Information Management

2.4.1 BIM Mandate

The CWMF requires the implementation of Building Information Modelling (BIM) on publicly funded capital projects where the project value meets the applicable government thresholds. As this project is publicly funded and meets the financial threshold, the BIM mandate is applicable.

The four requirements of the BIM mandate are as follows:

1. ISO 19650 Series of Standards
2. Uniclass
3. Industry Foundation Classes (IFC)
4. International Cost Management Standard (ICMS)

2.4.2 Project Objectives

The Employer has the following objectives.

- Improved project governance.
- Better Design coordination
- Better cost and programme certainty
- Improved Information management, including at handover

2.4.3 Information Management Approach

This project shall adopt an Information Management approach aligned with ISO 19650.

The employer will appoint a BIM Information Manager as part of the integrated team. The BIM IM can be either a sub-consultant appointed by the Lead Appointed Party or nominated person from within one of the appointed parties in the design team, provided that adequate segregation of responsibilities and robust governance structures, can be demonstrated.

The BIM IM's role is distinct from the delivery-side responsibilities of the DT Lead/Lead Appointed Party and Task Teams. The BIM IM shall act on behalf of the Employer in the development, implementation, maintenance and assurance of the project's information management framework, including the preparation and management of employer-side information management documentation. The BIM IM's responsibilities, deliverables and interfaces with other project participants shall be as defined within the Project Information Management Responsibility Matrix (Appendix A).

2.4.4 BIM Information Manager Responsibilities

The BIM IM shall support the Employer in the development and maintenance of project information management documentation, including Exchange Information Requirements (EIR), Information Standards, Information Production Methods and Procedures, Information Protocol, associated information management documentation. Exchange Information Requirements shall be developed and maintained in accordance with the Project Information Management Responsibility Matrix (Appendix A) and form the basis for project information delivery.

The BIM IM shall provide information management support services including information management assurance, compliance reviews, delegated information acceptance activities and project information management advice .

The BIM IM shall not assume responsibility for the preparation, management or administration of delivery-side information management documentation prepared by the LAP, except where specifically stated within the Project Information Management Responsibility Matrix.

2.4.5 DT Lead/Lead Appointed Party BIM/Information Management Responsibilities

The DT Lead shall be responsible for managing delivery-side information management activities, including preparation and maintenance of the BIM Execution Plan (BEP), Master Information Delivery Plan (MIDP), Task Information Delivery Plans (TIDPs), Common Data Environment (CDE) establishment and administration (Ref to paragraph 2.4.9) , information production, information coordination and information delivery.

Approval, review, comment upon, or acceptance of information by the Employer (Appointing Party), Project Manager, BIM IM or any other party shall not relieve the DT Lead of responsibility for the proper performance of its Information Management duties and delivery obligations

2.4.6 Appointed Parties BIM/ Information Management Responsibilities

All project participants shall comply with the approved EIR, BEP, Information Protocol, Information Standards, Information Production Methods and Procedures and CDE requirements throughout the project lifecycle.

2.4.7 Employer Responsibilities

The Employer (Appointing Party) shall retain overall responsibility for Information Management governance, approval of Employer Information Management documentation and information requirements, appointment of individuals to undertake Information Management functions, and acceptance of information submitted to the Employer.

2.4.8 Build Digital Templates

The Build Digital Information Management templates and associated guidance documents should be used wherever reasonably practicable. Where the appointed team proposes to use alternative templates, they should advise the employer in writing at pre-appointment stage. The relevant information management templates are available at Supports - Build Digital

2.4.9 Common Data Environment/File Sharing and Storage

The DT Lead shall be responsible for the establishment, administration, and ongoing management of the CDE, including the provision of appropriate licences, permissions / access for all authorised project participants.

All project information exchanges shall be undertaken through CDE. All members of the Integrated Design Team, the BIM IM, the Employer's Representative, Contractor's Team, and any appointed specialist consultants shall use the CDE for the coordination, review, approval, issue, and exchange of project information. Information issued or exchanged outside the CDE shall not be considered a valid project information exchange unless otherwise agreed in writing by the Employer.

All costs associated with the CDE, including insurances, software subscriptions, hosting, licences, user access, and administration, shall be included within the Integrated Design Team's fee proposal and no separate reimbursement shall be payable by the Employer.

The DT Lead shall maintain access to the CDE and associated licenses for a minimum period of six (6) months following completion of the Defects Liability Period. Prior to closure of the CDE, the DT Lead / Lead Appointed Party shall provide the Employer with a complete, structured digital archive of all project information, models, documents, correspondence, and associated records in agreed formats. The DT Lead shall facilitate the transfer of such information to the Employer's designated information management system.

The CDE must hosted within jurisdictions compliant with applicable Irish and European Union data protection legislation and that all project information is stored, processed and managed in accordance with applicable GDPR requirements.

The CDE shall be established, configured and maintained in accordance with ISO 19650-1 and ISO 19650-2 and shall support the management of information containers, metadata, information states, information exchanges and information approval workflows throughout the project lifecycle. The CDE shall support both document-based and model-based information management and provide workflow controls for the management of information through the

Work in Progress (WIP), Shared, Published and Archived information states. The CDE shall also provide facilities for the storage, viewing, review, coordination and exchange of BIM models and associated information containers, together with metadata management, classification systems, naming conventions, access controls, document control, revision management, audit trails and project information registers. The CDE shall be developed, configured and maintained in accordance with the Exchange Information Requirements (EIR) and associated project information management documentation as developed for the project

2.4.10 Information Exchange Points

Information exchanges shall align with project decision points, the Single Approval Process, statutory submissions, procurement activities, and agreed information delivery milestones.

2.4.11 Information Delivery Level of Information Need (LOIN)

The development of the detailed EIR, Level of Information Need (LOIN) requirements, model federation requirements, information acceptance criteria, and BIM deliverable schedules fall within the scope of the appointed design team.

The BIM IM shall facilitate stakeholder engagement and information requirement capture activities and shall prepare the detailed EIR, Information Standards, Information Production Methods and Procedures, Information Protocol, Information Delivery Milestones, and associated Information Management documentation for approval by the Employer. The Design Team shall cooperate in the development of these requirements and subsequently implement them in accordance with the Project Information Management Responsibility Matrix (Appendix A).

Tenderers shall assume compliance with ISO 19650, the CWMF Framework BIM requirements and the Information Management Approach described within this document.

For pricing and tendering purposes, the Design Team shall assume the following minimum BIM and Information Management requirement.

- Architectural, Structural and Building Services disciplines shall produce discipline-specific BIM models in accordance with the Information Management requirements applicable to the project stage.
- Models shall be produced and exchanged through a CDE.
- The DT Lead shall undertake multidisciplinary model federation and information coordination activities.
- Regular model review, clash detection, and coordination workshops shall be undertaken

throughout design development.

- Discipline models shall be capable of export to Industry Foundation Classes (IFC) format.
- Information production and exchange shall comply with ISO 19650 and project information standards.
- Information shall be developed to support project approvals, statutory submissions, procurement, construction, and handover activities.
- Project information shall include both graphical and non-graphical information appropriate to the relevant project stage.
- Asset information required for handover and operation shall be progressively developed and coordinated throughout the project lifecycle.

The modelling requirements described in this section are provided solely to establish a common tender basis for pricing purposes and do not relieve the Design Team of its obligation to comply with the detailed Information Management requirements developed following appointment. Detailed modelling requirements, information exchanges, Level of Information Need (LOIN) requirements and information acceptance criteria shall be defined through the EIR and associated Information Management documentation.

The Table 1-4 below set out the expected modelling deliverables:

Table 2-4 Expected modelling deliverable table.

Discipline	Expected Modelling deliverables
Architect	• Architectural model including building fabric, apartment layouts, accommodation schedules, cores, roofs, external works adjacent to the building and coordination information.
Structural Engineer	• Structural model including foundations, structural frame, slabs, columns, beams, load-bearing walls, roof structure, and significant retaining structures where applicable.
Civil Engineer	• Civil engineering design information suitable for design development and procurement. Detailed 3D modelling of underground drainage, utilities and associated infrastructure **shall not be assumed** unless specifically required within the EIR.
Building Services Engineer (Mechanical)	• Mechanical services model including principal plant, heating systems, ventilation systems, domestic water services, foul and waste drainage systems, risers, lift coordination requirements, and primary service distribution routes necessary for multidisciplinary coordination.
Building Services Engineer (Electrical)	• Electrical model including main electrical equipment, switch rooms, distribution boards, risers, photovoltaic systems (where applicable), principal containment routes, and major distribution routes necessary for multidisciplinary coordination. • Detailed modelling of final circuits, small power installations, lighting layouts, or containment systems shall not be assumed unless specifically required within the EIR.
QS	• No separate model expected. Consultant to utilise coordinated design information for cost planning and reporting purposes.
Fire Consultant / DAC Consultant	• No separate model expected unless specifically required. Consultant to utilise coordinated design information for statutory compliance reviews and submissions.

2.4.12 Model Federation and Coordination

The Design Team shall assume that Architectural, Structural, Mechanical and Electrical models shall be federated and coordinated throughout the design stages. The DT Lead shall be responsible for coordinating multidisciplinary model federation, design reviews, and clash detection activities in accordance with the Project Information Management Responsibility Matrix (Appendix A).

2.4.13 Model-Based Information Production

Where BIM models are required, drawings, schedules and associated deliverables shall be derived from, or maintained in coordination with, the approved project information models. Independent 2D information production workflows that are not coordinated with the project information models shall be avoided.

2.4.14 Contractor Design and Specialist Models

Design Team models shall represent design intent and coordinated design information suitable for project approvals, statutory submissions, cost planning, procurement, and tendering activities. Fabrication, installation, specialist supplier, and as-built models shall be developed by the Works Contractor and specialist subcontractors following appointment in accordance with the Works Contractor EIR.

2.5 Project Coordinates

All models and drawings shall use the Irish Transverse Mercator (ITM) coordinate system. A shared project origin and orientation shall be agreed and maintained by all disciplines.

2.6 Lifecycle Analysis

The design team are to consider whole lifecycle cost of the project and advise the employer accordingly. The whole life costs require consideration throughout the project. The CWMF cost control and carbon reporting templates are to be used for reporting on cost and carbon across the asset life cycle. Refer to CWMF guidance notes on 'The Planning and Control of Capital Costs – GN 2.2' for information.

2.7 Green Procurement

Appointed consultant and their sub-consultants to consider Green Public Procurement Reference to S.I No. 151 of 2011 – EU (Energy Efficient Public Procurement) Regulations 2011. Department of Communication, Climate action and Environment, Green Public

Procurement Guidance.

2.8 Circular Economy

The design team is to consider 'The Circular Economy and Miscellaneous Provisions Act 2022' and any subsequent updates. They should take measures to reduce embodied carbon in construction. Refer to the latest public procurement guidance on ways to achieve this.

2.9 Resource and Waste Management

The design team should adhere to the most up to date Best Practice Guidelines for the preparation of resource and waste management plans for construction and demolition projects by the Environmental Protection Agency.

3.0 Description of Technical Services Required

The following sections should be read in conjunction with the “Direct Delivery Single Approval Detailed Pre-Approval Process Map,” which is included in the Additional Information Pack.

Tenderers are to note that requirements outlined in Section 3.0 are general project management duties that are applicable to all disciplines of the appointed Design Team, across all stages of the project.

3.1 Service Requirements

3.1.1 Take instruction from the Employer, PM.

3.1.2 Provide services as outlined in design brief outlined in 2.0.

3.1.3 Proposed form of building contract for this project is Building Works Designed by the Employer [PW-CF1]) requiring a high level of level of detail in plans, elevations, sections, full working drawings, specifications, schedules, and preliminaries together with pricing documents and procurement and contract documentation sufficient for production of full Works Requirements and background information from all members of the design team consultant.

3.1.4 Familiarisation with scheme, including site visits and review of all documentation to date of appointment.

3.1.5 Familiarisation with and adherence to the requirements of the CAS, the Single Approval Process, and the CWMF

3.1.6 DT Lead responsible for preparation of project programme. DT Lead responsible for coordination of all Design Team disciplines to ensure project progresses in a timely manner. The programme shall be cognizant of the obligations of the Safety, Health, and Welfare (Construction) Regulations.

3.1.7 Risk identification and management. Prepare and maintain the general Project Risk Register. (Using Single Approval Process document templates).

3.1.8 Information management per section 2.4. The DT Lead shall manage delivery-side Information Management activities in accordance with ISO 19650 and the Project Information Management Responsibility Matrix.

3.1.9 DT Lead will be responsible for coordination of designs, procurement of the necessary surveys and investigations, drawings and documentation and planning application and ultimately the full Works Requirements package.

3.1.10 Carry out all works in accordance with procedures as set out in the CWMF documents as set out by DPER website cwmf.gov.ie/en/

3.1.11 Design Team meetings as necessary to co-ordinate and complete the design. DT Lead to chair and prepare minutes and ensure progress on actions. Interim design workshops and collaboration as required in order to develop the design. Design development should be carried out in consultation with the Client, the service provider (YANA) and the PM, to ensure that the proposals respond appropriately to the end user needs.

3.1.12 Ongoing communication with the Employer, PM, and any appointed person/s with responsibility for this development to provide reports on progress and cost.

Note that all cost and carbon reporting is to be presented in accordance with the Single Approval Process document templates and the latest 'International Cost Management Standard' (ICMS).

3.1.13 DT Lead to attend monthly Steering Group meetings when necessary.

3.1.14 Assist Employer and PM as required with communication, documentation, and submittals to the Sponsoring Agency Approving Authority, during the project, including in relation to mandatory and additional engagements/project reviews with the DHLGH in relation to the Single Approval Process.

3.1.15 Communication with relevant Local Authority, public bodies, and utilities regarding all planning issues incl. any parking requirements, conservation, archaeology, fire, health and safety, water, drainage, gas, electricity, communications, traffic, and hydrology.

3.1.16 Design Team review of Employer's pre-feasibility design proposals and amend as necessary for compliance with current Planning and Building Regulations. The responsibility for the Feasibility and overall Design lies with the appointed DT.

3.1.17 Design Team recommendation as to standards and specifications to be applied in design and construction. (with reference to *Employers Requirements for Detail Design of Quality Housing*)

3.1.18 Prepare and submit of applications and required documentation to relevant local authority/Building Control Authority on behalf of the Employer including any responses to requests for further information.

3.1.19 Ongoing cost reviews and advice to Employer, PM on budgetary issues. Design to adhere to the DHLGH's recent 'BUC's (Basic Unit Costs) and the Project Budget.

3.1.20 Carry out ongoing Design Risk Assessments, considering the full life cycle of the buildings and site works, and implement the General Principles of Prevention to the design.

3.1.21 Continuous cooperation with the PSDP for duration of the project.

3.2 COE Stage (i) - Feasibility

The advancement of the feasibility study generally corresponds to *Item 1.4 in the pre-approval process map.*

3.2.1 Review the Preliminary Assessment of Site Suitability and desk studies.

[Outputs from items 1.1-1.3 in the pre-approval process map]

3.2.2 Conduct own site walk over survey.

3.2.3 Advancement of all relevant site investigations, surveys and assessments, development of definitive project brief, exploration, and assessment of feasibility study options for the selected site, preliminary cost estimate, and selection of preferred option.

3.2.4 Preparation, development, and assessment of 2-3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.

3.2.5 Complete preliminary cost estimates

3.2.6 Advise Employer, PM of merits of each option and identify a preferred option.

3.2.7 Proceed to outline design where compliant layout approach applies.

3.2.8 Where "optimally compliant," as outlined in the Single Approval Process, the design team shall clearly identify the reasons for the approach identified.

3.2.9 Assist the Employer, PM with project review by Approving Authority where an

optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]

3.2.10 Update the “Business Case” via the reporting template.

3.2.11 Await approval to proceed to outline design where “optimally compliant’ approach applies.

3.3 COE Stage (ii) Design

Stage (ii) Design – spans the project timeframe from the option of Project Review 2 through issue of statutory submission (planning). It is divided into three substages, Stage (ii)a, Stage (ii)b and Stage (ii)c. These are defined as follows:

3.4 COE Sub-Stage (ii a) Outline Design

The outline design stage involves the preparation of the Outline Sketch Scheme and Outline Cost Plan using the preferred option approved/identified from the Feasibility Study. Generally, corresponds to *items 2.1 and 2.2 in the pre-approval process map.*

3.4.1 Identify and advise PM on the required SI / Surveys / specialists consultants. Advise Employer and PM of requirement to survey any adjacent or nearby structures or other features that may be affected by the works. All necessary surveys are to be procured in a timely manner in order to meet the programme. All surveys are required to be completed and reported on in advance of the DHLGH submission

3.4.2 DT Lead to attend regular fortnightly meetings with the Employer and PM regarding progress, design, quality, and costs and prepare interim reports on same as required. All meetings with the Employer to be co-ordinated and minuted by PM.

3.4.3 Prepare procurement documentation for engagement of specialist contractor(s) for site surveys, including topographical, GPR Survey of existing services or other specialist surveys, as required. Procurement to be carried out in accordance with the CWMF and public procurement rules. Ensure compliance with Health and Safety requirements.

3.4.4 DT Lead responsible for the preparation of the procurement documents for Site / Building Surveys, Site Investigations (geotechnical, topographical, dilapidations, GPR scanning, and any other required to complete the design of the works) on behalf

of the Employer. Geotechnical investigations to include boreholes, trial pits, slit trenches, in situ and laboratory testing, and other techniques as required. GPR scanning, CCTV surveys and slit trenches are to be used, as necessary to identify any existing underground services or substructures. Specialist Contractor(s) to carry out a geotechnical investigation on the site including enough site trial pits, boreholes, slit trenches, and laboratory testing including chemical analysis as required by the applicable codes under the direction of the Structural/ Civil Engineer.

Whilst the Project Manager is responsible for the collation and management of tenders, the Design Team is responsible for preparation of all necessary procurement documentation required to support the procurements. See Also 2.2

3.4.5 Assist PM in answering arising enquiries on e-tenders in collaboration with DT.

3.4.6 Assist PM in tender assessment(s) as required in collaboration with DT.

3.4.7 Provide all investigative reports to the PM and Employer and comment on the implications to the overall design, of reports, as necessary.

3.4.8 Advise the Employer PM to send notification to LA that they are proceeding with Tender & Appointment of Contractors/Consultants to carry out Investigations and Surveys. Await instruction to proceed with the surveys and investigations.

3.4.9 Design Team to develop outline sketch scheme using preferred option identified from feasibility study & prepare outline cost plan in line with Employer's requirements and building regulations.

3.4.10 Prepare scheme design sketches, drawings, and other specifications for the identified project scheme, on an iterative basis, incorporating requirements from the Employer, local authority, utilities etc.

3.4.11 Building Services Consultant to provide a report outlining the various options (including estimated cost) regarding the thermal and renewable properties of the building elements to achieve the required energy rating.

3.4.12 Assist the Employer with project review by Sponsoring Agency and/or Approving Authority where necessary. *[Refer to Item 2.2 in the pre-approval process map]*

3.4.13 Update the “Business Case” via the reporting template.

3.5 COE Sub-stage (ii b) Develop Design

3.5.1 DT and PM to await Employer direction before advancing to next stage.

3.5.2 Assist PM with procurement of any/all outstanding surveys, site investigations/assessments required to complete the design. Refer to section 3.4 for procedures regarding procurement of surveys

3.5.3 Develop detailed designs from all design consultants of the approved scheme design, including drawings and specifications.

3.5.4 Conduct pre-planning meeting with the Local Authority.

3.5.5 Carry out Building Services assessments and specification in accordance with building control requirements including Provisional BER assessment.

3.5.6 Finalise and prepare submission to Approving Authority PR4, taking into account the outcomes of all surveys and investigations. In addition to design, the submission should include

- Risk Assessment
- Costs
- Project timeline (programme)
- Results of any surveys and investigations
- Procurement reports

The Business Case and other reporting templates should be used.

3.5.7 Assist PM with final submission to Approving Authority and await approval to proceed

3.5.8 Design Team to address all DHLGH approval conditions and finalise for statutory approval submission.

3.5.9 Await DHLGH review and approval before progressing to next step.

3.5.10 Address all DHLGH Approval conditions. Complete Planning Stage Reports. application and submit to planning authority for statutory approval.

3.5.11 Prepare a full set of required statutory approval (planning) documentation including sufficient information from all disciplines. Submit the application on behalf of the Employer and respond to requests for further information. This should include input

into Resource and Waste Management Plans as required.

3.6 COE Sub-Stage (ii c) Production Information

For reporting requirements refer to *items 3.2 and 3.4 in the Guidance Note.*

3.6.1 Review of outcome of planning application. Advise the Employer of any implications of the planning conditions. (Item 3.2 in the Guidance Note)

3.6.2 Where no material change to the design arising out of planning conditions, proceed to detailed design. Where a material change arises, conduct/assist with the project review with the Approving Authority.

3.6.3 Incorporate changes arising from the conditions of planning into the design.

3.6.4 Prepare design information ready for tender action/construction. This will include drawings, specifications, preliminaries document, pricing documents, Preliminary Health and Safety plans, Preliminary Inspection Plan, and all relevant Procurement Documents for tendering under the CWMF for Works designed by the Employer. (Item 3.3 in the Guidance Note)

3.6.5 Prepare updated costs and complete relevant reporting templates.

3.6.6 Assist PM with submitting pre-tender notification/pre-tender notification with a Project Review Request to the approving authority where changes to scope, cost, programme, or design require formal review prior to tender.

3.6.7 Prepare schedules of items to be designed by specialists appointed by the contractor

3.6.8 Prepare schedules of required Ancillary Certificates

3.6.9 Preliminary Inspection Plan and Inspection Notification Framework and prepare schedules of required testing and certificates that will be required to ensure compliance with the Building Regulations and the Building Control (Amendment) Act

3.6.10 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

3.6.11 Prepare the final detailed Cost and Carbon Plan and adjust designs to meet Employer's budgetary constraints. Note that all cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard'

(ICMS)

3.7 COE Stage (iii) Tender Action, Evaluation, Award

For reporting requirements refer to *items 3.5 and 4.1 in the Guidance note.*

3.7.1 Take instruction from the Employer prior to going to tender

3.7.2 Assist Employer and PM with procurement of Works contractor through eTenders using the CWMF. This includes proposing, setting, agreeing selection criteria to be carried out by Design Team together with PM and Employer

3.7.3 Respond to any queries during tender period

3.7.4 Assist with 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

3.7.5 Submit post-tender notification/post-tender notification with a Project Review Request as applicable. Await instruction from Approving Authority to award contract.

3.7.6 Prepare all communications on behalf of the Employer in relation to the tender outcome

3.7.7 Hold pre-contract meetings with apparently successful tenderers to verify any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works

3.7.8 Coordinate and advise on any matters relevant to recommendation and appointment of the Contractor and PSCS

3.7.9 Prepare any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender process

3.7.10 Prepare formal contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor designate and PSCS to organise contract signing

3.8 COE Stage (iv) Construction Stage

For reporting requirements refer to *item 4.2 in the Guidance note.*

3.8.1 Amend all works requirement documentation as required following tender process

3.8.2 Co-ordinate and integrate within the overall design of the Works the design of any part of the Works designed by specialist suppliers and/or Contractors

3.8.3 Carry out statutory duties of Designers and Assigned/Design Certifier under Building Control Amendment Regulations 2025 (S.I. No.56). Including the preparation and update of schedules of drawings, specifications, and other expressions of purposes for upload onto the BCMS

3.8.4 Employer's Representative responsible for administering the terms of the contract. PM and Design Team to assist as required

3.8.5 Advise on the appointment of the PSCS.

3.8.6 Conduct regular meetings, typically fortnightly, with the Contractor, PM, and the Design Team to review progress and cost control and quality of works. Preparation and issuing of minutes of the meetings.

3.8.7 Carry out regular site inspections in accordance with the Preliminary Inspection Plan and the Inspection Notification Framework and the Code of Practice for Inspecting and Certifying Works to monitor that the Works are being executed in accordance with the contract and instructions given to the Contractor. Provide reports and other records in relation to quality issues and action as necessary

3.8.8 Assistance with Uisce Eireann applications for foul sewers and water supply. Assistance with final connection applications for surface water drains.

3.8.9 Review temporary works proposals as they relate to the structural design of the permanent works and input as appropriate to temporary works design certification.

3.8.10 Review of contractor's technical submittals for compliance with the specifications and return comments within the agreed timeframe.

3.8.11 Assist the Employer's Representative as required in the administration of the terms of the contract.

3.8.12 Make payment recommendations and issue certificates for interim payments in accordance with the conditions of contract.

3.8.13 Certification of Interim Payments to the Contractor under the terms of the Works Contract including determining, calculating, and certifying all Interim Payments as required by the Works Contracts. Assessing, calculating, negotiating, and issuing Change Orders as they arise.

3.8.14 Assist PM in preparation of notifications to LA should significant changes occur in terms of cost or programme. Follow on meetings with the LA may be required.

3.8.15 Advising 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

3.8.16 Prepare a defects-list for the works and issue to the Contractor prior to Substantial Completion

3.8.17 Issue a Certificate of Substantial Completion for parts of the works as may be set out in the contract documents

3.8.18 If during the course of the construction process, it becomes apparent that the project can no longer be delivered within the approved budget, the Employer/Sponsoring Agency should submit a Project Review Request to the DHLGH for consideration.

PM and Design Team to prepare submission for the above.

3.9 COE Stage (v) Handover, Certification and Final Account

3.9.1 Certification of works in accordance with duties of Design /Assigned Certifier in accordance with Building Control (Amendment) Regulations 2025 and uploading of relevant information onto the BCMS

3.9.2 Agree the Final Account with the Contractor and prepare a Final Account Report.

3.9.3 In conjunction with the PSCS prepare and handover the Safety Files to the Employer

3.9.4 Complete and lodge the Final BERs for the Development

3.9.5 Liaise with Employer, PM regarding post occupancy defects issues. Issue

instructions to the Contractor as required

3.9.6 Prepare and issue a Certificate of Completion for the works

3.9.7 Prepare Post Completion Report in line with Guidance Note requirements. A project review request may be submitted where the final account exceeds the approved project budget.

4.0 Detailed Description of Technical Services – Architectural Services

4.1 Introduction

Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

Where the Architect acts as the DT Lead/ Lead Appointed Party (LAP) for the project, in addition to the Architectural Services described in this section, the Architect shall undertake the information management responsibilities assigned to the LAP within the Project Information Management Responsibility Matrix (Appendix A).

4.2 COE Stage (i) – Feasibility

4.2.1 Read in conjunction with to Section 3.2 and 2.4.9(CDE)

4.2.2 Review indicative/feasibility layouts provided by the Employer. The outline feasibility study has been supported in principle by Local Authority and on that basis, LA submitted the Stage 1 application on AHB's behalf to the DHLGH for approval. However, it is the responsibility of DT to liaise fully with LA in order to agree and obtain all necessary statutory approvals. DT responsible for the complete design layouts. The feasibility layout is indicative only and can be revised in line with Employer's agreement.

4.2.3 Input as required into site investigations, surveys and assessments, development of definitive project brief, exploration, and assessment of feasibility study options for the selected site, preliminary cost estimate, and selection of preferred option.

4.2.4 Preparation, development, and assessment of 2-3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.

4.2.5 Establish and configure the Project Common Data Environment (CDE) for use from project commencement and maintain the CDE throughout the project lifecycle.

4.2.6 Configure the CDE in accordance with the requirements of this Scope of Services, the Project Information Management Responsibility Matrix, applicable information management standards and recognised industry good practice.

4.2.7 Prepare and submit a CDE Configuration Plan identifying but not limited to the following.

- the proposed CDE platform;
- project structure and information container hierarchy;
- metadata and classification requirements;
- permission structure;
- workflow configuration;
- review and approval processes;
- archiving arrangements; and
- project administration procedures.

4.2.8 Review and update the CDE configuration following development of the EIR and associated information management documentation.

4.2.9 Provide onboarding, access arrangements and user guidance for all authorised project participants.

4.3 COE Sub-Stage (ii a) Outline Design

4.3.1 Read in conduction with Section 3.4

4.3.2 Develop and maintain the Design Team Information Management Responsibility Matrix.

4.3.3 Develop and maintain the Design Team BEP).

4.3.4 Coordinate the preparation and maintenance of discipline TIDPs.

4.3.5 Develop, maintain, and manage the MIDP.

4.3.6 Develop the Design Team mobilisation plan and Delivery Team Information Management Risk Register.

4.3.7 Prepare scheme design sketches, drawings, and other specifications for the identified project scheme, on an iterative basis, incorporating requirements from the Employer, local authority, utilities etc.

4.3.8 Develop Outline Sketch Scheme using preferred Option identified from Feasibility Study & Prepare Outline Cost Plan.

4.3.9 Provide advice to Employer, PM on planning and regulation issues such as Energy Performance of Building Directive, Disability Access Certificates and Fire Safety Certificates

4.3.10 Present design concept to Employer board or others as required

4.4 COE Sub-Stage (ii b) Develop Design

4.4.1 Read in conjunction with Section 3.5

4.4.2 Meet with LA Planner as necessary regarding proposed design and adjust designs in accordance with advice

4.4.3 Develop architectural detailed designs from all design consultants of the approved scheme design, including drawings and specifications

4.4.4 Prepare and submit for statutory approval (planning) including any requests for additional information.

4.4.5 Manage collaborative production of project information in accordance with the approved BEP.

4.4.6 Where details are being proposed, designers should demonstrate the design meets the minimum requirements by Thermal Modelling or other means

4.4.7 Coordinate information exchanges between Design Team disciplines.

4.4.8 Review, maintain and update the BEP, MIDP, TIDPs and Responsibility Matrix as required throughout project delivery.

4.4.9 Coordinate multidisciplinary information model reviews and design coordination activities.

4.4.10 Assist PM in the preparation of the DHLGH submission

4.5 COE Sub-Stage (ii c) Production Information

4.5.1 Read in conjunction with Section 3.6

4.5.2 Prepare architectural design information ready for tender action/construction. This will include all drawings, specifications, preliminaries document, and schedules required for Works Requirements, together with all background information and all relevant Procurement Documents for tendering under the CWMFfor Works designed by the Employer.

4.5.3 Prepare preliminary phasing plan(s) if necessary and contractor site set up drawings.

4.5.4 Review costs prepared by QS. Collate cost, programme, and detailed design information by all disciplines for submission to Employer, PM in advance of tender.

4.5.5 Prepare the Works Contractor EIR.

4.5.6 Define Asset Information Model, Safety File and Operations & Maintenance information requirements for incorporation into Works Contract documentation.

4.5.7 Coordinate all information management requirements for Contractor procurement documentation.

4.6 COE Stage (iii) Tender Action, Evaluation, Award

4.6.1 Read in conjunction with Section 3.7

4.6.2 Evaluate contractor BIM submissions, including capability and capacity assessments, BEP submissions, mobilisation arrangements, information delivery proposals, and risk assessments.

4.6.3 Review and coordinate the post-appointment Contractor BEP, MIDP and associated information delivery documentation for approval prior to commencement of Information Delivery activities

4.7 COE Stage (iv) Construction Stage

4.7.1 Refer to Section 3.8

4.7.2 Provide detailed progress reports each month including notification of design changes, cost adjustments to contract sum, progress on site, and report on health & safety, quality, and standard.

4.7.3 Review, coordinate, and authorise Contractor information submissions.

4.7.4 Monitor progress against agreed information delivery milestones and the Contractor MIDP.

4.7.5 Maintain records of information reviews, authorisations, submissions, rejections, and corrective actions.

4.8 COE Stage (v) Handover, Certification and Final Account

4.8.1 Refer to Section 3.9

4.8.2 Complete final review and authorisation of Contractor information deliverables.

4.8.3 Verify completion of Asset Information Model, Safety File, Operations and Maintenance information and other handover deliverables.

4.8.4 Coordinate closure of outstanding information management issues.

4.8.5 Archive project information and coordinate information handover and lessons learned activities.

5.0 Detailed Description of Technical Services – Structural & Civil Engineering Services

5.1 Introduction

5.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach, which shall apply to the delivery team.

5.1.2 The S&C Engineer shall advise and specify the required site investigations to determine; ground profile, bearing conditions, extent of any made ground, infilled area(s), identify any evidence of contamination(s), testing required, etc. The extent of SI should be sufficient to inform the Design, Costings, Procurement and Construction of the proposed DVR.

5.2 COE Stage (i) – Feasibility

5.2.1 Read in conjunction with Section 3.2

5.2.2 Advancement of all relevant site investigations, surveys and assessments, development of definitive project brief, exploration, and assessment of feasibility study options for the selected site, preliminary cost estimate, and selection of preferred option. Procedure for carrying out surveys in accordance with Section 3.2 The geotechnical site investigation should include boreholes, trial pits and laboratory testing necessary to determine the strength and chemical parameters of the soil, as well as the Waste Acceptability Classification of the material. Form of contract to be PW-CF7 or PW-CF8 as applicable. Engineer to provide sufficient information to the PSDP in order for them to carry out their role in relation to the site investigation works.

5.2.3 Preparation, development, and assessment of 2-3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.

5.3 COE Sub-Stage (ii a) Outline Design

5.3.1 Read in conjunction with Section 3.4

5.3.2 Advancement of any remaining/additional surveys and investigations in accordance with Section 3.2

5.3.3 Engineer to assess and advise on the implications of the ground conditions for the proposed development, including site appropriate foundations, floor slabs, retain structures (if required), drainage, external works, etc. The S&C Engineer shall identify and advise on any significant ground-related risks, abnormals, and remediation required.

5.3.4 Develop Outline Sketch Scheme with the design team using preferred Option identified from Feasibility Study & Prepare Outline Cost Plan.

5.3.5 Develop engineering design for selected scheme including surface water attenuation design, sustainable drainage systems, watermain layouts and foul sewer designs including pumping arrangement.

5.3.6 Prepare and submit applications to Uisce Éireann for required sewer and watermain diversions and connections.

5.3.7 Design/specification of site levels including road levels and ground floor finishes floor levels in conjunction with the architect.

5.3.8 Structural design of any embankments, pavement design, retaining walls etc.

5.3.9 Road Design, including vertical and horizontal alignments, junction design, sightlines, vehicle turning etc. Provide sufficient plans, longitudinal and cross

5.4 COE Sub-Stage (ii b) Develop Design

5.4.1 Read in conjunction with Section 3.5

5.4.2 Preparation and co-ordination of engineering planning documents, including co-ordination into the planning application of input from specialist traffic consultants or hydrologists reports etc. Assist with submission of statutory application (planning) as required, including responding to any queries or requests for additional information that may arise during planning process.

5.4.3 Meet with local authorities in relation to the civil and structural engineering design of the works, as necessary

5.5 COE Sub-Stage (ii c) Production Information

5.5.1 Read in conjunction with Section 3.6

5.5.2 Prepare civil and structural design information ready for tender action/construction. This will include all drawings, specifications, preliminaries document, and schedules required for Works Requirements, together with all background information and all relevant Procurement Documents for tendering under the CWMF for Works designed by the Employer.

5.5.3 Provide permanent works design certificates as necessary to the PSDP.

5.5.4 Preparing 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.

5.5.5 Assist with preparation of phasing plan or drawings.

5.6 COE Stage (iii) Tender Action, Evaluation, Award

5.6.1 Read in conduction with Section 3.7

5.7 COE Stage (iv) Construction Stage

5.7.1 Read in conjunction with Section 3.8

5.7.2 Assistance with Uisce Éireann applications for foul sewers and water supply. Assistance with final connection applications for surface water drains.

5.7.3 Review temporary works proposals as they relate to the structural design of the permanent works and input as appropriate to temporary works design certification.

5.8 COE Stage (v) Handover, Certification and Final Account

5.8.1 Read in conjunction with Section 3.9

6.0 Detailed Description of Technical Services – Building Services Engineering

6.1 Introduction

6.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

6.2 COE Stage (i) – Feasibility

6.2.1 Read in conjunction with Section 3.2

6.2.2 Preparation, development, and assessment of 2-3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.

6.3 COE Sub-Stage (ii a) Outline Design

6.3.1 Read in conjunction with Section 3.4 .

6.3.2 Provide advice to the Employer regarding innovative, sustainable design solutions. Provide a detail **Part L Compliance Report** on energy efficient options (minimum 4) and strategies regarding Part L compliance for housing/apartment development. Report to provide detailed advice on integrating renewable and sustainable energy technologies into the building design. Make presentation to Employer on Report options and proposed strategies.

6.3.3 Liaison with any public utilities regarding water, gas, electricity, lighting, and communications services including obtaining quotations for capital contributions and making necessary applications. Advising the Employer of requirements of various utilities.

6.3.4 Survey of site and map all existing lighting. Prepare a lighting design including review of existing luminaires (using Dialux Software or equivalent).

6.4 COE Sub-stage (ii b) Develop Design

6.4.1 Read in conjunction with Section 3.5

6.4.2 Calculate Provisional Building Energy Ratings for proposed development.

6.5 COE Sub-Stage (ii c) Production Information

6.5.1 Read in conjunction with Section 3.6

6.5.2 Prepare services engineering design information ready for tender action/ construction. This may include, drawings, specifications, specialist documentation for Works or Supply as may be required and all relevant Procurement Documents for tendering under the CWMF for Works designed by the Employer.

6.5.3 Assist with preparation of phasing plan or drawings.

6.5.4 Preparing 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.

6.5.5 Preparation of pricing documents/bills of quantities required to enable pricing of the mechanical and electrical works.

6.6 COE Stage (iii) Tender Action, Evaluation, Award

6.6.1 Read in conjunction with Refer to Section 3.7 .

6.7 COE Stage (iv) Construction Stage

6.7.1 Read in conjunction with Section 3.8

6.8 COE Stage (v) Handover, Certification and Final Account

6.8.1 Read in conjunction with Section 3.8

6.8.2 Calculate Final Building Energy Ratings for the dwellings.

7.0 Detailed Description of Technical Services – Quantity Surveying/Cost Consultant Services

7.1 Introduction

7.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

7.1.2 Work as a member of the Design Team to ensure the design progresses within the project budget throughout all stages of the project. Ongoing value engineering may be necessary to ensure the project is kept within the budget.

7.2 COE Stage (i) – Feasibility

7.2.1 Read in conjunction with Section 3.2

7.3 COE Sub-Stage (ii a) Outline Design

7.3.1 Refer to Section 3.4

7.4 COE Sub-stage (ii b) Develop Design

7.4.1 Refer to Section 3.5

7.4.2 Produce cost information for alternative building services in conjunction with Building Services Engineer.

7.4.3 Carry out cost review and liaise with Employer, PM.

7.4.4 Assist the design team to prepare an indicative project programme

7.4.5 Prepare a detailed Cost estimate of the works, revise and update as required prior to assisting with the DHLGH submission documentation. All cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard' (ICMS).

7.5 COE Sub-Stage (ii c) Production Information

7.5.1 Read in conjunction with Section 3.6

7.5.2 Prepare pricing documents in accordance with the Agreed Rules of Measurement 5 or such other agreed method of measurement current at time of issue of tender document.

7.5.3 Preparing 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.

7.5.4 Provide initial measure of embodied carbon in construction, provide updated measurements as part of ongoing cost and carbon reporting as the project moves through the stages. Refer to the latest public procurement guidance on embodied carbon in construction.

7.5.5 Prepare and submit detailed Cost Plan based on priced tender documents. Advise on adjustments to designs to meet Employer's budgetary constraints. All cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard' (ICMS).

7.5.6 Review costs, programme, and detailed designs in coordination with Employer and PM.

7.5.7 Answer queries raised by Employer and PM regarding the proposed tender documents.

7.6 COE Stage (iii) Tender Action, Evaluation, Award

7.6.1 Read in conjunction with Section 3.7 .

7.6.2 Assist with the preparation and approval of the contract notice for issue to e-tenders and OJEU if applicable.

7.7 COE Stage (iv) Construction Stage

7.7.1 Read in conjunction with Section 3.8

7.7.2 Prepare and submit interim cost reports and cash flow forecasts. Cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard' (ICMS). Cost and carbon reporting should provide the Employer and PM with all necessary information to give a clear understanding of current situation and projected final account.

7.7.3 Provision of information to the Employers representative, PM for monthly progress reports to include change order information, contract costs adjustment updates, projected final account update, and potential value engineering opportunities.

7.7.4 Provision of a monthly interim payment recommendation to the Employers Representative, following an onsite valuation of the works progress. Ongoing negotiation of contract cost adjustments with the Contractor prior to providing change order recommendations to the Employers Representative.

7.8 COE Stage (v) Handover, Certification and Final Account

7.8.1 Read in conjunction with Section 3.8

7.8.2 Agree the Final Account with the Contractor and prepare and submit a Final Account Report in accordance with the latest ‘International Cost Management Standard’ (ICMS).

8.0 Detailed Description of Technical Services – Project Supervisor Design Process

8.1 Introduction

8.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management

8.1.2 PSDP Scope to both main project and any investigative works such as Geotechnical Investigations which are covered by the Regulations.

8.2 Services for COE Stages (i) to (v) Inclusive

8.2.1 Read in conjunction with Section 3.0.

8.2.2 All duties of Project Supervisor Design Process as required under this contract and by law. The PSDP appointment will include the main works contract and any specialist investigations contracts. Preliminary Health and Safety Plans should be prepared accordingly for each part of the project.

8.2.3 Notification to the HSA on behalf of the Employer via the AF1 form.

8.2.4 Provide advice to Employer on Health and Safety.

8.2.5 Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project.

8.2.6 Organise co-operation and coordination between designers.

8.2.7 Notify the Authority and the Employer of non-compliance with any written directions issued.

8.2.8 Consult with Safety and Health Authority, as necessary.

8.2.9 Review designs from all design consultants of the approved scheme design, including drawings and specifications.

8.2.10 Compilation of design risk assessment and schedule of residual risk.

8.2.11 Identify, with designers, temporary works design requirements.

8.2.12 Prepare a written safety and health plan and deliver it to the Employer prior to tender. This will include Preliminary Health and Safety Plans etc. for tendering under the CWMF for Works designed by the Employer.

8.2.13 Review proposed programme for the Works.

8.2.14 Communicate necessary control measure, design assumptions, or remaining risks to the PSCS so they can be dealt with in the Construction Stage Safety and Health Plan.

8.2.15 Review the CSSHP and identify residual risks.

8.2.16 Review schedule of temporary works designs required and co-ordinate the Temporary Works Designer and Permanent Works designers via design Certificates.

8.2.17 In conjunction with the PSCS, prepare and handover a Safety File for the works to the Employer. The safety file should include the following as a minimum:

- construction drawings, specifications, and bills of quantities, used and produced throughout the construction process
- the general design criteria
- details of the equipment and maintenance facilities within the structure
- maintenance procedures and requirements for the structure
- manuals, certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations and window cleaning
- details of the location and nature of utilities and services, including emergency and fire-fighting systems

9.0 Detailed Description of Technical Services – Design/ Assigned Certifier

9.1 Introduction

9.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

9.1.2 All duties of Assigned/Design Certifier in accordance with Building Control (Amendment) Regulations 2025.

10.0 Detailed Description of Stage Technical Services – Employers Representative

10.1 Introduction

10.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

10.2 COE Stage (i) – Feasibility

Not Required.

10.3 COE Stage (ii) Design

Not Required.

10.4 COE Stage (iii) Tender Action, Evaluation and Award

Not Required.

10.5 COE Stage (iv) Construction Stage

10.5.1 R Read in conjunction with Section 3.8

10.5.2 Attending and chair, for the duration of the construction of the Works, the required site meetings to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor. Preparation and issuing of minutes of the site meetings.

10.5.3 Administer the terms of the contract on behalf of the Employer. Undertake general contract administration duties for duration of contract.

10.5.4 Issue directions, change orders, objections, opinions, assessments, determinations, and certificates in accordance with the contract as required.

10.5.5 Provision of detailed progress reports each month including notification of design changes, costs adjustments to contract sum, progress on site, and report on health & safety, quality, and standard.

10.5.6 Issue Certificates of Interim Payments to the Contractor under the terms of the Works Contract including certifying all Interim Payments as required by the Works Contracts and assessing contractor's claims.

10.5.7 Issuing defects-list to the Contractor prior to Substantial Completion.

10.5.8 Prepare and Issue a Certificate of Substantial Completion for works.

10.6 COE Stage (v) Handover, Certification and Final Account

10.6.1 Read in conjunction with Section 3.8

10.6.2 Liaise with Employer and PM regarding post occupancy defects issues. Issue instructions to the Contractor as required.

10.6.3 Liaise with Contractor and Employer, PM regarding defects at the end of the defects liability period to ensure that defects are addressed.

10.6.4 Issue Defects Certificate.

10.6.5 Assist with preparations and agreement of final account.

11.0 Detailed Description of Stage Technical Services- BIM Information Manager

11.1 Introduction

Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach.

11.2 COE Stage (i) Feasibility

11.2.1 Refer to Section 3.2

11.2.2 Confirm the Information Management delivery strategy with the Employer and Project Manager.

11.2.3 Facilitate stakeholder workshops and information requirement capture activities.

11.2.4 Prepare and maintain the EIR

11.2.5 Prepare Information Standards.

11.2.6 Prepare Information Production Methods and Procedures.

11.2.7 Prepare Information Acceptance Criteria.

11.2.8 Prepare Information Protocol requirements.

11.2.9 Support preparation of Information Delivery Milestones.

11.2.10 Prepare and maintain CDE requirements and Information Management workflows for implementation by the DT Lead

11.2.11 Maintain the Project Information Management Responsibility Matrix (Appendix A).

11.2.12 Establish and maintain the Employer-side Information Management Risk Register.

11.2.13 Support the Employer in reviewing and approving project information management documentation.

11.2.14 Outputs

- Exchange Information Requirements

- Information Standards.
- Information Production Methods and Procedures.
- Information Protocol.
- Information Acceptance Criteria.
- Information Delivery Milestones.
- Project Information Management Responsibility Matrix.
- Employer-side Information Management Risk Register.

11.3 COE Stage (ii) Design

11.3.1 Refer to Section 3.3 , 3.4 3.5 & 3.6

11.3.2 Review and update project information management documentation where required.

11.3.3 Review proposed amendments arising during design development.

11.3.4 Maintain the Employer-side Information Management Risk Register.

11.3.5 Advise the Employer regarding changes affecting approved information requirements.

11.3.6 Monitor implementation of approved information management requirements.

11.3.7 Support information management governance reviews.

11.3.8 Review information management documentation prepared by the DT Lead for consistency with the approved EIR and project requirements.

11.3.9 Provide information management advice to the Employer and Project Manager throughout the design process

Outputs

- Updated Information Management documentation.
- Updated Employer-side Information Management Risk Register.
- Information Management Review Reports.
- Information Management Advice Notes (where required).

11.4 COE Stage (iii) Tender Action, Evaluation and Award

11.4.1 Refer to Section 3.7

11.4.2 Review and provide assurance on the Works Contractor EIR prepared by the DT Lead prior to Employer approval.

11.4.3 Review Asset Information Model requirements.

11.4.4 Review Safety File information requirements.

11.4.5 Review Operations and Maintenance information requirements.

11.4.6 Review information delivery milestones and acceptance criteria associated with the Works Contract.

11.4.7 Review contractor information management proposals submitted during tender.

11.4.8 Review contractor BIM Execution Plans submitted during tender.

11.4.9 Review contractor capability and capacity submissions.

11.4.10 Attend tender clarification meetings where required.

11.4.11 Advise the Employer regarding information management risks, assumptions, exclusions, or qualifications arising from tender submissions.

11.4.12 Maintain the Employer-side Information Management Risk Register.

11.4.13 Outputs:

- Works Contractor EIR Assurance Review.
- Contractor BIM Submission Review Reports.
- Information Management Tender Review Report.
- Information Management Recommendations.
- Updated Employer-side Information Management Risk Register.

11.5 COE Stage (iv) Construction Stage

11.5.1 Refer to Section 3.8

11.5.2 Provide information management assurance services on behalf of the Employer.

11.5.3 Review and report on compliance with approved information management requirements.

11.5.4 Review implementation of approved Contractor information management arrangements.

11.5.5 Accept the Contractor information in accordance with the Contractor EIR, approved Contractor BEP, and information delivery milestones.

11.5.6 Review progress against agreed information delivery milestones.

11.5.7 Review information submitted for Employer acceptance.

11.5.8 Monitor & advise on development of the Asset Information Model.

11.5.9 Monitor & advise on development of Safety File information.

11.5.10 Monitor & advise on development of Operations and Maintenance information.

11.5.11 Advise the Employer regarding information management risks, omissions, non-conformances, and corrective actions.

11.5.12 Maintain the Employer-side Information Management Risk Register.

11.5.13 Prepare periodic Information Management Assurance Reports.

11.5.14 Outputs

- Information Management Assurance Reports.
- Information Acceptance Review Records.
- Information Management Non-Conformance Reports (where required).
- Updated Employer-side Information Management Risk Register.
- Information Management Progress Reports.

11.6 COE Stage (v) Handover, Certification and Final Account

11.6.1 Refer to Section 3.9

11.6.2 Review information submitted for final acceptance.

11.6.3 Review Asset Information Model deliverables.

11.6.4 Review Safety File deliverables.

11.6.5 Review Operations and Maintenance information.

11.6.6 Review information uploaded to any agreed asset management or facilities management platform.

11.6.7 Verify compliance of archived information with project information requirements, BEP, MIDP, Information Standards and CDE procedures.

11.6.8 Identify outstanding information management issues and residual risks.

11.6.9 Prepare recommendations regarding acceptance of project information.

11.6.10 Participate in project close-out activities and lessons learned reviews.

11.6.11 Update and close out the Employer-side Information Management Risk Register.

11.6.12 Outputs

- Information Handover Review Report.
- Information Acceptance Recommendation.
- Archive Compliance Review.
- Lessons Learned Report.
- Final Employer-side Information Management Risk Register.
- Schedule of Outstanding Information Issues (if applicable)

12.0 Detailed Description of Stage Technical Services – Fire Safety Consultancy

12.1 Introduction

12.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach, which shall apply to the delivery team.

12.2 COE Stage (i) Feasibility

12.2.1 Read in conjunction with to Section 3.2

12.2.2 The appointed consultant will assist in design team submission of outline proposals in respect of the development for consideration by the Employer.

12.3 COE Sub-Stage (ii a) Scheme Design

12.3.1 Read in conduction with Section 3.4

12.3.2 Input into design in relation to Fire Safety. Consult with LA Fire Officer, as necessary.

12.3.3 Provide advice to Employer, PM, and design team on fire safety issues.

12.4 COE Sub-Stage (ii b) Detailed Design / Building Regulation

12.4.1 Read in conduction with Section 3.5

12.4.2 Review detailed designs from other design consultants of the approved scheme design, including drawings and specifications.

12.4.3 Develop preliminary designs for Fire protection of the approved scheme design, including drawings and specifications.

12.4.4 Preparation and submission of the Fire Safety Certificate (FSC) application to the relevant Building Control Authority, incl. all drawings, specification(s), calculation(s), report(s), and any other supporting information required for the application.

12.4.5 Consult with LA Fire Officer and submit Fire Safety Certificate application.

12.4.6 Review the FSC including any conditions attached to the Certificate and advise the Employer and the DT of the requirements relevant to the development.

12.5 COE Sub-Stage (ii c) Production Information

12.5.1 Read in conduction with Section 3.5

12.5.2 Prepare fire safety design information ready for tender action / construction. This may include, drawings, specifications, specialist documentation design information ready for tender action / construction under the CWMF for Works designed by the employer.

12.5.3 Assist the design and assigned certifier with identifying and scheduling of required ancillary certificates.

12.5.4 Input Preliminary Inspection Plan and Inspection Notification Framework and prepare schedules of required testing and certificates that will be required to ensure compliance with the Building Regulations and the Building Control (Amendment) Act.

12.5.5 Identify any items that will require specialist design.

12.5.6 Review costs, programme, and detailed designs in coordination with DT, PM, and Employer.

12.5.7 Answer queries raised by employer regarding the proposed tender document.

12.6 COE Stage (iii) Tender Action, Evaluation, Award

12.6.1 Read in conduction with Section 3.7

12.7 COE Stage (iv) Construction Stage

12.7.1 Read in conduction with Section3.8

12.8 COE Stage (v) Handover, Certification and Final Account

12.8.1 Read in conduction with Section 3.8

13.0 Detailed Description of Stage Technical Services – Disability Access Consultant

13.1 Introduction

13.1.1 Read in conjunction with Section 3.0 General Service Requirements and Section 2.4 Information Management Approach, which shall apply to the delivery team.

13.2 COE Stage (i) Feasibility

13.2.1 Read in conjunction with section 3.2

13.2.2 The appointed consultant will assist in design team submission of outline proposals in respect of the development for consideration by the Employer.

13.3 COE Stage (ii) Design – Scheme Design

13.3.1 Read in conduction with Section 3.4

13.3.2 Input into design in relation to Disability Access. Consult with Local Authority, as necessary.

13.3.3 Assist with the preparation of stage report/submittal to the Sponsoring Agency and Sanctioning Authority.

13.4 COE Sub-Stage (ii a) Scheme Design

13.4.1 Read in conduction with Section 3.5

13.4.2 Provide advice to Employer, PM, and design team on disability issues.

13.5 COE Sub-Stage (ii b) Detailed Design / Building Regulation

13.5.1 Read in conduction with Section 3.5

13.5.2 Review detailed designs from other design consultants of the approved scheme design, including drawings and specifications.

13.5.3 Preparation and submission of the Disability Access Certificates (DAC) application to the relevant Building Control Authority, incl. all drawings, specification(s), calculation(s), report(s), and any other supporting information required for the

application.

13.5.4 Consult with LA and submit disability certificate application.

13.5.5 Review and incorporate comments or requests for further information if issued by the Building Control authority and/or other statutory bodies as required on matters relating to disability access of the development and DAC application.

13.6 COE Sub-Stage (ii c) Production Information

13.6.1 Read in conduction with Section 3.7 3.6

13.6.2 Input into design information for tender action / construction. This may include, drawings, specifications, specialist documentation design information ready for tender action / construction under the CWMF for Works designed by the Employer.

13.7 COE Stage (iii) Tender Action, Evaluation, Award

13.7.1 Read in conduction with Section 3.8

13.8 COE Stage (iv) Construction Stage

13.8.1 Read in conduction with Section 3.7

13.9 COE Stage (v) Handover, Certification and Final Account

13.9.1 Read in conduction with Section 3.9

14.0 Definitions

The definitions here are taken from the Code of Practice associated with S.I.531 of 2024

‘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 2025.

‘Building Regulations’ means the Building Regulations 1997 to 2024 and future amendments to them.

‘Certificates of Compliance’ means certificates of compliance as defined in the Building Control Regulations 2025.

‘Code of Practice’ means the ‘Code of Practice for Inspecting and Certifying Buildings and Works,’ October 2024 related to S.I. No. 531 2024.

‘Commencement Notice’ means a notice referred to in Section 6(2) (k) of the Building Control Act 1990.

‘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 Certifier’ means the person who signs the Certificate of Compliance (Design).

‘Design’ includes the preparation of plans drawings, specifications, calculations, and 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.

‘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.

‘Inspection’ has the meaning set down in the relevant sub-sections of Section 7of the Code of Practice.

‘The Minister’ means the Minister for the Housing, Local Government and Heritage.

‘Works includes any act or operation in connection with the Construction, extension, alteration, or renewal of a building.

15.0 BIM Glossary

Appointed Party	An organisation appointed by the Appointing Party or Lead Appointed Party to deliver information and services in accordance with agreed project information requirements. (Design team and contractor team)
Appointing Party (Employer)	Party responsible for establishing project information requirements, appointing organisations to deliver information and services, approving project Information Management documentation, and accepting information submitted in accordance with the Project Information Management Responsibility Matrix.
Asset Information Model (AIM)	The information model developed and maintained to support the operation, maintenance, and management of the completed asset
Building Information Modelling (BIM)	The use of digital information and structured information management processes to support the planning, design, construction, operation, and management of built assets.
BIM Execution Plan (BEP)	A document prepared by the DT Lead /LAP setting out how information management requirements will be implemented and managed throughout the project.
Common Data Environment (CDE)	Software platform established and administered by the DT Lead/LAP for the management, coordination, review, approval, and exchange of project information throughout the project lifecycle.
Delivery Team	The organisation, or group of organisations, responsible for producing and delivering project information. Design stages – DT Lead discipline consultants and any specialist consultants appointed to the Integrated Design Team. Construction stage -Works Contractor, specialist subcontractors, and contractor-appointed organisations responsible for the delivery of project information
Design Team Lead (DT Lead)	The consultant appointed to lead and coordinate the Integrated Design Team and act as the Lead Appointed Party (LAP) for the purposes of ISO 19650.
Exchange Information Requirements (EIR)	The documented information requirements established on behalf of the Employer which define the information to be produced, exchanged and delivered throughout the project lifecycle.

Federation/ Federated Information Model	Combination of discipline-specific information models brought together for coordination, review, and information management purposes.
IFC-Industry Foundation Classes	An open, neutral, and internationally recognised data schema used for the exchange and sharing of digital building and infrastructure information between software applications.
Information Acceptance	The process by which information is reviewed and accepted against agreed information requirements and acceptance criteria.
Information Delivery Milestone	A defined point in the process at which specified information must be delivered for review, approval, or acceptance
Information Management	Means the management of information through defined processes, responsibilities, and systems in accordance with ISO 19650.
Lead Appointed Party (LAP)	The party assigned responsibility for managing and coordinating delivery-side information management activities in accordance with ISO 19650.
Level of Information Need (LOIN	The specification of the quality, quantity and granularity of information required to satisfy a particular project purpose at a defined project stage.
Master Information Delivery Plan (MIDP)'	The overall plan identifying information deliverables, responsibilities, and delivery dates for the project.
Project Information Management Responsibility Matrix	The responsibility assignment matrix contained within allocating responsibility, accountability, consultation, and information obligations for Information Management activities.
Task Information Delivery Plan (TIDP)	A plan prepared by an individual task team identifying the information deliverables, resources and delivery dates assigned to that team.
Works Contractor EIR	The Exchange Information Requirements developed for inclusion within the Works Contract to define information deliverables required from the Contractor and specialist suppliers.

Appendix A – Project Information Management Responsibility Matrix

Name: Responsibility Matrix (RACI)
Employer: Good Shephard Cork AHB
Number: 1036-00-X-XXX-XXX-RM-HA-9001
Issue: 01 - First Issue

Information management assignment matrix

Key: Information management responsibility matrix template — **R - Responsible for undertaking activity / A - Accountable for activity completion / C - Consulted during activity / I - Informed following activity completion**

Note: **Project Delivery Arrangement:** Due to the relatively low complexity of the project, the PM will be appointed before the Integrated Design Team. The BIM Consultant forms part of the Integrated Design Team appointment and supports the Client and PM in developing the project's information requirements and information management documentation. The Lead Appointed Party is responsible for managing and delivering information in accordance with these requirements following appointment

Activities	Activities Description	Appointing party (Employer/ Client)	Project Manager	Appointed BIM Information Manager as part of an integrated design Team	Lead appointed party (Design Stage: Lead Design Team or Construction Stage: Main contractor)	Appointed party (Design Stage: Discipline/Specialists Design Teams or Construction Stage: Sub-contractors)	Notes:
Tracking Number	*what is the Activities as per ISO19650-2?*	*What are the duties of the Employer/Client?*		*What duties have been assigned to a Third party?*	*What are the duties of the Lead Design Team or Main contractor?*	*What are the duties of the Discipline/Specialists Design Teams or Sub-contractors?*	
1	**Information management process Assessment and need**						
1.1	Appoint individuals to undertake the information management function	R/A	I	I	I		Client appoints BIM consultant to undertake the IM function.
1.2	Establish the project's information requirements	A	C	R	I		BIM consultant drafts Project Information Requirements on behalf of the Client.
1.3	Establish the project's information delivery milestones	A	C	R	I		Programme milestones developed LAP with PM input.
1.4	Establish the project's information standard	A	I	R	I		BIM Sub-Consultant prepares the project information standards, naming conventions, classification and modelling requirements for adoption by the delivery team.
1.5	Establish the project's information production methods and procedures	A	I	R	I		BIM Sub-Consultant develops project information management procedures.
1.6	Establish the project's reference information and shared resources	A	I	R	I		BIM Sub-Consultant collates existing information assembled for LAP/Design Team.
1.7	Establish the project's common data environment (The client does not have a designated CDE and is offsetting this responsibility to the LAP)	A	I	C	R	C	The Client delegates the day-to-day administration of the project CDE to the LAP. The BIM Sub-Consultant defines the project CDE requirements on behalf of the Client.
1.8	Establish the project's information protocol	A	C	R	I	I	BIM Sub-Consultant prepares the BIM protocol for consultants and contractor appointments.PM consulted on governance and access.
2	**Information management process Invitation to tender**						
2.1	Establish the appointing party's exchange information requirements	A	C	R	I	I	BIM Sub-Consultant develops EIR documentation defining deliverables, LOIN and acceptance criteria.PM consulted on project approvals.
2.2	Assemble reference information and shared resources	R/A	I				Client assembles existing project information, standards, templates and supporting documents for the Integrated Design Team appointment.
2.3	Establish tender response requirements and evaluation criteria	R/A	I				Client defines BIM tender requirements and assessment criteria for the Integrated Design Team appointment.
2.4	Compile invitation to tender information	R/A	I				Client defines BIM requirements, supporting information and appointment documents prepared for issue to the Integrated Design Team tenderers.
3	**Information management process Tender response**						
3.1	Nominate individuals to undertake the information management function	I	I	C	A	R	The LAP identifies personnel responsible for information management activities within the delivery team.
3.2	Establish the delivery team's (pre-appointment) BIM execution plan	I	I	C	A	R	Prepared by the LAP and supporting task teams demonstrating how project information requirements will be met.
3.3	Assess task team capability and capacity	I	I	I	R/A	C	LAP reviews the resources, skills, experience and systems available across the delivery team to confirm the project requirements can be achieved.
3.4	Establish the delivery team's capability and capacity	I	I	I	R/A	C	Delivery team confirms the resources, skills and systems required to deliver the project information requirements.
3.5	Establish the delivery team's mobilization plan	I	I	C	R/A	C	LAP plans and manages mobilisation activities, including resources, processes, technology and information management arrangements.
3.6	Establish the delivery team's risk register	I	I	I	R/A	C	Information delivery risks identified and managed by delivery team.
3.7	Compile the delivery team's tender response	I	I	I	R/A	C	LAP submits a coordinated response on behalf of the Integrated Design Team.
4	**Information management process Appointment**						
4.1	Confirm the delivery team's BIM execution plan	I	I	C	R/A	C	BEP becomes governing information management document.
4.2	Establish the delivery team's detailed responsibility matrix	I	I	C	R/A	C	Responsibility allocated across disciplines and BIM functions.
4.3	Establish the lead appointed party's exchange information requirements	I	I	C	R/A	C	The LAP breaks down the client EIR into more detailed requirements , what must be delivered, when, LOIN format, coordination requirements, review and approval process for the delivery Team.
4.4	Establish the task information delivery plan(s)	I	I	C	A	R	Each discipline prepares and maintains its Task Information Delivery Plans.
4.5	Establish the master information delivery plan	I	I	C	R/A	C	LAP develops and manages the Master Information Delivery Plan, coordinating information deliverables and milestones across all disciplines.
4.6	Complete lead appointed party's appointment documents.(Integrated design Team & **Contractors Team)**	I	I	C	R/A	C	Agreed information management requirements, including the EIR, Information Protocol, BEP and MIDP, are incorporated into the Integrated Design Team and contractors appointment documents.
4.7	Complete appointed party's appointment documents						Not applicable to this delivery route. All consultants are appointed directly by the Client as part of the Integrated Design Team. This activity becomes applicable following appointment of the Works Contractor in respect of contractor-appointed organisations and specialist subcontractors.
5	**Information management process Mobilization**						
5.1	Mobilize resources	I	I	I	R/A	C	LAP establishes and manages the project CDE, information exchange workflows and information management procedures.
5.2	Mobilize information technology	I	I	I	R/A	C	LAP configures and tests the project CDE, information exchange workflows and supporting technology.
5.3	Test the project's information production methods and procedures	I	I	I	R/A	C	LAP tests workflows , validated prior to project delivery.
6	**Information management process Collaborative production of information**						
6.1	Check availability of reference information and shared resources	I	I	I	A	R	Delivery Teams confirm suitability of reference information before production.
6.2	Generate information	I	I	I	A	R	Information produced by task teams in accordance with project standards.
6.3	Undertake quality assurance check	I	I	I	A	R	Internal QA undertaken by each discipline/Task Team before sharing.
6.4	Review information and approve for sharing	I	I	I	A	R	Discipline lead approval required before information enters Shared state.
6.5	Information model review	I	I	I	A	R	LAP reviews the federated model to verify coordination between disciplines before submission.
7	**Information management process Information model delivery**						
7.1	Submit information model for lead appointed party authorization	I	I	I	A	R	Task Teams/Disciplines submit deliverables through agreed coordination process.
7.2	Review and authorize the information model	I	I	I	R/A	C	LAP reviews completed deliverables and authorizes the information model for issue to the Client.
7.3	Submit information model for appointing party acceptance	I	I	I	R/A	C	LAP formally submits coordinated information to the client.
7.4	Review and accept the information model (Client to formally delegate acceptance authority)	I	I	R/A	C	I	Acceptance authority is delegated by the Client to the BIM Consultant, who reviews and accepts deliverables against the agreed information requirements and acceptance criteria.
8	**Information management process Project close-out**						
8.1	Archive the project information model	I	I	C	R/A	R	LAP archives the project information and delivers the agreed archive package. The BIM Sub-Consultant checks compliance with the BEP, MIDP, CDE procedures and project information standards prior to final handover.
8.2	Capture lessons learned for future projects	I	I	C	R/A	R	LAP captures lessons learned across all participants.

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