INVITATION TO TENDER

Engineering Supervision, Inspection and Certification of Completion Works to Astro Pitch

Client:
Ballina Stephenites GAA, James Stephens Park, Lord Edward Street, Ballina, County Mayo, F26 E622

Date: 5th November 2026



1. Invitation

Ballina Stephenites GAA invites suitably qualified engineering consultants / construction professionals to submit a tender for the **supervision, inspection and certification of works associated with the completion of the Club's synthetic astro pitch development at James Stephens Park, Ballina, County Mayo**.

The construction works are currently anticipated to commence during **Q2 2027**.

The appointment will be awarded based on the **Most Economically Advantageous Tender (MEAT)**, having regard to both price and quality.

This procurement is being undertaken in connection with a project for which LEADER funding is being sought and the competition will therefore be conducted having regard to the applicable principles of transparency, equal treatment, non-discrimination, proportionality and value for money. These principles apply to publicly funded procurement even where the full EU procurement regime is not applicable.

2. Construction Works to be Supervised

The appointment relates to the completion of the astro pitch development and associated works, which are expected to include:

- installation of the third-generation (4G) synthetic playing surface. (Inspect the prepared shock pad and base prior to commencement of the installation and advise the Employer of any apparent defects that may affect the installation. Undertake periodic site inspections during the installation of the synthetic carpet, jointing, infill placement and line marking works).
- perimeter fencing and integrated ball-retention netting;
- access gates and boot-cleaning facilities;
- installation of portable GAA/rugby goalposts, nets and pitch-dividing system;
- kerbing around the perimeter of the synthetic playing surface;
- construction of the perimeter footpath and pedestrian connection from the changing rooms to the astro pitch;
- preparation and hard surfacing of the areas between the astro pitch, clubhouse and adjoining playing areas, including associated excavation, formation, levels, edging and tie-ins;

- civil works associated with floodlighting, including column foundations, ducts, cable runs and associated infrastructure;
- installation of floodlighting columns and luminaires;
- construction of the proposed hurling/skills/ball wall and associated works; and
- all ancillary civil, drainage, finishing and reinstatement works forming part of the construction contract.

The precise construction scope will be confirmed in the final construction contract documents.

3. Scope of Engineering Services

The successful tenderer will be required to provide appropriate professional supervision and inspection throughout the construction period. The service shall include, as appropriate:

1. Attend a pre-start meeting with the Client and appointed construction contractor.
2. Inspect the works at appropriate stages to verify that they are being undertaken in accordance with the approved drawings, specification and construction contract.
3. Attend the site at critical stages of the works, including excavation and formation, drainage, kerbing, pavement construction, asphalt works, floodlight foundations and ducts, structural works associated with the ball wall and other elements which will subsequently be covered or concealed.
4. Inspect workmanship, materials, levels, dimensions and construction details insofar as reasonably required for the professional supervision of the project.
5. Monitor the contractor's progress against the agreed construction programme and advise the Client of significant delays or construction issues.
6. Identify defective, non-compliant or incomplete work and maintain an appropriate record of matters requiring corrective action.
7. Maintain concise records of site inspections, supported where appropriate by photographs.
8. Liaise with the construction contractor and Client regarding technical queries arising during the works.
9. Review proposed variations or additional works and advise the Client on their technical necessity and reasonableness. **No variation giving rise to additional expenditure is to be**

authorised on behalf of the Client without prior written approval from Ballina Stephenites GAA.

10. Where requested, verify work completed and assist the Client in assessing contractor payment claims.
11. Undertake snagging inspections on substantial completion.
12. Inspect the rectification of outstanding defects and snag-list items.
13. Review relevant completion documentation, test results, commissioning information and as-built information.
14. Provide an appropriate **interim inspection report**, a **final inspection report and professional certification confirming completion of the works**, subject to the limitations normally applicable to such professional certification.

The tenderer should identify any additional services which they consider necessary to properly supervise and certify the project.

4. Site Attendance and Availability

The nature of the project includes several construction activities which may require inspection at short notice before work is covered or subsequent construction proceeds.

Accordingly, the consultant assigned to the project must demonstrate that they will have sufficient operational proximity and availability during the construction period to **attend James Stephens Park within approximately 30 minutes when reasonably required for an urgent or critical-stage inspection during active construction.**

5. Tender Submission

Tenderers should provide:

- name and details of the consultant / practice;
- name and professional qualifications of the person proposed to supervise the works;
- familiarity with and understanding of the site, construction interfaces and project-specific risks;
- details of relevant experience supervising comparable civil engineering, sports facility, synthetic pitch or community infrastructure projects;
- details of professional indemnity and public liability insurance, TCC and TCAN;
- a **fixed lump-sum professional fee**, showing separately:

Tender Price	**€**
Professional Fee excluding VAT	€
VAT	€
Total including VAT	**€**

The fee shall include all normal travel, site attendance, inspections, meetings, reports, administration and certification necessary to provide the service described in this Invitation to Tender.

7. Award Criteria – MEAT

The contract will be awarded to the **Most Economically Advantageous Tender (MEAT)** based on the following predetermined criteria:

Criterion	**Weighting**
Price	**50%**
Qualifications, professional competence and relevant experience of the person assigned to supervise the project.	10%
Availability, operational proximity and ability to attend the site promptly, including approximately 30-minute response capability where required	10%
Demonstrated understanding of the site, construction interfaces and project-specific inspection risks	15%
Demonstrated experience in the supervision, inspection and certification of comparable civil engineering, sports facility, synthetic pitch or community infrastructure projects	15%
Total	**100%**

Price – 50 Marks

The lowest-priced compliant tender will receive the full 60 marks.

Other compliant tenders will be scored using:

Price Score = Lowest Compliant Tender Price ÷ Tenderer's Price × 50

Quality Criteria – 50 Marks

Each quality criterion will be assessed against the information supplied in the tender using the following scale:

Score	**Assessment**
0	No response / unacceptable
1	Poor

Score	Assessment
2	Fair
3	Good
4	Very Good
5	Excellent

The score awarded will be converted proportionately to the weighting available for the relevant criterion.

Tenderers should therefore provide sufficient information to permit a meaningful assessment against **each individual criterion**.

8. Clarifications

Any request for clarification should be submitted in writing through eTenders. Where a clarification is considered material to the competition, the same information will be provided to all tenderers.

Tenderers must not seek information which would give them an unfair advantage over other participants.

9. Submission Deadline

Completed tenders must be received no later than:

Friday 27th October at 12 noon.

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Tenders received after the stated deadline will be excluded from consideration.

10. Tender Conditions

Ballina Stephenites GAA reserves the right to:

- seek clarification of a tender where appropriate, if this does not permit a material alteration of the tender;
- reject a tender which does not comply with the requirements of this competition;
- verify information supplied by a tenderer;

- cancel the competition without making an appointment where justified; and
- not necessarily accept the lowest-priced tender, as the contract will be awarded on the stated MEAT criteria.

All costs incurred by tenderers in preparing a submission shall be borne by the tenderer.

Canvassing in connection with this competition may result in exclusion.

Tenderers must disclose any actual or potential conflict of interest.

The successful tenderer will be required to maintain appropriate professional insurance and comply with all applicable statutory, health and safety and professional requirements for the duration of the appointment.

The appointment is subject to the availability and approval of project funding, and no expenditure should be incurred based on this tender competition until a formal appointment has been issued.

In accordance with the LEADER Operating Rules and applicable EU transparency requirements, information concerning the successful contractor/service provider may be made available for programme administration, audit and publication purposes.