Comhairle
Cathrach na Gaillimhe
Galway City Council

Multi-Party Framework Agreement for Civil, Structural and Transport Engineering Consultancy, PSDP and Related Services

General Information

November 2026

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1. Introduction

1.1 About the Contracting Authority

Galway City Council (GCC) herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.galwaycity.ie.

1.2 About the Framework Agreement

The Contracting Authority proposes to engage in a competitive process for the establishment of a multi-party framework agreement for Engineering Consultancy, Designer, PSDP and Employer's Representative services. The scope primarily covers Civil (including drainage), Structural, Transport and Traffic (including public lighting and traffic signals) design disciplines for projects at various locations across the city being undertaken by the Contracting Authority, with potential extension to other disciplines such as M&E, Architecture etc.

This Framework shall be known as the ***"Multi-Party Framework Agreement for Civil, Structural and Transport Engineering Consultancy, PSDP and Related Services".***

Call-Offs will be Contracts awarded by Mini-Competition among framework participants.

1.3 Timeline for Submission/Tender Process

Particulars relating to this Procurement are all provided on the e-tenders notice accessible via the e-tenders web-portal.

2. Framework Rules and Conditions of Engagement

2.1 Framework Duration

The framework agreement will be for a maximum period of four [4] years.

The Contracting Authority confirms that the period of any call off contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

The initial term of the framework will be 24 months. The Contracting Authority reserves the right to extend the Term for up to two additional 12-month periods on the same terms and conditions, subject to the Contracting Authority's obligations at law.

2.2 Estimated Value for the Framework Agreement

It is envisaged that maximum spend under this framework agreement will not exceed €1,500,000.00 excluding VAT. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement. Note that the expenditure limit is NOT a target expenditure, nor a guarantee that works to this value will be ordered. The expenditure at the end of the framework may well be less that the limit.

The likely value of contracts to be awarded under the framework will be in the region of €10,000 to €150,000.

The Contracting Authority may terminate the Framework Agreement, with any one or all participants, in accordance with the rules set out in the Framework Agreement.

The Contracting Authority is not bound to solely use the established Framework for procuring engineering consultancy services. The Contracting Authority will maintain the right to procure other similar consultancy services independently outside of the framework at their absolute discretion.

2.3 Conditions of Engagement

All services under the Framework will be carried out according to "COE1 Standard Conditions of Engagement for Consultancy Services (Technical)".

2.4 Number of Framework Participants

A Framework consisting of a maximum of 6 participants will be established.

Only applicants that meet the minimum criteria and rules for selection will be placed on the framework. Refer to Section 4 for further details.

2.5 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions.

A template Framework Agreement has been provided as background information. Tenderers are required to review the terms and conditions and indicate their acceptance thereof as part of their tender submission. Any reservation with regard to these terms should be submitted as a query in accordance with the procedure described in the Instructions to Tenderers.

In addition, tenderers should review the Contract Terms and Conditions which will apply to each Call Off Contracts under the framework.

3. General Services Required

Framework members shall be required to provide engineering consultancy and associated services for Stages (i) to (v), or a selected subset thereof as decided on a project-by-project basis. These stages encompass Preliminary Design, Statutory Processes, Detailed Design, Tender Documentation Preparation & Advertisement, Procurement (Tender Action, Evaluation & Award), Construction Administration, Handover, Close Out and Review.

Projects requiring engineering services will typically be from the Transport Department, but may also include projects from other departments such as Recreation & Amenity, Active Travel, Project Management Office, Climate Action, etc.

Services required for projects delivered under this Framework may include, but are not limited to, the following:

- Designer and Project Supervisor Design Process (PSDP) requirements;
- Project scoping, feasibility and appraisal;
- Options selection and preliminary design;
- Detailed engineering design
- Statutory processes (including planning and other approvals);
- Specialist services, such as Road Safety Audits;
- Environmental and ecological services;
- Procurement services (tender document preparation, evaluation, and award);
- Construction administration services;
- Employer’s Representative services;
- Commissioning, handover and close-out.

In executing the contracted services for any project, framework participants shall be fully responsible for delivering their work in complete compliance with the Safety, Health and Welfare at Work Act 2005, as well as all relevant regulations, guidelines, and codes of practice established under or associated with the Act - in particular, the Safety, Health and Welfare at Work (Construction) Regulations 2013.

4. Procurement Process and Evaluation

The evaluation process to establish the Framework will be conducted in stages, as detailed in the following sections. The Contracting Authority will notify all required applicants of decisions made for each stage via the eTenders portal.

4.1 Stage 1 – Suitability Assessment Questionnaire (Tender Package Part 1)

The Suitability Questionnaire documents are provided in Tender Package Part 1 and comprise the following documents:

- Suitability Assessment Questionnaire - QC1 Engineering Consultancy Services Part 1;
- Suitability Assessment Questionnaire - QC1 Engineering Consultancy Services Part 2;
- Appendix A – Applicant's Personal Situation Declaration re: Article 57 10-07-2025;
- Appendix B1 – List of Relevant Previous Projects / Certificate of Satisfactory Execution;
- Appendix B3 – Certificate of Satisfactory Delivery of Services;
- European Single Procurement Document (ESPD).

A summary of the applicable Suitability Assessment Criteria is given in the Table titled "Contracting Authority's Assessment Scheme" in (Section 3) of the SAQ QC_Part 1 document..

4.1.1 Compliance Check

Candidates' submissions will initially be assessed for compliance to verify that all required documentation is provided and fully completed in accordance with the instructions.

Any submission deemed non-compliant or incomplete may be excluded from further evaluation.

4.1.2 SAQ - Pass/Fail Criteria

Submissions will then be assessed against the Pass/Fail criteria specified in the SAQ to determine compliance with minimum requirements. Only candidates who pass all Pass/Fail criteria will proceed to Stage 2.

Failure to meet any minimum requirement will result in the applicant's elimination from the process.

4.2 Stage 2 –Establishment of Framework and Tender for Initial Services Contract (Tender Package Part 2)

The initial call-off contract under this Framework is entitled "***Tuam Road (R336) Junction Upgrade – Engineering-Led Multi-Disciplinary Consultancy Services"***, for which documentation is provided in Tender Package Part 2.

Tenders who pass Stage 1 will be evaluated for the establishment of the Framework and for award of this initial Services Contract in accordance with the specified award criteria.

4.2.1 Compliance Check

The tenders will be checked for compliance, i.e. all required documents provided and completed, according to Instructions to Tenderers. Any invalid tenders will be eliminated from the competition.

4.2.2 Tender Evaluation and Award

Tenders received will be evaluated and ranked based on quality and price, in accordance with the criteria and weightings specified in the Invitation to Tender (ITT) documentation.

The contract will be awarded to the Most Economically Advantageous Tender (MEAT).

4.2.1 Establishment of Framework

The top six (maximum) ranked tenders will form the Framework. Framework Agreements will be signed with those six most competitive tenderers.

Applicants who meet all mandatory Pass/Fail requirements but fall outside the top six ranked tenders will be placed on a supplementary panel for inclusion to the Framework should the need arise within the lifetime of the Framework. Call off from this Reserve panel shall be sequential and based off the ranking position achieved the Stage 2 process (ie: Position 7, Position 8, Position 9 etc). Such a call off may arise in instances where originally successful candidates become insolvent, display dereliction of their duties as defined by the framework qualifying parameters or similar. The Contracting Authority reserves the right to draw from this panel to appoint additional framework members during the lifetime of the Framework as necessary.

4.3 Stage 3 – Additional/ Call Off Contracts

Subsequent call off contracts will be awarded via mini-competition among framework participants in accordance with the terms of the Framework Agreement. All framework participants will be invited to tender for each mini-competition via the eTenders portal.

Contracts will be awarded based on a combination of tender price and quality, or price only, as will be specified in the Invitations to Tender documents for each subsequent services contract. **Note that there is no guarantee of additional contracts.**

5. Format of Submissions

Applicants shall provide submission information as requested for Stage 1 and Stage 2 in Tender Package 1 and Tender Package 2. It is the Applicant's responsibility to ensure that all the necessary information is supplied and that it is accurate.

Submissions shall be submitted strictly through the competition's page on the e-tenders web- portal only **(www.etenders.gov.ie)**. Submissions will **not** be accepted through any other means whatsoever.

6. Queries and Clarifications

6.1 Tender Stage

Any queries regarding this competition must be submitted via the messaging function on the e- tenders web-portal www.etenders.gov.ie. Queries lodged through any other means will not be accepted.

The deadline for Applicants to submit a query is stated on the e-tenders notice will be 10 working days prior to the closure of the competition date as published on e-tenders. Queries will not be accepted after the query deadline has passed.

The Contracting Authority will circulate responses to queries to all Applicants that have registered an interest in this competition within 7 working days of the query deadline.

6.2 Post Tender

At the discretion of the Contracting Authority, tenderers may be invited, in writing, to clarify certain aspects of their tender, particularly where information or documentation to be submitted appears to be incomplete or erroneous. However, all such requests will be made in full compliance with the principles of equal treatment and transparency and avoid any distortion of competition.

Responses to clarifications must in no way materially alter or supplement an Applicant's submission. Should the response be considered to have altered or supplemented the submission, that Applicant may be excluded from the competition process.