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Project Ireland 2040

CORK COUNTY COUNCIL

CAPITAL DELIVERY DIRECTORATE



COBH PUBLIC REALM REGENERATION PHASE 1

PROJECT BRIEF FOR A SINGLE SERVICE PROVIDER

Mr Fergus Gleeson,
Director of Service – Capital Delivery,
Cork County Council

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1 INTRODUCTION

Cork County Council (CCC) has been awarded grant funding from the Department of Housing, Local Government and Heritage under the Towns and Cities Regeneration Investment Fund (TCRIF) for Cobh Public Realm Regeneration Phase 1. Under the TCRIF application guidelines the project is categorised as a 1B – Short Term Delivery Project. The available funding to progress the project is €9,990,864.1, including VAT. This amount includes construction, professional fees, utility diversions, archaeology, risk inflation and VAT.

The project is currently at Stage (ii) – Design under the Capital Works Management Framework (CWMF) and has reached Gate 2-Pre-Tender Approval under Ireland's Infrastructure Guidelines. The project has received Part VIII Planning Approval under the statutory process for the wider scheme, Cobh Town Centre Urban Design Public Realm Plan. The preliminary design and statutory planning stages for the wider scheme were undertaken with the support of the Urban Regeneration and Development Fund.

The project involves significant streetscape and public realm upgrades from Cobh Train Station to the town centre including the redevelopment of Casement Square, improving pedestrian connectivity to the town centre and reconfiguring footpaths and public spaces ensuring a safer, more sustainable and inclusive high-quality urban design.

Cobh is the second largest town in the Cork Metropolitan Area. It is a vital strategic, economic and cultural pillar for the area, serving as a key gateway to international tourism, a commuter hub for the city and a central player in the Southern Region's maritime identity. Strengthening the attractiveness of the town centre and optimising the potential of the waterfront is an important priority for future regeneration and development of the town.

CCC seeks to appoint a Single Service Provider (SSP) to provide an engineer led multi-disciplinary design team, Project Supervisor Design Process (PSDP) and Employer's Representative (ER) for the design, tendering, construction supervision and handover stages of the project as outlined in subsequent sections of this document.

1.1 APPROVING AUTHORITY

Department of Housing Local Government and Heritage.

1.2 SPONSORING AGENCY

Cork County Council.

2 PROJECT LOCATION, BACKGROUND & PLANNING CONTEXT

2.1 LOCATION

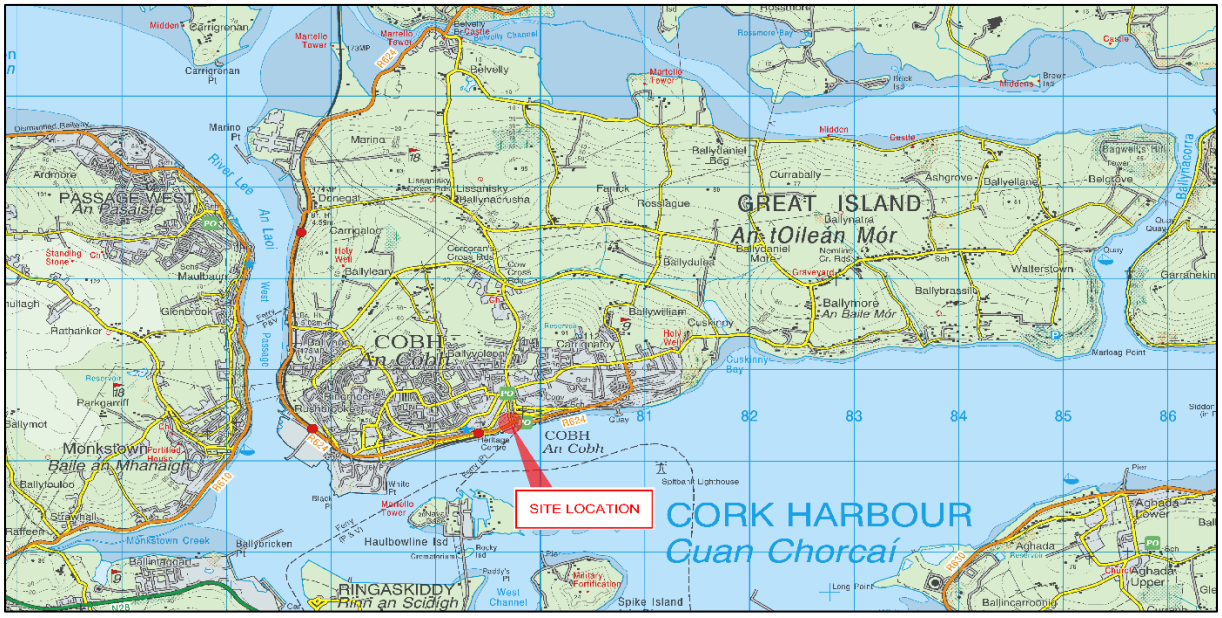


Figure 2.1: OS Location Map of Cobh

Cobh is a seafront town located on the south side of the Great Island in Cork Harbour and has a population of 14,148 (census 2022). It lies approximately 20 km southeast of Cork City. It has connectivity from the N25 road, via the regional road R624. The upgrading of the R624 corridor to national road status was included in the National Development Plan (NDP) review in 2025 and is currently at planning and design stage. The R624 Great Island Connectivity Scheme will improve residential and commercial accessibility, supporting regional transport and development goals.

The strategy for Cobh is to grow the population to 15,836 by the end of the current County Development Plan lifecycle with a projected population growth to 20,260 by 2034.

2.2 BACKGROUND

Cobh is identified as a main settlement in the Cobh Municipal District and one of a few towns in Ireland served by a commuter train service. The Cobh Urban Design Feasibility Study carried out in 2009 established the strategic vision for the revitalisation of the town centre and waterfront and identified the station-to-town-centre corridor and the civic squares as the priority intervention locations.

Building on that work, the Cobh Public Realm Enhancement Plan (CPREP) 2021 was developed as a comprehensive, phased urban design masterplan, structured around objectives that closely mirror Town Centre First Policy principles. It prioritises connecting Cobh's town centre to its principal arrival points – the railway station, the cruise terminal and the main road approach at Westbourne Place – through active mobility and pedestrian-priority improvements. It calls for enhanced permeability throughout the town centre so that residents and visitors can move safely and attractively between key destinations. It sets out a greening strategy using trees, rain gardens and SUDs measures to improve environmental quality and climate resilience and identifies upgraded public lighting as a driver of a safe and vibrant night-time

economy. The Plan also highlights the importance of wayfinding and legibility to strengthen Cobh's identity as a heritage destination.

Phase 1 delivers the first and most strategically critical tranche of those objectives. The works from Cobh Train Station through to Casement Square directly address the most acute connectivity failure identified in the CPREP, which is the poor-quality, car-dominated arrival route from Cobh Train Station to the town core. By completing this corridor first and regenerating the principal civic square at its heart, Phase 1 establishes the active travel spine of the wider plan and provides the most visible and publicly experienced element of the overall scheme, creating confidence and momentum for the subsequent phases of the CPREP. Each of the principal outputs of Phase 1 delivers directly on CPREP objectives, providing a transformational public realm intervention rooted in strategy and design.

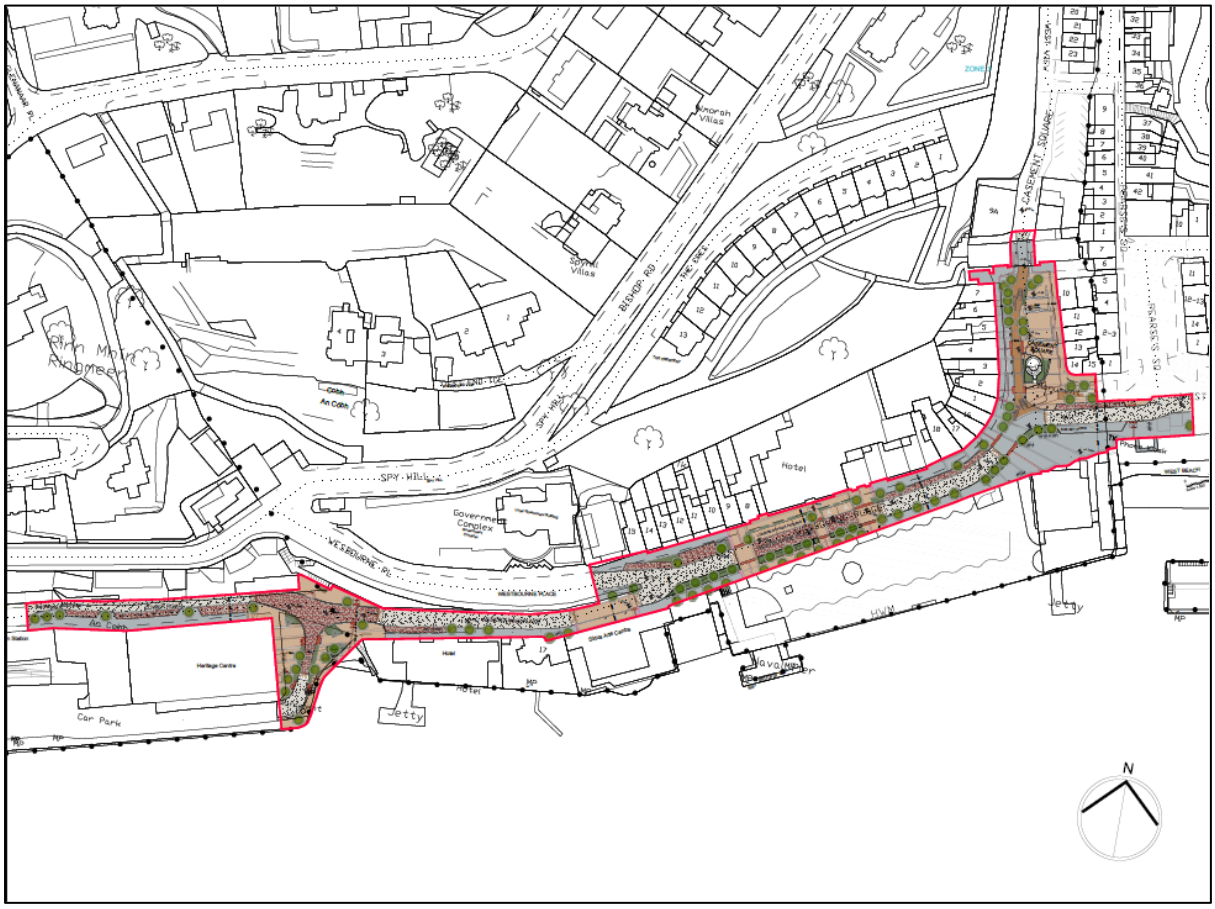


Figure 2.2: Extent of Phase 1 Works.

The need to provide the civic infrastructure commensurate with the projected population increase to ensure a liveable and economically vibrant town centre is a priority.

The project proposal fits with the Cork City & County Councils joint policy document Cork 2050 – Realising the Full Potential which was a joint submission to the National Planning Framework. The policy recognises that Metropolitan Cork is the key driver of population growth and economic activity.

2.3 PLANNING & POLICY

The planning context is determined by a hierarchy of plans which range from national to local scale. The key policy documents are set out below.

2.3.1 National

Project Ireland 2040
The national plan contains two key plans: 'the National Planning Framework' and the 'National Development Plan Framework' which, in tandem, set out infrastructural and regional development priorities for the country. Across the two plans, it is sought to achieve ten strategic outcomes, building around the overarching themes of wellbeing, equality, and opportunity. It is recognised within the NPF that three quarters of new growth in Ireland will be outside Dublin, with 50% of the projected population growth planned for our towns, villages, and rural areas.
Project Ireland 2040

Town Centre First
The Town Centre First Policy, launched on 4 February 2022, is a major cross-government policy that aims to tackle vacancy, combat dereliction, and breathe new life into our town centres. It advocates for a holistic, place-based approach to sustainable rural development. Irish towns are facing significant challenges and opportunities that require a coordinated and comprehensive response.

Town Centre First recognises that every town is unique, and the policy will facilitate the response by towns of all sizes across the country so that their centres can function as the sustainable and vibrant heart of the communities they serve, in ways that are adaptable and appropriate to 21st century needs.
Town Centre First Policy .

While Cobh does not have a Town Centre First Plan, the proposed project is firmly grounded in an equivalent plan-led regeneration framework that has evolved over time.

2.3.2 Regional Plans

Regional Spatial Economic Strategy (RSES)
The RSES for the Southern Regional Assembly (SRA) provides an overarching framework for the creation and enhancement of attractive places within the Southern region. The RSES primarily aims to support the delivery of the programme for change set out in Project Ireland 2040. The 'People and Places' theme seeks to ensure that no place or community is left behind in the pursuit of regional growth and development for the Southern Region. The Phase 1 public realm upgrades proposed for Cobh align with people and place-based development, aiming to use quality urban design to enhance the character of a place, improving the liveability and quality of life in urban and rural areas.
https://southernassembly.ie/rses/

Cork County Development Plan 2022-2028
The vision set out in the County Development Plan (CDP) for Cobh provides for growth in population and employment underscoring the need for optimising the waterfront and the heritage of the town as a platform for economic growth to support the planned increase in population and employment. The plan acknowledges that good quality public realm can raise the profile of a town, resulting in the attraction of inward investment.
https://www.corkcoco.ie/en/resident/planning-and-development/cork-county-development-plan-2022-2028

Cork Metropolitan Area Strategic Plan (MASP)
The Cork Metropolitan Area Strategic Plan (MASP) emphasizes vibrant, attractive metropolitan sub-centres and its strategies prioritise walking, cycling, and public transport integration. The plan highlights environmental sustainability and climate action through biodiversity and sustainable urban drainage systems. It also targets economic growth around the maritime and tourism sectors. Phase 1 proposals

demonstrate clear consistency with the MASP objectives. A copy of the MASP is included in the Background Information.

2.3.3 Local Plans

Local Area Plans

While there is no specific local area plan for Cobh under the current County Development Plan, the strategies outlined in both the 2013 Cobh Town Development Plan and the 2017 Cobh Municipal District Plan remain active through the 2022 to 2028 lifecycle.

The town has a rich maritime, military and ecclesiastical heritage. This heritage, combined with recent developments at Spike Island, Haulbowline, proposed developments for Camden Fort Meagher and Ireland's only dedicated cruise liner berth, provides opportunities for tourism and related economic trade. Cobh Town Plan 2013 highlights important proposals in terms of strengthening the town centre and capitalising on the attractive waterfront.

https://www.corkcoco.ie/en/resident/planning-and-development/cork-county-development-plan-2022-2028/volume-four

https://www.corkcoco.ie/en/resident/planning-and-development/planning-policy-archive/town-council-plan-archive

https://www.corkcoco.ie/en/resident/planning-and-development/planning-policy-archive/local-area-plan-archive/local-area-plans-2017/4-cobh-municipal-district-local-area-plan

Cork County Council Climate Action Plan 2024-2029

This plan sets out the actions that Cork County Council will take across its own services to meet national emission targets and to increase the resilience of its human and infrastructural assets against climate change impacts.

Chapter 4 of the plan sets out Cork County Council's objectives in relation to public realm works, promoting biodiversity net gain and highlighting the use of a SuDS and nature-based solutions approach for managing surface water run-off to help to protect rivers, European sites and in general improving water quality.

cork-county-council-climate-action-plan-2024-2029.pdf

2.4 PROJECT ZONE

2.4.1 COBH TRAIN STATION TO CASEMENT SQUARE

The scope of the proposed Cobh Public Relam Regeneration Phase 1 public realm works spans from Cobh Train Station to Casement Square as shown in Figure 2.3. The project aligns with heritage-led regeneration policy, and the final design should be consistent with the town's unique character.

The overarching vision for Cobh in the County Development Plan is to provide for growth in population and employment. To achieve this the plan will focus on boosting the town centre, expanding retail services and investing in modernising public spaces to attract more business and tourism.

The final detailed design will enhance and strengthen Cobh town centre and waterfront area within the project zone, reflecting the current design standards for urban regeneration with modern sustainable drainage solutions to comply with local and national policies.

The relevant Part VIII drawings are included in Background Information associated with this tender. The approved Part VIII scheme is titled ''Cobh Town Centre Urban Design Public Realm Plan''.

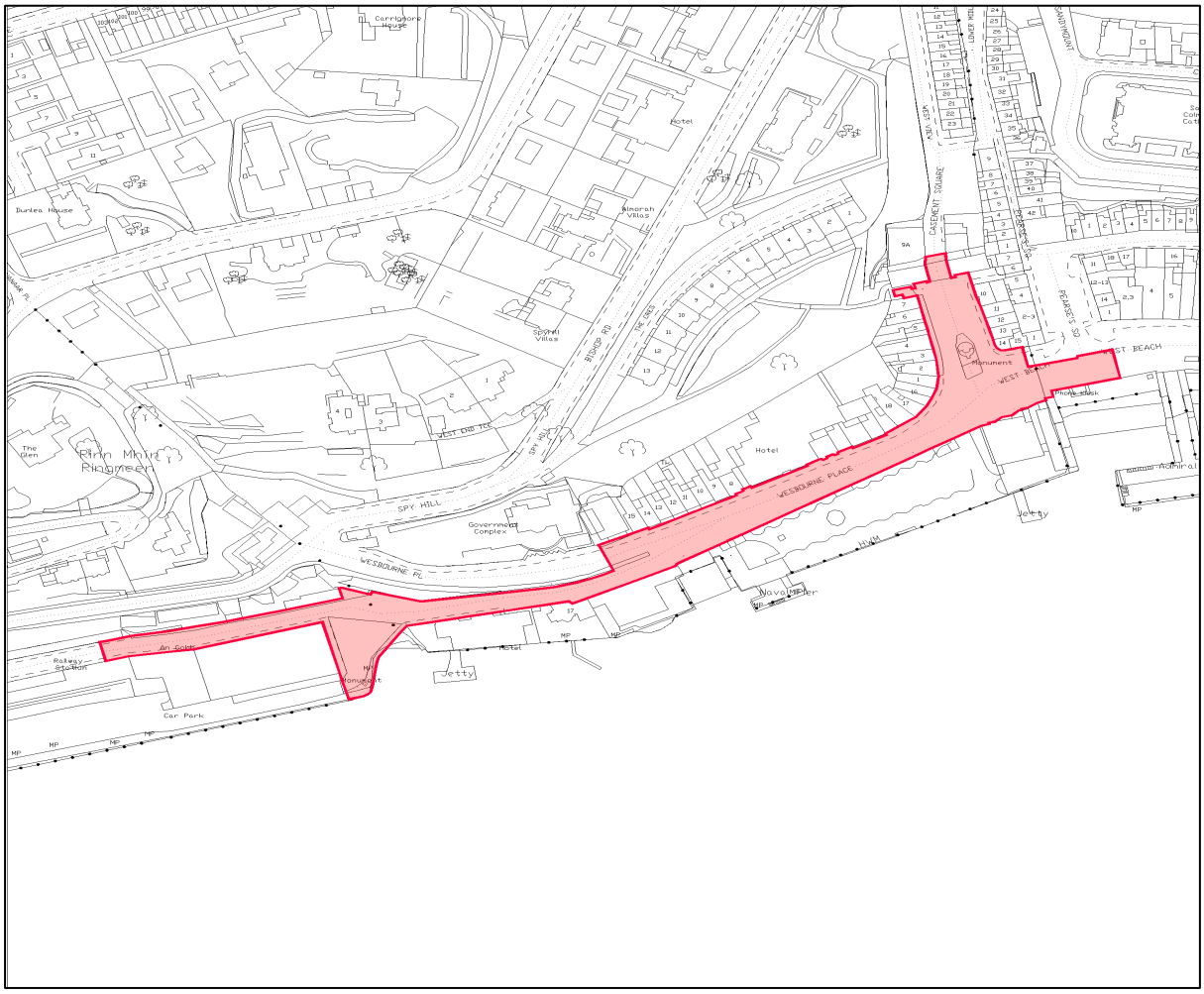


Figure 2.3: Project Zone

3 PROJECT OBJECTIVES AND SCOPE OF WORKS

3.1 COBH PUBLIC REALM REGENERATION PHASE 1

The Cobh Public Realm Enhancement Plan identified multiple regeneration challenges for Cobh including car dominance, poor connectivity, inadequate footpaths for pedestrians, unsafe crossing points, streetscapes, landmark buildings and heritage features obscured by parking, a lack of legibility, vacancy, visual clutter, poor lighting and inadequate wayfinding. The plan seeks to address these issues by providing a coherent framework for the regeneration of Cobh town centre. The phased implementation of the plan will strengthen the town centre, create a strong sense of place and facilitate enhanced pedestrian permeability and connectivity between Cobh Train Station, town centre, tourism assets and landmark buildings.

Cork County Council aims to deliver a transformative first phase of the public realm regeneration in Cobh town centre by improving access, movement, civic space quality and the overall attractiveness of the town centre. More specifically, Cobh Public Realm Regeneration Phase 1 addresses a total area of just under 10,000 square metres and the scope of works should include the following:

- Street furniture including seating, cycle stands, lighting columns etc.
- Soft landscaping and urban trees.
- Integrate nature-based drainage solutions and blue-green infrastructure in accordance with national policy where practicable.
- Modern public urban lighting design enhancing the character of the town core and waterfront.
- Engage with local stakeholders to develop an age-friendly and inclusive streetscape design.
- Specify material and style of paving, street furniture, lighting, urban greening etc., to be agreed with CCC Conservation Officer.
- Alignment of design with DMURS, Age Friendly Ireland Guidance, and the objectives of CCC's Climate Action Plan with specific measures in place. Undertake a walkability study.
- Review and verify existing utility services, underground/re-route where necessary and incorporate access points/connections/fittings into the design. The ESB will design the under-grounding of overhead power lines. The consultant must liaise with the ESB and integrate their cable ducting design into the final public realm design.
- Redevelop Casement Square to function as a high quality, accessible and active space capable of supporting day and night use, outdoor activity, social interaction, commerce and events.
- The suitability of Artwork to be included – sculpture or shelter canopy.
- Futureproofing to accommodate seasonal events (e.g. power requirement for Christmas lights & trees, markets, food festivals, pop up service could be made available).
- Review locations of existing loading bays and proposed under Part VIII taking business demands into account and the need for additional loading bays.
- Review the locations of existing and proposed car and bus parking bays under Part VIII, taking business demands into consideration.
- Review the current pick-up and set-down arrangements for cruise liner passengers and tourists at Annie Moore Place, the Titanic Museum and other locations taking business demands into consideration.
- Review the current and proposed turning arrangements for buses.
- Review the locations of existing and proposed disabled parking approved under the Part VIII and the need for additional disabled parking bays.
- Review the need for taxi ranks.

- Surface water drainage design for the public realm works with consideration for drainage from adjacent building downpipes.
- Engagement and communication to update local stakeholders.

The urban core and town centre of Cobh are designated as an Architectural Conservation Area (ACA) to preserve the distinct heritage identity of the town centre. Contained within the ACA are protected structures defined as such due to their special architectural or historical character. The Cork County Development Plan 2022-2028 contains specific objectives (HE 16-18) to conserve and enhance the special character of ACAs with specific reference to the quality and character of any public realm works carried out in the vicinity of ACAs. The final detailed design of Cobh Public Realm Regeneration Phase 1 must reflect these objectives, the placemaking ethos as set out in Chapter 3 of the Development Plan and be sympathetic to the character of the designated area.

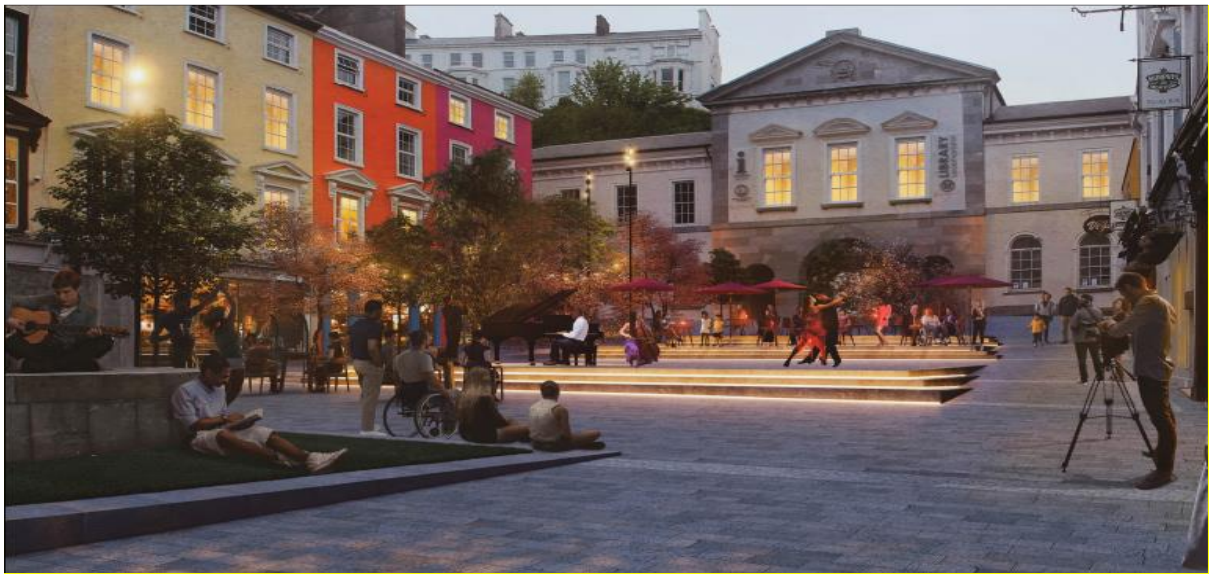


Figure 3-1: Cobh Public Realm Regeneration Streetscape Concept – Casement Square Looking North.



Figure 3-2: Cobh Public Realm Regeneration Streetscape Concept – Casement Square Looking South.

4 SCOPE OF SERVICES

The Single Service Provider (SSP) shall provide an Engineer Led Multi-Disciplinary Design Team, PSDP and ER to carry out the following CWMF stages of the project:

(ii) Detailed Design.
(iii) Tender Action, Evaluation and Award.
(iv) Implementation (Construction).
(v) Handover.

The Consultant shall provide a final detailed design for the project zone in Cobh extending from Cobh Train Station to Casement Square as per Section 2.4 and Figure 2.3. It is envisaged that the project will be constructed via several works contracts which align to the notional works area shown in Figure 4.1. The sequential delivery of the works areas must ensure compliance with the required funding timelines which stipulate that 1B category projects under the TCRIF 2026 call must be on site by the 30th of September 2027. As outlined in Section 1, €9,990,864.10, including VAT is the funding available to progress the project.

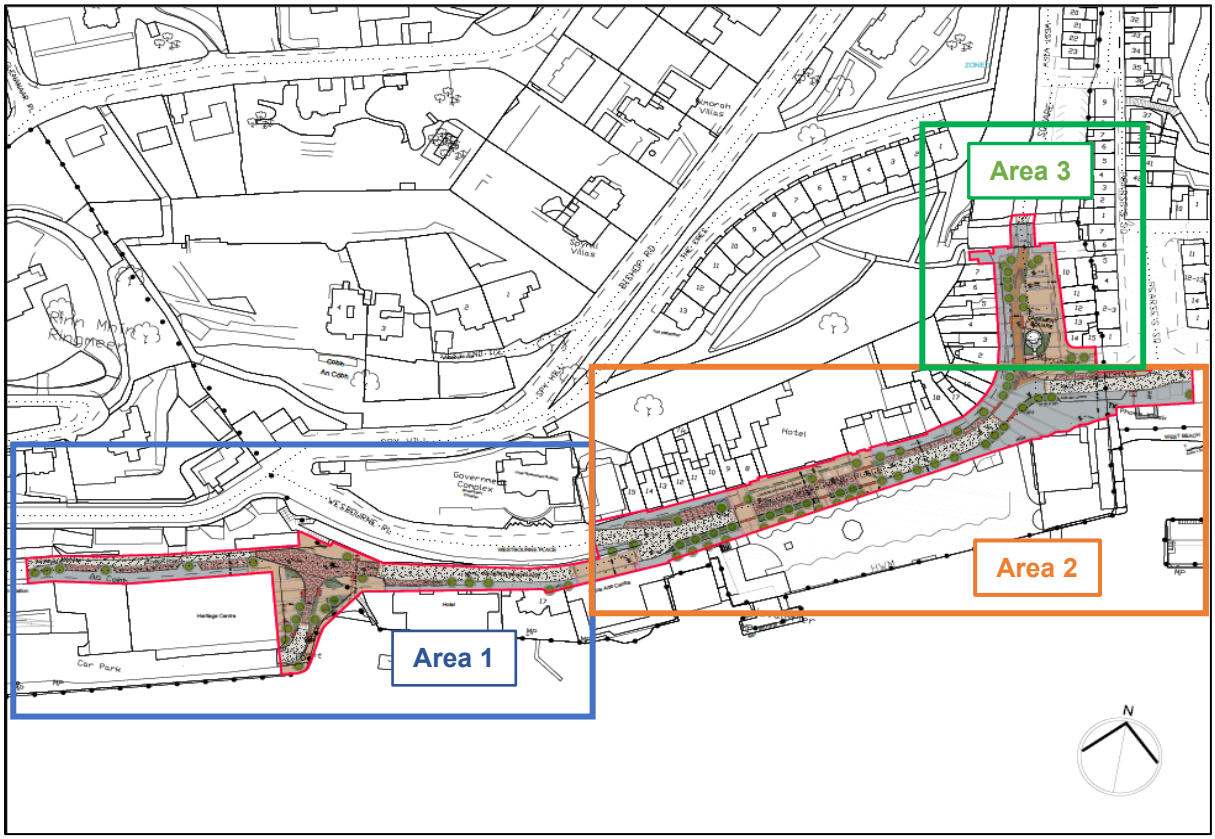


Figure 4.1: Notional works areas.

4.1 DELIVERY

Cork County Council's Capital Projects Unit (CPU) is responsible for delivering Cobh Public Realm Regeneration Phase 1. On appointment, the Single Service Provider (SSP) will report directly to the CPU at all stages of the project.

Ahead of commencing detailed design of the project, the SSP is required to produce a Preliminary Design and Costing Report based on the Part VIII approval and the funding timelines. This is to assess the viability

of the design to date and to identify any potential hazards or undeliverable aspects of the scheme. The Consultant will prepare the tender package for the works contracts to procure a Contractor and will lead in the evaluation to appoint a suitably competent, qualified Contractor(s).

The Consultant will carry out the duties of the Employer's Representative, Designer, Project Manager and Project Supervisor Design Process during the delivery stages of each separate works contract and carry out all necessary duties for these roles.

The successful design consultancy team will be required to complete the integrated architectural design and layout for the project. This shall be agreed with the Client prior to progressing to the detailed design.

Whilst it is envisaged that the Consultant's appointment will extend through Stages (ii) to (v), the Consultant shall note that written approval from Cork County Council (CCC) is required to progress beyond Stage (ii). Further written approvals are required to progress beyond Stages (iii), (iv), & (v) and in this respect CCC reserves the right to suspend the works at any stage in the project cycle.

4.2 DESIGN TEAM

Cork County Council will enter into a contract with a Single Service Provider for this project. In the event that not all specialist skills can be provided by the SSP, the SSP will enter into a subconsultancy agreement with the other consultants i.e. Urban Designer, Landscape Architect, Civil & Structural Engineer, Mechanical & Electrical Engineer, PSDP, ER, etc and other specialist skill providers. These agreements will be furnished to CCC once signed. A Collateral Warranty will be completed between the Employer and all sub consultants using model form MP2.3 latest revision.

The Lead Consultant (Engineer) for the Single Service Provider for the project shall be a Senior Engineer with experience in urban design-focused projects. The Project Manager and the Lead Consultant can be the same consultant or a separate member of the design team, provided they meet the necessary qualifying criteria in the Suitability Assessment Questionnaire (SAQ).

The appointed Multidisciplinary Design Team must have the relevant expertise to successfully fulfil the brief and will provide all necessary consultancy services for the performance of the service outlined within the brief. The team must be experienced in implementing public realm schemes using sustainable methods and materials and within tight deadlines. The team must be dynamic, innovative, and progressive in their approach to the detailed design, construction, and implementation of the project.

The first payment in relation to consultants' fees is conditional on all sub-consultancy agreements, collateral warranties and signed contracts being in place.

The Lead Consultant will act as the Team Lead for this project in collaboration with the Project Manager for stages (ii) to (v) and will be responsible for liaising with and co-ordinating the activities of the other Consultants in all design related matters.

Other Design Team members are responsible for all work (relevant to their discipline) required to design and construct the project in a competent and professional manner (whether expressly stated or not) and must produce all necessary design sign-off certificates, other documentation and calculations required, and produce certification on all items specific to their discipline for the project to fully comply with Transport Infrastructure Ireland (TII), National Transport Authority (NTA) and/or relevant Utility guidelines as required.

Design Team members are required to co-operate with each other and the Design Team Leader and provide (in a timely manner) all information and documentation needed to permit the other design team members to complete their work.

A member of the successful team will be required to fulfil the role of Employers Representative ("ER") for the Contract in accordance with the requirements of the Capital Works Management Framework (CWMF).

The ER can be independent of the other members of the design team i.e. a separate individual or company or can be chosen from within one of the participating team members.

The successful team will have to provide a suitably qualified candidate to fulfil the role of Project Supervisor Design Process (PSDP) as per regulations 11 to 13 of the Safety Health and Welfare at Work Regulations (2005) and in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013.

The multi-disciplinary team for this project requires as a baseline the following non-exhaustive list of expertise with adequate experience to form a design team:

	Consultant	**Key Expertise Required**	**Minimum Experience Required**
1	Lead Engineer	DMURS, Urban Design Urban Greening, SuDS & nature-based solutions. Senior Civil Engineer	Minimum 10 years post-graduate experience
2	Project Manager	CWMF; Procurement; Public Engagement Processes; PMP Processes; Ireland's Infrastructural Guidelines Reporting	Minimum 10 years post-graduate experience
3	Employer's Representative	CWMF PWC-F1 – 6; Dispute Resolution; Contractor Notices; RFIs; ER Determinations.	Minimum 10 years post-graduate experience
4	Civil Engineer	DMURS, Urban Design Urban Greening, SuDS & nature-based solutions. Senior Civil Engineer	Minimum 10 years post-graduate experience
5	Landscape Architect	Urban Design, Urban Greening, SuDS & nature-based solutions Landscape Design Expertise	Minimum 10 years post-graduate experience
6	Quantity Surveyor	CWMF; Cost Estimates, Bill of Quantities, Procurement Strategy.	Minimum 10 years post-graduate experience
7	Project Supervisor Design Process (PSDP)	Health & Safety	Minimum 10 years post-graduate experience
8	Urban Designer	Urban Design; Hard Landscaping; Urban Greening; SuDS & nature-based solutions Landscape Design Expertise; Gender-Sensitive Design; Climate Mitigation.	Minimum 10 years post-graduate experience
9	Environmental Engineer	Sustainability; water; collect, treat, and properly dispose of wastewater and other wastes; maintain or improve air and noise quality; design sustainable urban drainage systems with nature-based solutions; clean up contaminated land.	Minimum 5 years post-graduate experience
10	Mechanical & Electrical/ Public Lighting Engineer	Lighting, Underground Service Planning	Minimum 5 years post-graduate experience
11	Conservation Architect	RIAI Grade 3 Conservation Accreditation or equivalent	Minimum 5 years post-graduate experience

Table 4.1: Design Team Disciplines

Should the appointed consultant identify other or additional expertise as necessary to deliver the project, the consultant shall make this known to Cork County Council as soon as practicably possible.

4.2.1 Duties of Design Team Members

4.2.1.1 The Consultant/The Design Team Leader (Engineer)

The Design Team Leader will be expected to lead and manage a multi-disciplinary team to deliver the project in collaboration with the Project Manager. The Design Team Leader will be responsible for delivering a high-quality public realm design (that satisfies all relevant statutory policies and CCC guidance policies); quality control; change control; brief and budget alignment; design coordination; workshopping with key stakeholders.

The Design Team Leader (Engineer) shall be responsible for the development and detailing of the overall public realm design, ensuring that the design is functional, and all aspects of the design are aesthetically pleasing, incorporating the specialist input provided by the Design team, Urban Design/ Landscape/Conservation Architects, the Civil/Structural/Environmental/Mechanical/Electrical/Lighting Engineers and considering the advice and guidance of the Quantity Surveyor.

He/she shall also be responsible for co-ordinating the work of the Design Team members to ensure the production of an overall design in compliance with this document and within the budget and the timescale and the constraints for the project specified by the Client.

The Design Team Leader will ensure that all information relevant to the roles of each member of the design team, the Project Manager and the Quantity Surveyor is conveyed to them in sufficient time to allow them to carry out their services on the project.

The following is a non-exhaustive list of services which the consultant will be required to undertake on behalf of CCC:

1. Review all existing background information in relation to the project.
2. Attend kick-off meeting and site walkthrough with Cork County Council.
3. Complete a preliminary design with costings report in line with the Part VIII planning permission and submit to Cork County Council for approval. This report is to explore design options for the Client's consideration with particular regard to achieving the project milestone of September the 30th 2027 as outlined at the beginning of Section 4 of this brief.
4. Advise as to the extent of all surveys necessary for the completion of the design and construction of the works.
5. Undertake all essential surveys required for the design. The Consultant shall administer the procurement, appointment and management of any additional consultants/contractors involved in these surveys.
6. Prepare a Utility Services Report and existing services drawings.
7. Identify and manage all statutory processes and notifications.
8. Agree surfacing finishes/materials for Cobh Public Realm Regeneration Phase 1 with CCC Conservation Officer having regard to its location within an ACA and its proximity to Protected Structures and related project budget.
9. Prepare budget construction cost estimates for each area of works at the end Stage (ii) and directly prior to tender (stage (iii)) - See Appendix C.
10. Apply Value Engineering in conjunction with the QS at the end of Stage (ii).
11. Complete the detailed design works for the overall Project including public realm, wayfinding, interpretation and potential uplighting to structures.
12. Prepare contract documents in accordance with the Capital Works Management Frameworks (CWMF) suite of documents and requirements.
13. Complete the tender action, evaluation and recommendation of Works Contractor including the assessment of the competency of the recommended contractor to act in their role as PSCS.

14. Coordinate with CCC Resident Engineer throughout the construction stage.
15. Take responsibility for project completion, all sign off and handovers, including reports.
16. Review and prepare a recommendation on the final account/s and manage the defects liability period.
17. Undertake the role of Designer.
18. Act as Employer's Representative.
19. Prepare a Project Consultation Strategy, to include the listing & engagement with all stakeholders during the design/construction processes.
20. Liaise with all relevant service providers/utilities in relation to their existing services and their requirements & prepare their design accordingly including confirmed utility costs.
21. Liaise with Cork County Council Sustainable Travel Unit as required and their appointed designers in relation to finishes and works phasing of the Active Travel Scheme proposed for Cobh.
22. Liaise with Cork County Council's Area Engineers Office during the design process and at any other stage as required.
23. Liaise with other directorates, units or sections of Cork County Council as required at any stage of the project as required.
24. Liaise with other state bodies, semi-state bodies and Utility providers regarding finishes and works phasing.

4.2.1.2 Project Manager

The consultant shall appoint a Project Manager for the scheme, and he/she shall have overall responsibility for the management, delivery, and implementation of the project. The Project Manager is responsible for programme, performance tracking, cost report writing and milestone delivery on time and within budget.

More specifically, the Project Manager shall be responsible for ensuring that the requirements of the Capital Works Management Framework, and Ireland's Infrastructure Guidelines, formerly PSC are adhered to. The Project Manager shall prepare the Project Execution Plan and ensure that it is updated before the completion of each stage and sub-stage.

The Project Manager will be responsible for project programme, overall project financial governance reporting (Ireland's Infrastructure Guidelines, formerly PSC) and team member's performance. Extensive knowledge and experience in designing and delivering high-quality public realm projects in complex, historic urban centres and within tight deadlines is crucial to successfully undertaking the project. Refer to qualifications and relevant experience required in the SAQ.

The Project Manager shall be responsible for ensuring the Project Team work in unison to deliver a cohesive design that is executed to the highest quality in a timely and efficient manner. The project manager will ensure that the end-product meets the requirements of this document.

The Project Manager shall ensure that the works contract or contracts are properly supervised ensuring that the final product complies with the Works Requirements in all aspects.

The Project Manager shall report to the Director of Services (Capital Delivery) through the Client's Project Manager.

4.2.1.3 Employer's Representative

The Consultant shall provide a person to act in a full-time role as the Employer's Representative (ER) during the period of construction. The Employer's Representative shall carry out all duties assigned to such individual under the provisions of the relevant construction contract and as set out in section 6.4.

4.2.1.4 The Civil, Structural and Environmental Engineer

The Civil, Structural and Environmental Engineers shall be responsible for:

- Surveying the structural condition of the existing pavements, including assessing its construction methodology and detailing, for which it can be assumed that there is no information on record.
- Assessing the structural requirements for the pavements for the project, including any strengthening works required.
- Identifying adjoining and adjacent buildings and/or structures to the work areas that may be materially impacted by the proposed works. Assessing the structural condition survey of those buildings and recommending any mitigation works required. This will include the possible requirement for minor structural interventions, such as underpinning etc to facilitate the proposed layout revisions.
- Providing budget information and summary specifications relevant to any structural work for inclusion in a budget cost.
- The preparation of design and tender documentation in accordance with CWMF for inclusion in the Works Requirements. Assisting the QS with the prequalification process for the Contract tenderers.
- Assisting the Employer's Representative in the discharge of the duties required of him by the Conditions of Contract with respect to the structural / civil content of the project by taking responsibility for those areas of the project, under the direction of the ER.
- The monitoring of the structural and civil engineering work during construction and the Defects Period.
- Assisting the Employer's Representative by providing information relating to the technical aspects of the structural and civil engineering aspects of the projects, including that relating to tender documentation, interim valuations, valuing Change Orders and final account documentation.

The Civil/Structural/Environmental Engineer shall liaise with the other Design Team members to ensure that all civil and structural information relevant to the roles of those parties is conveyed to them in a timely manner to allow them carry out their services on the project.

4.2.1.5 Landscape Architect

The Landscape Architect shall be responsible for:

- Develop detailed landscape and public realm design in keeping with Design Manual for Urban Roads and Streets (DMURS).
- Provide details on external finishes, landscape design and finishes and agree these elements with CCC.
- Development of detailed proposals and a design in keeping with objectives of the scheme.
- Develop detailed design drawings.
- Prepare the specification for the landscape architecture design.
- Respond to RFIs related to the landscape design and inspect key elements of the project during construction.

4.2.1.6 The Quantity Surveyor

The Quantity Surveyor (QS) shall be responsible for the financial control of the project, through all stages from design estimates to final account reports. The QS will have to assess and cost all proposals and options put forward by the Design Team.

The QS shall be responsible for managing the prequalification processes and shall draft the prequalification questionnaires and ancillary documentation in accordance with the CWMF requirements. The QS shall assess and, with the assistance of other Design Team members, grade the submissions received from interested parties.

The QS shall assist the client with respect to the cost control, payment certification and valuation elements of the projects by taking responsibility for those areas in conjunction with the client. Cost Reports shall be provided to the Client monthly.

The QS will be required to undertake a Value Engineering exercise at the end of Stage (ii). Amendments and alterations arising from the Value Engineering process need to be confirmed and agreed with the client before contract award.

The QS will be responsible for updating the budgets periodically.

The QS will be responsible for agreeing the extent and value of change orders/claims with the consultant and contractor.

The QS will be responsible for Reporting in accordance with CWMF requirements.

The QS will be responsible for preparing and agreeing the final account

Specific attention is drawn to Appendices C and D as they are particularly relevant to the Quantity Surveyor.

4.2.1.7 Project Supervisor Design Process (PSDP)

The Consultant shall act as Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 for all appropriate elements of the Project.

The PSDP role shall carry out all duties assigned to the role as set out in section 6.1

4.2.1.8 Urban Designer

The Urban designer shall work closely with the Landscape Architect to:

- Create a vision for the overall layout and character of a space, considering its unique context, history, and future needs.
- Develop an outline public realm design in keeping with DMURS and Clients requirement.

4.2.1.9 The Mechanical & Electrical/Public Lighting Engineer

The Mechanical and Electrical (M &E) Engineer shall be responsible for the assessment of the existing M&E services, such as electrical, public lighting, traffic control etc and the design of new services through all stages of the project and providing cost information and summary specifications for inclusion in budget cost for all design options, the preparation of design and tender documentation in accordance with the CWMF for inclusion in the Works Requirements.

Cork County Council Public Lighting Manual and Product Specification 2023 must be adhered to by the design team in conjunction with the M&E contractor.

The consultant shall Design new utility services/upgrading of existing services to facilitate scheme requirements in terms of Public Lighting, CCTV, Broadband, Wi-Fi, Telecommunications and Electrical Services requirements etc.

4.2.1.10 Conservation Architect

The Conservation Architect will provide historical/heritage analysis, including built heritage of the site to allow the design to preserve and enhance the character of historic buildings and landmarks within the project zone and the surrounding areas of the town taking into consideration the town's designation as an Architectural Conservation Area (ACA). An Architectural Heritage Baseline Assessment shall be carried out to identify protected structures, and the baseline assessment should include a catalogue of the undesignated heritage assets as these can contribute to the character of the ACA and as such have statutory protection. Architectural heritage features need to be geo-located and included on the project drawings so that their relationship within the red line boundary and changes proposed within it can be comprehensively assessed. The architectural heritage features identified need to be included in the Predicted Impacts and Mitigation Measures. The mitigation measures need to be a reference to the following method statements that shall be progressed through detailed design:

1. Method statement for elements of architectural heritage that will remain in situ and will be required to be protected during the construction stage e.g. thresholds, railings, steps some of which may be associated with protected structures.
2. Method statement for elements of architectural heritage that will need to be temporarily removed, safely stored and reinstated e.g. kerbstones, jostle stones that may protect into the redline etc.
3. Method statement for elements of architectural heritage that will be removed, stored and reused in a location as close as possible to the original location, so that they retain their context and integrity in so far as possible. This is not the preferred approach, but it is acknowledged that there may be some situations where it may be required.

There will also be a requirement for the Conservation Architect to supervise the construction works to ensure that items of architectural importance such as plinths, jostle stones, kerbstones, spud stones are being properly managed by the appointed contractor.

4.2.1.11 Resident Engineer

The Consultant shall be required to coordinate with Cork County Council's Resident Engineer who will oversee the project for the full duration of the construction Contract.

The Resident Engineer (RE) will oversee the quality of work ensuring that the work requirements, plans and specifications are being followed correctly. The RE will monitor quality control, ensure proper execution of works in accordance with agreed method statements, ensure materials comply with the specification, are employed correctly, and are stored appropriately. The RE will take photographic records of works, ensuring that all works are recorded in advance of being covered up. The RE will take measurements and samples of works and materials to ensure compliance with specification.

4.2.2 Duties of Third-Party Specialists

4.2.2.1 Archaeologist

The Consultant will be responsible for the procurement of a suitably qualified archaeologist, and for the procurement (in accordance with public sector procurement requirements) of all archaeological services and works. This will include the preparation of tender documentation, advertisement for tender (including dealing with any tender queries), tender assessment and reporting, tender evaluation, tender

recommendation, supervision and project management of archaeological works, recommendation of payments, agreement of final accounts and closeout. Please also refer to Section 6.1.8 regarding Third Party Specialists, Surveys and Investigations.

The construction supervision should also include for the archaeological monitoring, if required, by an archaeologist of any excavations associated with services, foundations, etc. and the preparation of any subsequent report required. Client's approval will be necessary before any contract is awarded. They will also be responsible for getting approval from the Department of Arts, Heritage and the Gaeltacht through National Monuments Division, and any other statutory body deemed necessary. The consultant and the archaeologist will also be required to liaise with the Heritage Section of CCC.

4.2.2.2 Ecologist

The Consultant shall identify all ecological requirements and shall administer the procurement, appointment and management of any additional consultants/contractors required on behalf of CCC. Please also refer to Section 6.1.8 regarding Third Party Specialists, Surveys and Investigations.

4.2.3 Additional Specialists

Where consideration of additional specialist design team services is advised to fulfil the services required for the project, these services must be approved by the Client.

The scope of service includes all work required to design and construct the project in a competent and professional manner (whether expressly stated or not); prepare all documentation and reports required by these procedures; obtain all statutory and/or necessary approvals, all in accordance with the above documents or as otherwise modified by this briefing document.

Consultation with CCC and CCC's end users is an on-going process during the stages and is included as part of the Service. In particular, the service includes for repeat submissions (where required), meetings and such other communications as may be needed to complete the Project or Stage.

Delays caused by the main contractor resulting in prolongation of the contract are not a cause for additional fees in accordance with the Conditions of Engagement.

4.3 MILESTONE PAYMENTS AND FORM OF TENDER AND SCHEDULES

The milestone payments set out in Schedule B of the Tender and Schedules align with the following indicative list of deliverables for each stage of the project.

Milestone	Stage (ii) Deliverables
M2.1.1	Preliminary Design and Costing Report in line with the Part 8 planning approval and funding timelines.
M2.1.2	Project Programme
M2.1.3	Stakeholder Consultation Strategy.
M2.1.4	Project Execution Plan.

M2.1.5	Project organogram.
M2.1.6	Third Party Surveys and Site Investigation Works Report.
M2.1.7	Scope, tender, supervise site studies, surveys and site investigations.
M2.1.8	Risk Management Report and establish a risk register.
M2.1.9	Progress reports with cost updates and quarterly financial reports.
M2.2.1	Existing Services Capacity Report and Utility Services Report.
M2.2.2	Archaeology Report.
M2.2.3	Statutory Consents.
M2.2.4	Progress reports with cost updates and quarterly financial reports.
M2.2.5	Update Project Programme.
M2.3.1	Detailed Design Report with drawings and specifications as per Section 6.2.
M2.3.2	CEMP and Preliminary Health & Safety Plan.
M2.3.3	Progress reports with cost updates and quarterly financial reports.
M2.4.1	Final Design.
M2.4.2	Attendance at Council meetings and public participation day.
M2.4.3	Green Public Procurement reporting.
M2.4.4	Update Project Programme and update Risk Register.
M2.4.5	Value Engineering assessment.
M2.4.6	Construction cost estimate.
M2.4.7	Progress reports with cost updates and quarterly financial reports.
Milestone	**Stage (iii) Deliverables**
M3.1.1	Draft Tender Documents including supporting documentation.
M3.1.2	Final pre-tender cost check and programme update.
M3.1.3	Pre-tender report to include report on adequacy and completeness of tender documentation, budget and relevant changes to market conditions and programme.
M3.1.4	Update and manage risk register.
M3.2.1	Necessary documentation required for approval of Decision Gate 3 of TCRIF Approval Process in accordance with the Infrastructure Guidelines.
M3.2.2	Complete (CWMF) Review 6.
M3.3.1	Final Contract Documents.

M3.3.2	Progress reports with cost updates and quarterly financial reports.
Milestone	**Stage (iv) Deliverables**
M4.1.1	Attendance at meetings as per Appendix A.
M4.1.2	Monthly Client Progress Reports to include cost report, programme, quality, and contractual implications fortnightly or agreed intervals.
M4.1.3	Administration of contract.
M4.1.4	Access, review and manage contractor submittals, RFI's. Co-ordinate and implement prompt response
M4.1.5	Interim Payment Recommendations/Certificates
M4.1.6	Programme Management.
M4.1.7	Review and assess Contractor's proposals and claims and administer Employer claims.
M4.1.8	Site visits and inspections as required.
M4.2.1	Attendance at meetings as per Appendix A.
M4.2.2	Issue testing and commissioning report.
M4.2.3	Issue certificate of substantial completion.
M4.2.4	Produce snag list and supervise completion of works.
M4.2.5	Facilitate end-user training, maintenance etc.
M4.2.6	Health & Safety walkdown and action list.
M4.3.1	Attendance at meetings as per Appendix A.
M4.3.2	Complete all necessary audits, including Stage 3 Road Safety Audit, relevant cycling, DMURS and accessibility audits.
M4.3.3	Implement Infrastructure Guideline's monitoring reports and green public procurement reporting.
Milestone	**Stage (v) Deliverables**
M5.1.1	Attendance at meetings as per Appendix A.
M5.1.2	Produce final account.
M5.1.3	Penultimate and final account certification recommendation and issue certificates of completion.
M5.1.4	Safety file including as-built drawings, operation and maintenance manuals.
M5.2.1	Handover of works to Client.
M5.2.2	Manage latent defects period and issue Defects Certificate.
M5.3.1	Attendance at meetings as per Appendix A.

M5.3.2	Complete all necessary audits, including Stage 4 Road Safety Audit, relevant cycling, DMURS and accessibility audits.
M5.3.3	Produce Ireland's Infrastructure Guidelines Project Completion Review and Benefits Realisation Report.

Table 4.3.1 – Indicative List of Milestone Deliverables

4.4 STATUTORY PROCESSES TO DATE

4.4.1 Planning

Part VIII Planning has been achieved for the project through the statutory process for the Cobh Urban Design Public Realm Plan. Relevant documents are included in the Tender Pack at Section 07. Background Information.

4.4.2 Section 50 Consent, Flood Risk Assessment & Protection Proposals

No discussions have been held with the Office of Public Works in relation to the Project. No assessments have been completed.

4.4.3 Archaeology

Archaeological Monitoring or Investigation Licence applications have not been made.

4.4.4 National Monuments

Ministerial consents to work in proximity to national monuments have not been requested.

4.4.5 Ecological/Habitats

An Appropriate Assessment Screening was completed post the Part VIII and is included in the Tender Pack at Section 07. Background Information.

4.4.6 Ireland's Infrastructure Guidelines

As per the terms of Ireland's Infrastructure Guidelines (formerly the Public Spending Code), Cork County Council has completed the Preliminary Business Case for the project.

4.5 PROGRAMME

Below is an indicative programme.

Item	Cobh Public Realm Regeneration Phase 1	Weeks	End Date
1	Appoint Consultant	10	Jan - 27

2	Design confirmation – Area 1	10	Apr - 27
3	CCC Internal Approval to continue – Area 1	1	Apr - 27
4	Detailed Design, Surveys & Investigations – Area 1	16	Jun - 27
5	CCC Internal Approval to continue - Area 1	3	Jun - 27
6	Construction Tender Documentation – Area 1	8	Jul - 27
7	CCC Internal Approval to advertise Tender – Area 1	2	Jul - 27
8	Tender Action, Evaluation Report & Recommendation – Area 1	8	Aug - 27
9	CCC Internal Approval of Recommendation – Area 1	3	Aug - 27
10	DHLGH Approval to Appoint Contractor – Area 1	3	Sept - 27
11	Tender Award & Construction – Area 1	34	May - 28
12	Handover/Defects Liability Period – Area 1	52	May -29
13	Design confirmation – Area 2 & 3	16	Jun - 27
14	CCC Internal Approval to continue – Area 2 & 3	2	Jul - 27
15	Detailed Design, Surveys & Investigations – Area 2 & 3	15	Nov - 27
16	CCC Internal Approval to continue - Area 2 & 3	3	Dec - 27
17	Construction Tender Documentation – Area 2	8	Mar - 28
18	CCC Internal Approval to advertise Tender – Area 2	3	Apr - 28
19	Tender Action, Evaluation Report & Recommendation – Area 2	12	Jun -28
20	CCC Internal Approval of Recommendation – Area 2	3	Jul - 29
21	DHLGH Approval to Appoint Contractor – Area 2	4	Aug - 28
22	Tender Award & Construction – Area 2	36	May - 29
23	Handover/Defects Liability Period – Area 2 & 3	52	May - 30
24	Construction Tender Documentation – Area 3	8	Mar - 29
25	CCC Internal Approval to advertise Tender – Area 3	3	Apr - 29
26	Tender Action, Evaluation Report & Recommendation – Area 3	12	Jun - 29
27	CCC Internal Approval of Recommendation – Area 3	3	Jul - 29
28	DHLGH Approval to Appoint Contractor – Area 3	4	Aug - 29
29	Tender Award & Construction – Area 3	36	May - 30
30	Handover/Defects Liability Period – Area 3	52	May - 31
31	Post Project Review	6	Jun - 31

4.5.1 Constraints

The following is a non-exhaustive listing of constraints to be considered by the Tenderers in the preparation of their tender:

- The funds specified are the overall complete budget for delivery of the project and include for professional fees, 3rd party costs, contingency, phased construction, inflation and VAT.
- Anticipated duration for Project completion, including individual Stage completions.
- Client Approval Periods within the Stage durations of no greater than three weeks at each of the following. These approval periods shall be indicated in the Tenderer's Project Programme.
    - Peer Review and Design Confirmation
    - Detailed designs & report(s)
    - Construction Tender documentation
    - Tender Action, Evaluation Report & Recommendation
    - Tender Award and Construction

- Funding/Infrastructure Guidelines/CWMF Approval Gates (Final Business Case).
- Information gathering role, liaison with stakeholders & survey completions.
- Engagement with CCC and stakeholders during the detailed design & construction processes.
- Design & delivery of the project in a busy urban environment & the need to manage traffic and phase works to maintain uninterrupted and safe access of pedestrians and traffic to individual businesses.
- Other works, activities in the town centre may include Active Travel schemes and Uisce Eireann infrastructure work. The final reinstatement must align with the public realm design ethos set out in this project.
- The Consultant will be expected to liaise with any stakeholder or organisation or company engaging in works that could impact on the project and the town centre.
- Construction works will need to be carried out on a carefully sequenced and phased basis to minimise the impact on the town centre and businesses with a potential construction moratorium from the 1st of June to the 30th of September inclusive annually.
- The first works contract for Cobh Public Realm Regeneration Phase 1 must be on site by the 30th of September 2027 to comply with the required funding timelines.

4.6 ADJOINING PROJECTS

- Active Travel Schemes– CCC Roads and Transportation Directorate, Sustainable Travel Unit.
- Wastewater and water infrastructure upgrades - Uisce Eireann.

5 DESIGN REFERENCES

5.1 REFERENCES

In preparing the Design, Tender and Contract Documents, Construction Supervision, and Handover of the completed works, the Consultant shall have regard to the items listed in Sections 6.1 to 6.5. The Consultant proposals shall comply with all relevant National & European Legislation, guidance, and best practice, including but not limited to those included in the non-exhaustive list in Sections 5.1.1 to 5.1.4 below.

5.1.1 Plans, Studies and Reports

5.1.1.1 Local

- Cork County Development Plan 2022-28 Cork County Development Plan 2022-2028 | Cork County Council (corkcoco.ie). Please note that Proposed Variation No. 1 (NPF Implementation) to the Cork County Development Plan 2022-2028 in included in the link. Please review the County Development Plan and amendment in respect of the scope of works to be delivered under this appointment.
- Cork County Council Climate Adaption Plan 2024 - 2029 available at https://www.corkcoco.ie/sites/default/files/2024-02/cork-county-council-climate-action-plan-2024-2029.pdf.
- Cork Metropolitan Area Transport Strategy (CMATS) available at https://www.nationaltransport.ie/planning-and-investment/strategic-planning/regional-transport-strategies/cork-metropolitan-area-transport-strategy/.
- Cork 2050 available at https://www.corkcoco.ie/en/your-county-council/strategic-plans-policies.
- Cork Metropolitan Area Cycle Network Plan available at cork-metropolitan-area-cycle-plan-final-report-january-2017-pdf.pdf.
- Flood Risk Management Plans available at http://www.floodinfo.ie.
- Flood Maps available at http://www.floodinfo.ie.
- River Basin Management Plans & Water Framework Directive available at https://www.catchments.ie/.
- Local Economic and Community Plan available at Local Economic and Community Plan (LECP) 2024-2030 | Cork County Council.
- Recreation and Amenity Policy available at draft-recreation-and-amenity-policy-7-06-2024.pdf

5.1.1.2 National

- Green Public Procurement Strategy and Action Plan 2024-2027, available at: https://assets.gov.ie/static/documents/buying-greener-green-public-procurement-strategy-and-action-plan-2024-2027.pdf
- Ready, Steady, Play! A National Play Policy, available at NCO Play Policy/english (assets.gov.ie).
- The National Planning Framework available at Project-Ireland-2040-NPF.pdf.
- Design Manual for Urban Roads and Streets, addendums and supplements https://www.dmurs.ie/.
- Climate Action Plan 2021, available at: https://www.gov.ie/en/publication/6223e-climate-action-plan-2021/

- National Sustainable Mobility Policy, available at: gov.ie - National Sustainable Mobility Policy (www.gov.ie)
- Southern Regional Spatial and Economic Strategy available at https://www.southernassembly.ie/regional-planning/regional-spatial-and-economic-strategy
- Universal Design Guides and "Shared Space, Shared Surfaces and Home Zones from a Universal Design Approach for the Urban Environment in Ireland" available at http://universaldesign.ie
- Creating Places for People: RIAI Town and Village Toolkit https://www.riai.ie/whats-on/news/creating_places_for_people_riai_town_and_village_toolkit
- Failte Ireland Irelands Ancient East Branding Guidelines https://www.failteireland.ie/Regional-experience-brands/Ireland-s-Ancient-East.aspx.
- National Transport Authority Permeability Best Practice Guide https://www.nationaltransport.ie/wp-content/uploads/2011/12/NTA_Permeability_Report_-_Web.08.20151.pdf.
- Nature-based Solutions to the Management of Rainwater and Surface Water Runoff in Urban Areas – Best Practice Interim Guidance Document https://www.gov.ie/pdf/?file=https://assets.gov.ie/219872/409cd225-5afc-44b8-a7b1-bb595632a904.pdf#page=null.

5.1.1.3 International

- Trees in Hard Landscapes: A Guide for Delivery, available at: Trees in Hard Landscapes: A Guide for Delivery - Trees and Design Action Group (tdag.org.uk)
- SUDS Manual https://www.ciria.org/ItemDetail?iProductCode=C753F&Category=FREEPUBS.
- UK Manual for Streets and associated documents available at https://www.gov.uk/government/publications/manual-for-streets.
- Inclusive Healthy Places, Gehl Institute, 2017 available at Home - Inclusive Healthy Places (gehlpeople.com).
- Urban Lighting for People: Evidence-Based Lighting Design for the Built Environment ISBN 9781859468210
- Guidance for using the IUCN Global Standard for Nature-based Solutions https://portals.iucn.org/library/sites/library/files/documents/2020-021-En.pdf.

5.1.2 European Directives

The Consultants proposals shall comply with all relevant European Directives, including but not limited to those listed below.

- Directive 2007/60/EC on the assessment and management of flood risks.
- Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment (EIA Directive).
- Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment (The SEA Directive).
- Directive 2004/18/EC on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts.

5.1.3 National Legislation - Acts

The Consultants proposals shall comply with all relevant National & European Legislation including but not limited to the Acts listed below (and any associated Acts, Amendments, Regulations and implemented Statutory Instruments).

- Arterial Drainage Act 1945 and Amendment Acts 1955 & 1995
- Building Control Act 2007
- Chemicals Act 2008 and Amendment Act 2010
- Competition Act 2002 and Amendment Acts to 2017
- Dangerous Substances Act 1972 and Amendment Act 1979
- Data Protection Act 2018
- Environmental Protection Agency Act, 1992
- Environment (Miscellaneous Provisions) Act 2015
- Fisheries Act 1980 and Amendment Acts
- Fisheries and Foreshore (Amendment) Act, 1998
- Foreshore Act 1933 and Amendment Acts 1992 and 2011
- Foreshore and Dumping at Sea (Amendment) Act 2009
- Freedom Of Information Act 2014
- Health Act 2008 and Amendment Acts to 2017
- Inland Fisheries Act 2010 and Amendment 2017
- Local Government (Roads and Drainage) Act, 1968
- Local Government (Roads Functions) Act 2007
- Local Government (Water Pollution) Act 1997 and Amendment Act 1990
- Local Government Act 2019
- Maritime Safety Act 2005
- National Monuments Act 1930 and Amendment Acts 1954, 1987, 1994, 1999 & 2004
- Planning and Development Act 2000 and Amendment Acts to 2018
- Road Traffic Act 2016 & Amendment Act 2018
- Road Traffic and Transport Act 2006
- Roads Act 2007
- Safety, Health and Welfare at Work Act 2005 and S.I. No. 291/2013 - Safety, Health and Welfare at Work (Construction) Regulations 2013
- Sustainable Energy Act, 2002
- Waste Management Act 1996 and Amendment Act 2001
- Water Services Act 2007, 2013, 2017 and amendments
- Wildlife Act 1976 and Amendment Acts 2000, 2010 & 2012

5.1.4 Other References

The Consultants proposals shall comply with all relevant Standards (Irish, European & British), Guidance Notes and relevant Government Departmental Circulars including but not limited to:

- Department of Public Expenditure and Reform
- Department of Finance
- Department of the Housing, Planning & Local Government.
- Environmental Protection Agency
- Health Services Executive
- Health & Safety Authority
- Local Government Computer Services Board
- The Heritage Council

- Office of Public Works
- Sea Fisheries Protection Authority
- Department of Agriculture, Food & Marine.
- National Parks & Wildlife Service
- National Transport Authority
- National Disability Authority
- Design manual for Urban Roads and Streets
- Uisce Eireann
- Electric Ireland
- Eir
- Eirgrid
- Gas Networks & Gaslink
- Airtricity

6 TECHNICAL & MANAGEMENT SERVICES

The following Sub-Sections outline the main duties and deliverables required in the various Stages of the Consultancy Service. Section 6.2 to Section 6.5 outline the duties and deliverables Stage (ii) Detailed Design, Stage (iii) Tender Action Evaluation and Award, Stage (iv) Construction and Stage (v) Handover. Section 6.1 outlines the normal and general duties that apply to all stages.

The tender proposal shall include for all costs and expenses associated with the duties described in Sections 6.1 to 6.5 of the Brief (and any other duties included in sections 1-4) and outlined in Appendices A-D.

6.1 GENERAL DUTIES/ROLE OF THE CONSULTANT & EMPLOYER'S REPRESENTATIVE

Client's Objectives	Complete Detailed Design, Tender, Construction Supervision and Handover, in accordance with all relevant National and European Guidance and Legislation.

6.1.1 Health & Safety

PSDP	The Consultant shall act as Project Supervisor (Design Process) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 for all appropriate elements of the Project. The PSDP will take the lead for all Health & Safety matters on all projects. The PSDP will be the primary contact for all health and safety matters between the design team and the Client and will take a primary role in coordinating required health and safety information from all parties. The PSDP must co-ordinate, in so far as is reasonably practicable, activities of the designers in respect of their duties under the Construction Regulations 2013 and together with the PSCS, facilitate co-operation between the permanent works designers and the temporary works designers, as may be necessary. • Identify hazards from the design or from the technical, organisational, planning, or time related aspects of the project, • Co-ordinate and carry out the design risk assessment. • Communicate necessary control measures, design assumptions, or remaining risks to the PSCS so they can be dealt with in the Safety and Health Plan. • Make sure that there are appropriate systems in place to encourage communication and the sharing of relevant information. The PSDP may need to convene special meetings if she/he is not satisfied that there is sufficient co-operation between designers, or with other team members, or if adequate regard is not given to safety and health. • Ensure, so far as is reasonably practical that the work is co-ordinated. The PSDP must take account of the interaction of different activities and tasks, with potential conflicts or gaps that could affect safety and health being anticipated and resolved. The PSDP should also deal with feedback on any unanticipated hazards which are identified on site during construction, and which might affect original design considerations.

	• Organise, notify and maintain minutes of safety meetings. Monitor health & safety issues with all team members and PSCS. Monitor activities on site and give reasonable directions to designers, contractor or other relevant person, to enable PSDP to comply with the PSDP duties and should the situation require, to confirm that direction in writing and copy is retained in safety plan. Communicate with Health and Safety Authority as required. • Ensure all compliance reports are issued by the Consultant. • Prepare Safety File and on completion of project(s), deliver the Safety File to the client. • Notify the Authority and Cork County Council of non-compliance with any written directions issued. • The PSDP may issue directions to designers or contractors or others. • Co-ordinate and issue the Safety File at Handover.
PSCS	The Consultant shall, as part of each Tender Process, evaluate and confirm the suitability of Tenderers to act as Project Supervisor (Construction Stage) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 for all Contracts. Such assessment(s) shall have regard for the guidance issued by the HSA and in particular the publication *Guidelines on the Procurement, Design and Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013*
Preliminary H&S Plan	The Consultant shall prepare Preliminary Health & Safety Plan, when necessary, in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 for all Contracts.
Preliminary Traffic Management Plan	The Consultant shall prepare detailed and comprehensive Preliminary Traffic Management Plans detailing how traffic (pedestrian, cyclist and vehicular) will be managed whenever necessary throughout all stages of the Project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013, the Guidance for the Control and Management of Traffic at Roadworks and Chapter 8 of the Traffic Signs Manual. Preliminary Traffic Management Plans shall be required for, inter alia: Investigation Contracts and other surveys and works in the vicinity of public roads/road traffic included in Section 6.1.8 Third Party Surveys and Investigations – Consultants Duties and during the main Construction Contract(s). These shall be discussed and agreed with CCC, An Garda Síochána and emergency services, and included in the Preliminary Safety and Health Plan. The Preliminary Traffic Management Plans shall consist of a set of A3-size colour-coded drawings, covering the full extent of the work, including any areas of the works which must be carried out independently and / or phased in a particular way, diagrammatically illustrating such arrangements on plan.

	The drawings will be supported by an accompanying text document explaining and clarifying any preconditions and / or other points necessary to make beneficial use of the said plans. The Traffic Management Plans must include sufficient detail of proposed signage and of the location of barriers / cordon lines to enable a clear understanding of the proposed traffic management arrangements including an estimate of the duration of each phase. The traffic management plan shall identify the necessity for any road closures during the project and their duration.
Safety File	The Consultant shall prepare/handover a completed Safety File in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 at Project Handover Stage. See Section 6.5 for further details.
Audits	The Consultant shall provide (at the appropriate stages as the project progresses): Road Safety Audits (TII GE-STY-01024 - Road Safety Audit), Accessibility & Walkability Audits (Universal Design) and DMURS Quality Audits (http://www.dttas.ie/corporate/publications/english/design-manual-urban-oads-and-streets).
Temporary Works	The Consultant shall ensure that all Temporary Works proposals comply with the recommendations of BS 5975:2008 + A1:2011 Code of practice for temporary works procedures and the permissible stress design of falsework.

6.1.2 Project Management

Lead Consultant	The Lead Consultant shall coordinate the activities of Team members in collaboration throughout all stages of the Project. The Lead Consultant is responsible for the design elements and overall design coordination. Please refer to section 4.2.1.1 for more detail regarding the duties of the lead consultant. The Consultant shall nominate a senior member as Project Director for the full duration of the project. The Consultant shall prepare an organogram clearly detailing the lines of communication between the Client's Project Manager, the Consultant's Project Manager and all Contractors and subcontractors. This shall be submitted within 15 days of the Consultants appointment and shall be reviewed if members of the Consultants Project Team change.

Consultant & Employer's Representative	The Consultant shall undertake all the required duties in a Professional and Competent manner and, where necessary, act as consultant as referred to in the Government Standard Conditions of Engagement and Employer's Representative as referred to in the Public Works Contracts.
Programme	The Consultant's Project Manager shall prepare a fully resourced programme for the project within 15 days of the appointment. The programme should reflect specific tasks, activities and milestone dates as entered in the schedules completed for this project and appended to the standard Conditions of Engagement for Construction Consultants. This programme is to be provided to the client in paper copy and in MS Project Format and shall be reviewed every two months during Stage (ii) and (iii) and monthly at Stage (iv) showing all amendments, revisions, slippages to the programme and mitigation measures to restore programme. The programme shall include realistic timelines for approvals and pauses at relevant Gates.
Compliance with EU and National Directives, Regulations & Law	In preparing the Detailed Design and Contract Documentation and in the Supervision of the Construction Contract(s), the Consultant shall ensure compliance with all relevant Department of Finance Circulars and Guidance notes and all relevant EU and National Directives, Regulations & Law, guidance and best practice including references listed in Section 5 of the Brief.

6.1.3 Meetings, Communication & Publicity

Schedule of Meeting	Refer to Schedule of Meetings at Appendix A
Steering Group Meetings & Reporting	As per Form of Tender & Schedule and Standard Conditions of Engagement: The Consultant shall attend Project Steering Group Meetings with the Employer and any other parties nominated by the Employer on a quarterly basis. The Consultant shall provide progress reports including (but not limited to) details of: • Health & Safety. • Progress to date. • Programme for the next 2 months • Programme Risk. • Archaeology/Heritage/Environment. • Investigations/Surveys. • Design Issues. • Contract Documents. • Tenders. • Construction Contracts. • Variations. • Finance. • Public & Stakeholder Relations • Etc.
Monthly Progress Meetings	The Consultant shall attend in person monthly meetings and liaise with the Director of Services and the staff of the Capital Projects Unit and its representatives on all aspects of the project. The Consultant shall provide a summary update on the progress report from the previous Steering Group meeting at each monthly meeting.

Technical Liaison Meetings	The Consultant shall attend monthly Technical Meetings with the Employers Project Manager in parallel with Monthly Progress Meetings.
	
	The Consultant shall:
	• provide a summary update on progress since the previous meeting
	• provide a comprehensive list of Client decisions required giving:
	  ○ recommended approach
	  ○ at least 1 week's advance notice
	  ○ date decision is due
	• a comprehensive list of Client decisions outstanding since the last meeting

Communication between Employer, Consultant & Contractor	As per Form of Tender & Schedule and Standard Conditions of Engagement. All communications shall be received via hard copy and email. Electronic format is to be compatible with CCC standard software. Tasks assigned to the parties to be notified by action listing on minutes of progress meetings The Consultant shall prepare draft minutes of all meetings within 3 working days of the meeting, circulate attendees, incorporate comments received, and issue final minutes within 7 days of all meetings.
Council & Committee Meetings	The Consultant shall, when requested by the Director of Services (Capital Delivery), attend meetings of Cork County Council and/or the Southern Committee of Cork County Council. The Consultant shall allow for attendance at 6 such meetings. Attendance at additional meetings shall be paid on a time charge basis at the rates tendered by the Consultant. Cork County Council meets at 11 am on the 2nd and 4th Monday and with the Southern Committee meeting on the 3rd Monday of each month excluding August. If there's a bank holiday the meeting is held on Tuesday.
Publicity	The Consultant shall provide data on the project and progress for Cork County Council Social Media feeds during Detail Design and Tender stages and Construction Phase such as programme, location of construction works, disruptions, road closures etc. The Consultant shall allow for attendance at 2 public meetings. Attendance at additional meetings shall be paid on a time charge basis at the rates tendered by the Consultant.

6.1.4 Documentation and Design Details

Documentation & Drawings	The Consultant shall comply with the following requirements for documentation when issuing reports, drawings and other documentation to the Employer or any third party throughout all stages of the Consultant's contract with the Employer. • All cost and expenses associated with the production, printing, copying, binding, laminating, proof reading, PDF compilation, posting and packaging of all reports, documentation and drawings throughout all stages of the Consultant's Contract shall be included in the Consultant's tender proposal. • Reports and other documentation shall be printed double sided on good quality recycled white A4 paper with a minimum weight of 100 g/m2. Reports shall be bound with metal wire spiral binding.

Documentation & Drawings (continued)	• Drawings shall be A1 maximum size. Drawings of A1 size shall be 'bound' in an indexed drawing wallet. Drawings of A1 size shall also be included as A3 half scale in the bound reports. Scales and font sizes used for A1 drawings shall be legible at half scale. • Reports and drawings shall utilise colour where this will provide for better presentation of the information portrayed. • In general (unless specified elsewhere) the Consultant shall submit 3 paper copies of all draft reports, documentation and drawings for the Employers review/approval as appropriate. All reports, documentation and drawings submissions shall include a complete PDF electronic copy. Once this draft documentation has been reviewed/approved by the Employer the Consultant shall resubmit this documentation as "Employer Approved" in paper copy (3 copies) and as one complete PDF file. • Any subsequent changes or amendments to this documentation requested by the Employer or any other approving authority (e.g. An Comisiún Pleanála) shall be incorporated into the documentation and again submitted to the Employer as "Final Approved" in paper copy (3 copies) and as one complete PDF file. • Tenders will be advertised in accordance with Cork County Councils Procurement Policy and when appropriate through www.eTenders.gov.ie and OJEC. • The Consultants tender proposal shall be fully inclusive of all production, PDF compilation, printing and postage charges of all draft and final copies. • The Consultant shall provide Final Documentation (Safety files, O&M manuals etc) to be received in hard copy and electronic – 4 sets. Electronic Copy means: Searchable PDF electronic copy (not scanned) & when requested by Cork County Council, original electronic format compatible with the latest Microsoft Office/Project, AutoCAD Architecture and MapInfo software. All drawings shall be purged before the creation of PDF copies. Documentation supplied should be capable of being edited in the above versions of these programmes without loss of formatting.

6.1.5 Finance, Insurance & Procurement

Cash Flow Projections	The Consultant shall prepare detailed and comprehensive cost estimates for the Project. These shall include Capital (Contract) and Non-Contract Costs profiles for the recommended Project elements, details of estimated construction and supervision costs, legal costs, consultant's fees, statutory licences, surveys etc. The Consultant shall be required to use the cost estimates to prepare on a monthly/quarterly basis cash flow projections for Cork County Council. See Appendix C.

	The Consultant shall be further required to constantly review and update these cash flow projections for the purposes of keeping all the appropriate bodies informed on progress in relation to the Project.
Financial Report	The Consultant shall prepare a quarterly Financial Report detailing expenditure to date and cost and cash flows projections. The consultant shall be further required to review and update these projections throughout the project for the purposes of keeping all the appropriate bodies informed on progress. The Report shall be issued monthly during the Construction Stage along with the monthly progress report. This report shall: • Summarise changes to the contract in the period. • Provide updated forecast final accounts. • Provide updated forecast cashflow incl. graphs/charts. • Provide updated Compensation Event register (charting claimed, agreed and forecast values). • Provide updated Early Warning register for possible future claims.
Infrastructure Guidelines	A Preliminary Business Case has been completed for the project to the current stage. The Consultant shall provide updated reports for each contract: • Pre-tender. • Post Tender. • Post Completion. Refer to Background Information for existing Infrastructure Guidelines Reports (the URDF application). https://www.gov.ie/en/department-of-public-expenditure-infrastructure-public-service-reform-and-digitalisation/collections/infrastructure-guidelines/
Insurances	The Consultant shall check the insurances of all contractors, sub-contractors, sub-consultants and specialists and ensure they meet the Clients Requirements.
CCC Procurement Policy	Cork County Council procurement policy is available at https://www.corkcoco.ie/sites/default/files/2022-03/cork-county-councils-corporate-procurement-policy-2020-pdf.pdf CCC will accept construction tender submissions via eTenders only.

Green Public Procurement Strategy	The Consultant shall comply with the Green Public Procurement Strategy and Action Plan 2024-2027 https://assets.gov.ie/static/documents/buying-greener-green-public-procurement-strategy-and-action-plan-2024-2027.pdf
Risk Assessment	Within two months of the kick-off meeting and site walkthrough, the Consultant shall prepare a detailed and comprehensive risk assessment with a 'Risk Management Report', including recommendations as to how the identified risks are to be allocated between the Client and the Contractor. The Risk Management Report shall examine all risks that could affect the Projects cost or programme. Each risk is to be scored, assigned an owner and provided with a mitigation strategy to minimise its impact on the project. The Risk Management Report is to be updated on a quarterly basis throughout all stages of the project and presented to the Client at Progress/Steering Group meetings. The Consultant shall take account of the outcome of the Risk Assessment in the design and Tender Documents for the Project, provide a report setting out where in the Tender Documents the allocation of each risk is addressed. The document is a live document and shall be reviewed quarterly.
Fee Adjustments	The terms of the appointment include for all works to detail design and construct the project in a competent and professional manner (whether explicitly stated or not) in accordance with the project brief. Any fee adjustment (whether expressly stated in the terms and conditions or not) will only be considered on the basis of changes outside the control of the design team which substantially increase or decrease the scope of service. The SSP's detail design team members individually and collectively have a duty to progress the works without delay whether a fee adjustment claim is pending or otherwise. Fee adjustments will not be considered piecemeal or by individual members of the SSP's design team, all requests for fee adjustments must be fully justified and should be made jointly by all team members of the SSP's design team, once a change to the project brief / scope of services has been instructed by the client which is likely to involve an increase or decrease in the SSP's tendered sum for services, beyond that provided for in or reasonably contemplated by the project brief. The SSP shall inform the Client Representative (CPU) in writing within five working days of the instruction / or proposal of the estimated value of the fee adjustment (increase / decrease) for the said instruction / proposal. The fee adjustment (increase / decrease) will be determined at the Clients choice in proportion to the value of the increase / decrease in those services or by the schedule of time charges for changes as specified in clause 11 of the Condition of Engagement. Where a dispute arises the quantum of additional fees will be compared to the equivalent fee applicable for the stage or portion of a stage.

6.1.6 Stakeholders

Consultation with Stakeholders & Third-Party Agencies	The Consultant shall identify Local Stakeholders to be consulted with in relation to the Project and keep up to date a list including details of consultation. This list together with associated constraints (e.g. delivery timings to businesses) and liaison requirements will be included in the Construction Contract(s) Tender Documents. The Consultant shall, when requested by the Director of Services (Capital Delivery), attend meetings with Local Stakeholders for the duration of the execution of the Project and prepare Minutes, Reports and Mapping as required. Local Stakeholders include (but are not limited to): • Cork County Council and its relevant departments/offices (Cobh Municipal District Office, Roads, Environment, Heritage, Energy, Public Lighting etc.) • Cobh Tidy Towns Association. • Cobh and Harbour Chamber of Commerce. • Local Enterprise Office South Cork. • Local schools, businesses, groups etc impacted by the project. • Inland Fisheries • Age Friendly Ireland Cork County | Age Friendly Ireland The Consultant shall compile a list of stakeholders who, while not requiring consultation should be included in the project liaison requirements to be notified in advance of and updated during construction. The Consultant shall attend meetings and liaise with Third Party Agencies, Public Utilities Companies and Statutory Bodies as required. The Consultant shall liaise with all interested parties, including, but not limited to: • An Comisiún Pleanála • An Taisce • Birdwatch Ireland • Department of Housing, Local Government and Heritage • Department of Finance • Department of Public Expenditure and Reform • Department of Justice • Department of Rural and Community Development • Department of the Environment, Climate and Communications • Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media • Department of Transport • Development Applications Unit • Eir, Eirgrid, Enet, Virgin • Environmental Protection Agency • ESB Networks • Geological Survey Ireland • Health & Safety Authority • Health Service Executive • Heritage Council • Uisce Eireann • Local Government Management Agency

	• National Parks and Wildlife Service • Office of Public Works • Teagasc • The Arts Council • Department of Enterprise, Trade and Employment • Transport Infrastructure Ireland • National Transport Authority • Airtricity (Currently Cork County Council's Public Lighting supplier) The Consultant shall take account of all available information from the above in the Tender Documents for the Project.
Funding Agencies	Department of Housing Local Government and Heritage. National Transport Authority Failte Ireland Transport Infrastructure Ireland

6.1.7 Site Supervisory Staff

Site Supervisory Staff All Contracts	The Consultant shall, on appointment, provide recommendations of numbers and grades of Site Supervisory Staff required for the supervision of the Third-Party Surveys and Investigations Contracts and the Construction Contract or Contracts. The final decision on numbers and grades of staff shall be made by Cork County Council. 1) DURING SITE INVESTIGATIONS WORKS: Costs for Staff required for supervision of the Investigation Contracts are to be include in the Consultants Fees. 2) DURING MAIN CONSTRUCTION CONTRACT WORKS (STAGE 4): It is intended that Cork County Council will provide the Site Supervisory Staff for the Construction Contract(s). The Consultant shall accept and manage any such appointments at no additional cost. Any Client-appointed Site Supervisory Staff will report to the Consultant. In the unlikely event that CCC are not in a position to provide staff to supervise Main Contract works, the Consultant will be required to supply Site Supervision Staff (Salary paid by Cork County Council) In addition to the above Cork County Council will pay: 1. Employers PRSI 2. Insurance at 5% of Salary figure 3. Payroll Cost at 5% of Salary 4. Overhead at 10% of Costs excluding PRSI [i.e.., Salary + Site Allowance + Insurance + Payroll Cost]. The Proposed Site Supervisory Staff shall be of good character. Character references and Curriculum Vitae shall be provided to the Client for their

Site Supervisory Staff All Contracts (continued)	approval. The Client reserves the right, at no additional cost, to reject any Site Supervisory Staff proposed by the Consultant. The Proposed Site Supervisory Staff shall be fluent English speakers. The proposed Site Supervisory Staff shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service for the entire duration of the contract(s). The Consultant shall provide a written certificate from a medical practitioner that the proposed Site Supervisory Staff are in a state of good health sufficient for them to undertake their proposed duties. All proposed Site Supervisory Staff shall hold a full class B driving Licence. Each proposed Site Supervisory Staff member shall provide their own means of transport for the duration of the contract and shall ensure that they have adequate insurances to use their transport for work purposes. Site Supervisory Staff shall be provided based on full-time supervision of Contractors normal working hours between 8am and 6pm, Monday to Friday, 8am to 3pm on Saturday. Construction Work outside the normal working hours shall need the prior approval of the Client. If the Consultant seeks and receives approval for the works to be undertaken outside these normal hours (e.g. out of hours/night-time/weekend supervision, bank holidays, etc) the consultant shall ensure that the works are supervised by the Site Supervisory Staff. Non-core hours supervision will not entitle the Consultant to any additional payment. In the event that any of the Consultant appointed Site Supervisory Staff are away from the site during working hours (e.g. training, annual leave, sick leave, etc) the Consultant shall provide, at their own cost, substitute Site Supervisory Staff with equivalent qualifications and similar experience to that of the absent Site Supervisory Staff Member. All proposed Site Supervisory Staff shall possess a current and valid SafePass card and be appropriately trained to cover all relevant aspects of the project e.g. working at height. The Client will not be liable for any safety training or refresher training of the Consultant appointed Site Supervisory Staff. The Consultant shall ensure that all proposed Site Supervisory Staff are equipped with the appropriate Personal Protective Equipment for the duration of the project. The Consultant shall include for co-ordinating, liaison, instruction and administration of the Site Supervisory Staff whether these are provided by the Client or Consultant appointed. The Consultant shall ensure that the Site Supervisory Staff keep detailed and comprehensive photographic and documentary site records in a file and document management system that is congruent with the Consultants in-house file and document management system. All site records are to be handed over to the Client on completion of the Construction Contract. The Consultant shall provide a briefing pack to each member of the Site Supervisory Staff to ensure all roles and responsibilities are clearly defined.

Site Supervisory Staff All Contracts (continued)	If the numbers of Site Supervisory Staff are required to be increased or decreased, the rates included in Circular EL 01-2024 for Site Supervisory Staff (on a weekly basis) apply. The role of the Site Supervisory Staff will cease on the issuance of the Certificate of Substantial Completion/End of the Process Proving Period, or such other milestone as agreed by the Client and the Consultant. Administration and supervision of snagging and preparation of final accounts are to be undertaken by the Consultants in-house staff if the Site Supervisory Staff are no longer on site due to the provisions of the previous paragraph. Time sheets for the Site Supervisory Staff are to be provided to the Client on a monthly basis. The Consultant, or the Site Supervisory Staff as directed by the Consultant, shall ensure that the Health & Safety Authority and the Client are notified of the works and any notifiable accidents and incidents.
Site Supervisory Staff All Contracts – 1. Senior Resident Engineer	Staff proposed for Senior Resident Engineer grade shall: • hold a degree in Civil Engineering (Level 8) or an equivalent professional qualification in Civil Engineering • have a satisfactory knowledge of the forms of Contract used for the Project and the construction/project management and quality control of the types of construction being completed i.e. Civil, Mechanical & Electrical, Commercial Development/Building, Utilities, etc. • be capable of writing clear and concise reports and keeping works records. • be proficient in the use of computers in relation to document handling and production of reports. • have extensive knowledge of construction contracts. • have at least 7 years satisfactory post graduate experience of which at least 5 years was in on-site supervision, contract administration and project management of Civil Engineering, Mechanical & Electrical Works and • satisfy Cork County Council that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the post for which he/she is a candidate.
Site Supervisory Staff All Contracts – 2. Resident Engineer	Staff proposed for Resident Engineer grade shall: • hold a degree in Civil/Structural Engineering (Level 8) or an equivalent professional qualification in Civil/Structural Engineering. • have a satisfactory knowledge of the forms of Contract used for the Project and the construction/project management and quality control of the types of construction being completed i.e. Civil, Mechanical & Electrical, Commercial Development/Building, Utilities, etc. • be capable of writing clear and concise reports and keeping works records. • be proficient in the use of computers in relation to document handling and production of reports.

	• have a satisfactory knowledge of construction contracts. • have at least 5 years satisfactory post graduate experience of which at least 3 years was in on-site supervision, contract administration and project management of Civil Engineering, Mechanical & Electrical Works and • satisfy Cork County Council that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the post for which he/she is a candidate.
Site Supervisory Staff All Contracts – 3. Assistant Resident Engineer	Staff proposed for Assistant Resident Engineer grade shall: • hold a degree in Civil/ Structural Engineering (Level 8) or an equivalent professional qualification in Civil/Structural Engineering. • have a satisfactory knowledge of the forms of Contract used for the Project and the construction/project management and quality control of the types of construction being completed i.e. Civil, Mechanical & Electrical, Commercial Development/Building, Utilities, etc. • be capable of writing clear and concise reports and keeping works records. • be proficient in the use of computers in relation to document handling and production of reports. • have a satisfactory knowledge of construction contracts. • have at least 2 years satisfactory post graduate experience of which at least 1 years was in on-site supervision, contract administration and project management of civil engineering works and • satisfy Cork County Council that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the post for which he/she is a candidate.
Site Supervisory Staff All Contracts – 4. Clerk of Works	Staff proposed for Clerk of Works grade shall: • hold a degree in Civil/Structural Engineering (Level 7) or an equivalent professional qualification in Civil/Structural Engineering. OR • hold a National Certificate / National Diploma (Level 6) in Construction studies or Civil Engineering issues by the National Council for Education Awards / Further Education Training Awards Council. • have a satisfactory knowledge of the forms of Contract used for the Project and the construction/project management and quality control the types of construction being completed i.e. Civil, Mechanical & Electrical, Commercial Development/Building, Utilities, etc. • be capable of writing clear and concise reports and keeping works records. • be proficient in the use of computers in relation to document handling and production of reports. • have a satisfactory knowledge of surveying, levelling and setting out of works. • have at least 10 years satisfactory post graduate experience of which at least 8 years was in on-site supervision, contract administration and project management of Civil Engineering, Mechanical & Electrical Works and satisfy Cork County Council that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the post for which he/she is a candidate.

6.1.8 Third Party Specialists, Surveys and Investigations

The Consultant shall note that all surveys required to complete the design and statutory process are to commence immediately.

Third Party Specialists, Surveys and Investigations – Consultants Duties	The Consultant shall be required to perform the following specific services in relation to third party surveys and site investigation works. The Consultant shall, at an early stage of the Project, establish the requirements for third party surveys and site investigation works. These requirements, including scope and detailed cost estimates shall be submitted as a single report titled – *Third Party Surveys and Site Investigation Works*, for approval by Cork County Council. The report shall set out recommended selection and award criteria for each of the proposed procurements. The Consultant shall satisfy himself that the scope of the Surveys/Investigations being undertaken are sufficiently detailed. The Consultant shall prepare detailed and comprehensive tender documents for the procurement of the various third-party surveys and site investigation works in compliance with Cork County Council's Procurement Policy Version 2.1 (2020) and Green Public Procurement principles. Tender documents shall utilise the appropriate form of the Department of Finance Public Works Contracts and shall include all documents, specifications, and drawings necessary to ensure a clear and complete scope of works (as approved in the report – *Third Party Surveys & Site Investigations*) is tendered. Tender documents shall be submitted to Cork County Council for approval. The Consultant shall recommend proposed service providers or contractors where it is proposed to invite tenders. Where tenders are to be advertised, the Consultant shall provide all required information to assist Cork County Council to advertise the tender on etenders.ie in accordance with current Cork County Council and EU procurement rules. The Consultant shall issue tender documents to Tenderers; respond to all requests for clarifications; and facilitate site visits etc. during the tendering period. The procedure for the receipt and opening of tenders shall be in accordance with Cork County Councils policy and procedures. The Consultant shall ensure he manages the tendering process to comply with the requirements of this policy and procedures. The Consultant shall comprehensively evaluate tenders and assess these against the approved selection and award criteria. Evaluations shall include seeking written or verbal clarification by interview from Tenderers when appropriate. The Consultant shall prepare and issue Report(s) on Tenders to Cork County Council for approval. The Report(s) on Tenders shall include as a separate section an assessment of the competence of the recommended tenderer(s) to act as Project Supervisor Construction Stage.

Third Party Specialists, Surveys and Investigations – Consultants Duties (continued)	The Consultant shall provide detailed feedback to both unsuccessful and successful Tenderers. The Consultant shall advise on all matters relevant to recommendation and appointment of the contractor(s) and provide all relevant Contract Documents for signing in accordance with the Guidance Notes and appropriate circulars at http://constructionprocurement.gov.ie/ with the inclusion of all relevant pre-contract information (3 No Copies per contract signing). The Consultant shall forward Contractor's insurances to the Council's Insurance Section for checking. The Consultant shall act as Client's Representative for all third-party surveys and site investigation works contracts. The Consultant shall Supervise and Administer the Contracts, certify work complete and payment thereof, advise on claims and settlement thereof, and attend conciliation / arbitration hearings if necessary. The Consultant shall provide an appropriate level of competent site supervision commensurate with the scale, scope and complexity of the surveys/works being carried out by third parties. The Consultant shall communicate with affected landowners and shall keep them informed of the nature and progress of the surveys and site investigation works as necessary. The Consultant will undertake the duties of the PSDP. The Consultant shall negotiate final accounts. The Consultant shall take account of the results of the Third-Party Surveys and Investigations in the design and Tender Documents for the Project. The Consultant shall include for co-ordinating, liaison, instruction and administration of all Site Supervisory Staff. The Consultant shall ensure that the Site Supervisory Staff keep detailed and comprehensive photographic and documentary site records in a file and document management system that is congruent with the Consultants in-house file and document management system. All site records are to be handed over to the Client on completion of the Contract. Third Party Specialists, Surveys and Investigations, for which payment will be made by Cork County Council, shall include but not be limited to: • Roads Safety Auditor • Site Investigation Contracts – Geotechnical, Geophysical. • Pre and Post Photographic Record Surveys • Pre and Post Construction Structural Surveys • Structural Surveys of elements proposed for reuse/demolition. • Topographical Surveys • Archaeological Surveys • Ecology Surveys.

	• Additional Specialist Surveys.

6.1.9 Capital Works Management Framework & Procurement

Capital Works Management Framework	The Consultant shall: • Complete all Cost Estimates, Design, Procurement, Prequalification, Tendering, Construction Supervision and Handover in accordance with the documents, Circulars, and Guidance Notes that form the Capital Works Management Framework at http://constructionprocurement.gov.ie. • Provide all documentation required to allow Cork County Council complete Project Reviews and Stage approvals in accordance with the CWMF.
Form of Contract	The Consultant shall advise on the appropriate form of Contract for all Surveys & Investigations and each element of the works including the Department of the Finance's Capital Works Management Framework, Public Works Contracts, and compliance with National & European Procurement Laws.
Procurement Strategy	The Consultant shall advise on the Procurement Strategy i.e. a single or more construction contract(s).

6.2 STAGE (II) DETAILED DESIGN

Following instruction to commence Stage (ii) the Consultant shall undertake the following as detailed.

Deliverables	• Produce Preliminary Design and Costings Report in line with the Part VIII Planning approval.
	• Liaise with CCC Capital Projects Unit and Conservation Officer, and relevant stakeholders to verify vision of the project.
	• Liaise with OPW if necessary.
	• Third Party Surveys and Site Investigation Report.
	• Scope, tender, supervise site studies, surveys, and site investigations.
	• Incorporate study, survey, investigation results into the detailed design.
	• Prepare a detailed and comprehensive Utility Services Report.
	• Undertake and provide an existing services capacity report, to include liaison with utility providers to determine upgrade works required to implement public realm works, and potential for future proofing of utility services.
	• Produce Archaeology report.
	• All Statutory Permissions required to complete the Projects.
	• Produce Detailed Design Report and associated Drawings and Specifications addressing the following:
	  ○ Landscaping and urban design including footpath details, disability access, carriageway details, utilities, wayfinding, placemaking, street furniture, signage, public lighting, power supply for festivals and seasonal lighting and events.
	  ○ Climate adaptation.
	  ○ Accessibility and Walkability Audit.
	  ○ DMURS Quality and Road Safety Audit.
	  ○ Budget Verification.
	  ○ Preliminary Constructability.
	  ○ Construction Stage Phasing Strategy including drawings and scope of any necessary temporary works.
	  ○ Maintenance Strategy (e.g. natural stone paving care, weed control, furniture staining etc.)
	• Outline Construction Environmental Management Plan (CEMP).
	• Produce Project Execution Plan.
	• Produce Monthly Progress Reports.
	• Provide Quarterly/Monthly Financial Reports as per clause 6.1.5.
	• Provide Green Public Procurement Reporting.
	• Produce Preliminary H&S Plan.
	• Produce and manage Project Programme.
	• Produce a project Risk Management and create and manage a Risk Register.
	• Allow for meetings as per Appendix A.

Design Standards	The Design of the Project and the specification of materials shall be in full compliance with all relevant EU directives, National Legislation, Regulations and Standards (including Design Manual for Urban Roads & Streets, TII Specification for Roadworks and BS 7533 - Pavements Constructed with Clay and Natural Stone), the Brief (Parts A & B) and the development as approved arising from the Part 8 Process. The major structural elements are to design life in accordance with Design for Durability, DN-STR-03012, October 2016 published by TII

	https://www.tiipublications.ie/library/DN-STR-03012-05.pdf while all other components to meet the design life of the applicable Regulations and Standards with appropriate allowance made or the prevailing exposure conditions i.e. being on an estuary.
Disability Access & Universal Design	The Consultant shall ensure that Project proposals comply with the Building for Everyone: A Universal Design Approach and the 7 Principles of Universal Design. http://universaldesign.ie/Built-Environment/Building-for-Everyone/ The Consultant shall utilise Age Friendly Ireland's Guidelines and Good Practice: Being Age Friendly in the Public Realm within the design of the Project. Public-Realm-Guidelines.pdf
Parking	Proposed car-parking layout shall allow for disabled parking spaces in accordance with current design standards and shall mitigate any potential vehicle/pedestrian conflicts as much as possible.
Design	The Design shall include specifications, plans and drawings required to complete the Tender Documents. The design shall include climate adaptation measures that will align the objectives of Cork County Council's Climate Action Plan. See Climate Action Plan at: https://www.corkcoco.ie/sites/default/files/2024-02/cork-county-council-climate-action-plan-2024-2029.pdf
Amendments to Design	The Consultant shall amend the design and update costings as necessary following receipt of feedback from consultations with Municipal District Engineers, Elected Members, consultations with other interested parties and from the Steering Group workshops.
Public Lighting/CCTV	The consultant shall liaise with Cork County Councils Public Lighting Design Advisor and include in his designs and Tender Documents for all Public Lighting requirements to meet DMURS Standards. While CCTV in not currently proposed the ducting to lights and the units themselves shall be compatible with the retrofitting of CCTV Cameras.
Value Engineering	The Consultant shall ensure that the final Design recommendations on which the Tender Documents shall be based will be the most economic solutions and shall have undergone the rigours of the application of Value Engineering principles to ensure cost effectiveness in all cases. Detailed cost estimates shall be prepared for each identified Option.
Utility Services Report	The Consultant shall prepare a detailed and comprehensive "Utility Services Report" of the project area (including areas adjacent to all work areas) which shall accompany the tender documents (for information only). The Utility Services Report is to accurately detail and describe all underground and over ground services. Detail is to include, but not limited to type of utility, location of utility, depth underground, height over ground, side of road, road crossings, and

	type/location of valves, chambers, junctions, etc. The Consultant shall be responsible for preparing all documentation and drawings and shall include for liaising with all relevant utility companies. The Consultant shall attend meetings and liaise with Utilities Companies as/where appropriate including, but not limited to: • Uisce Eireann • Eir • ESB Networks • Gas Networks & Gaslink • eNet • Virgin The Consultant is required to identify the location of all utilities within the project, propose their relocation/diversion as necessary and agree the method, details, timing and cost of same with utility companies. The Consultant will be required to commission and manage a slit-trench contract to identify the precise location of underground utility services. Any works required to be carried out by the Contractor in relation to service diversions must be clearly identified in the Tender documents so that they are included in the Contractor's programme of works. The Consultant shall also identify the requirements of the utility companies for new services to be incorporated into the project and agree the method, details, costs and timing of same with these companies. The Consultant shall be required to provide cost apportionment for utility diversions and for new services including water services. Cork County Council will pay direct utility costs.

6.2.1 Environmental Processes and Consents

Construction Environmental Management Plan	The consultant shall prepare a detailed and comprehensive Construction Environmental Management Plan (CEMP) in accordance with best National & International practice. The intent of the CEMP is as follows: • Provide effective, site-specific, and implementable procedures and mitigation measures to ensure environmental impacts are minimised, monitored and controlled throughout the construction phase of the project. • Ensure that construction activities do not adversely impact amenity, traffic, or the environment in the surrounding area. Specifically, the CEMP ensures that the environmental impacts identified during the preparation of the Appropriate Assessment/Natura Impact Statement (if completed) will be properly managed and that activities will comply with all applicable environmental rules and regulations.

	The main goals of the CEMP are to specify the roles and responsibilities of personnel involved with all aspects of the construction activities; identify potential environmental impacts and the mitigation measures that will be used to address them; establish procedures for audits, monitoring, and inspections; and specify training, recordkeeping, and documentation requirements. The CEMP is intended for use by all personnel involved with construction activities, therefore, the use of technical terms and graphics should be clear and understandable to non-specialists.

6.2.2 Other Statutory Consents

Archaeological Assessment & Monitoring	The Consultant shall: • Procure all Archaeological Assessments, Monitoring and Licences that are necessary to complete the Statutory Processes and Construction. • This shall include the Consultants duties included in Section 6.1.8, "Third Party Surveys and Investigations – Consultants Duties" of the Brief (Part B). • Take account of the results in the design and Tender Documents.
Section 50 Consent, Flood Risk Assessment & Protection Proposals	The Consultant shall: • Consult with the OPW to ascertain any Section 50 consents or FRAs required for these works. • Obtain any Section 50 consents necessary. • Carry out the relevant FRAs for the works. • Produce any Protection Proposals required. • Take account of the results in the design and Tender Documents.
National Monuments	The Consultant shall obtain all or any necessary Ministerial Consents to work at or near a National Monument.

6.3 STAGE (III) TENDER ACTION, EVALUATION AND AWARD - DUTIES/ROLE OF CONSULTANT

Following instruction to commence Stage (iii) the Consultant shall complete duties outlined in 6.3.1 and 6.3.2 as follows.

6.3.1 Tender Documents

Deliverables	• Draft Tender documentation including supporting documentation and detailed cost estimates. • Final Pre-Tender Cost Checks and Programme Updates • All Tender Documentation in PDF and original editable electronic formats. • Pre-tender Report to include report on adequacy and completeness of tender documentation, budget and relevant changes to market conditions and programme. • Update and Manage Risk Register. • Final sets of Tender Documents. • Necessary documentation required for approval of Decision Gate 3 of TCRIF Approval Process in accordance with the Infrastructure Guidelines. • Complete (CWMF) Review 6.
Conditions of Contract & Forms of Tender Collection System Contracts	The Consultant shall complete Contract Documents in accordance with the requirements of the Department of Finance's Capital Works Management Framework, Public Works Contracts, and National & European Procurement Laws.
Draft Tender Documents – Submission to Cork County Council	The Consultant shall set suitability criteria to ensure suitable candidates tender, issue tender documents, and set out a detailed project specific list of award criteria and weighting. The Consultant shall note that the main objectives of the Construction Procurement Reform initiative are: • Cost certainty at tender award stage. • Best value for money (VFM), and • More efficient delivery of public works projects. • Green Public Procurement. Everything asked of the Contractor shall be clearly outlined in the Tender Documents, items will not be left to be decided on site. Regardless of the number of sub-consultants involved in preparing Tender Document the documents shall be interlinked to read as one package. References such as refer to Architects Drawings, Details, Specification are not acceptable unless the reference includes drawing title, number, detail number, clause number etc. General Specifications shall be checked to ensure they are current. The Consultant shall submit Draft Tender Documents to Cork County Council

Draft Tender Documents – Submission to Cork County Council (continued)	for comment. The Consultant shall complete any necessary revisions to the Draft Tender Documents following review by Cork County Council. The Draft Tender documentation shall include all Civil, Architectural, Mechanical, Electrical, Lighting and Utility Diversion works and drawings showing all aspects of the works. Bar bending schedules and any further designs and drawings necessary to construct the works shall also be prepared. The Draft Tender documents shall include (but not be limited to) the following Sections: • Instructions to Tenderers including detailed project specific list of award criteria, with a suggested weighting to each criterion. • Form Tender and Schedule including details of Project Board. • Model Forms (Bond, Insurances, Guarantees, Warranties, etc. required for the Contract). • Works Specifications – Particular & General. • Schedule /Bill of Quantities / Pricing Document in accordance with the current method of measurement appropriate to all such works. • Forms of Contract. • Works Requirements – Particular & General. • Preliminary Health and Safety and Traffic Management Plans. • Schedule of constraints and liaison requirements. • Additional Information – Utility Services Report, Permits, Licences, CEMP, AA, results of surveys/investigations, etc. The Consultant shall ensure that the tender documents should include up-to-date maps of A1 size to the largest scale available from Ordnance Survey Ireland. The maps shall show any development that has taken place subsequent to the OSI survey. The cost of preparing, printing, posting, amending and revising these maps should be included in the tender proposal. The Consultant shall note that Cork County Council may choose to issue the Draft Tender Documents to another Consultant for review. The Consultant shall complete any necessary revisions to the Draft Tender Documents following such review.
Draft Tender Documents – Submission to Cork County Council (continued)	The Consultant shall also prepare necessary Draft supporting Documentation to accompany the submission of the Draft Tender Documents, including (but not limited to): • Programme for delivery of the project. • Report addressing statutory permit compliance, wayleave and land acquisition, etc. • Updated detailed total cost estimate for the contract & Budget • Report supporting the budget estimates providing a detailed cost estimate for the project, setting out the basis for cost estimates. • Recommendation on number, grade and employment duration for site supervisory staff. • Hazard and Risk Assessment and Allocation Report. • Insurance Report.

	The Consultant shall submit the Supporting Documentation to Cork County Council for comment. The Consultant shall complete any necessary revisions to the Draft Supporting Documentation following review by Cork County Council.

6.3.2 Tender Administration

Deliverables	• Allow for meetings as per Appendix A. • Issue of Tender Documentation. • Manage Tender Q & A process. • Tender Evaluation and Analysis • Produce Tender and Procurement Report, incl. tender assessment criteria, tender analysis and recommendation, Notification Letters & Letters of Agreement in line with Article 84 & CWMF. • Preparation of Contract Documentation for signing. • Update and Manage Risk Register. • Necessary documentation required for Gate 3 TCRIF Approval Process in accordance with Ireland's Infrastructure Guidelines. • Complete (CWMF) Review 7.
Tender Administration	The Consultant shall assist Cork County Council in the procurement of suitable contractors. The Consultant's Duties shall include: • Respond to queries from tenderers, issue and control tender bulletins and document amendments, answer all tender queries as may arise relating to the tender processes and issue relevant documentation as appropriate or refer to appropriate consultant. • Maintain list of tender queries and ensure all responses are logged for record purposes. • Evaluation of Tenders and preparation of Report on Tenders in accordance with Appendix A5.11 of National Roads Authority 2010 Project Management Guidelines (modified to suit the project) for the contract, including the submitted proposals, and recommend an appointment based on the most economically advantageous tenders based on the award criteria included in the tender documents • In the event that the returned tenders exceed the approved pretender cost estimate complete a Value Engineering exercise to reduce the scope to comply with approved estimate including Bill of Omissions and seeking and evaluating revised Tenders. • Include issuing coordinated report (if more than one contract), providing advice on all relevant matters to the recommendation and appointment of the Contractor(s). • Compile comprehensive feedback letters to unsuccessful tenders in accordance with the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010. • Hold pre-award post tender meetings as necessary. In this regard, it is estimated that 2 no. such meetings shall be required in respect of the tender process.

	• This recommendation shall include any necessary contractual advice (such as risk due to weighting of pricing document) and award criteria, assessment of Tenders, responding to all reasonable queries and attendance post tender clarification meeting, interviews and selection board. • Assess the recommended Contractor's competence to act as Project Supervisor Construction Stage in accordance with Safety, Health and Welfare at Work (Construction) Regulations 2013 and make recommendations to the Client as necessary on their appointment. • Preparation of necessary Documentation for and attendance at Contract Signing (3 copies per contract). The Consultant shall submit a draft Report on Tenders and supporting documentation to Cork County Council for comment. The Consultant shall complete any necessary revisions to the Draft Reports following review by Cork County Council.
Financial	The Consultant shall provide the necessary documentation required for approval of Gate 3 of TCRIF Approval Process in accordance with the Infrastructure Guidelines.

6.4 STAGE (IV) IMPLEMENTATION (CONSTRUCTION) – DUTIES/ROLE OF CONSULTANT & EMPLOYER'S REPRESENTATIVE

Following instruction to commence Stage (iv) the Consultant shall complete duties outlined in the table below.

Deliverables	• Allow for meetings as per Appendix A. • AF2, PSCS written Appointment. • Working Drawings. • Administration of the contract. • Manage change control. • Notification of Claims Tracker updated fortnightly. • Monthly Client Progress Reports to include cost report, programme, quality, and contractual implications fortnightly or agreed intervals. • Access, Review and Manage Contractor Submittals, Contractor RFI's, coordinate and implement prompt response. • Cost Reports. • Interim Payment Recommendations / Certificates at monthly or agreed intervals. • Programme Management. • Review and assess Contractors Proposals & Contractors Claims. • Administer Employer Claims. • Site visits and inspections at reasonable and required intervals. • Testing and Commissioning Report. • Issue certificate of substantial completion. • Inspection of the Works; production of comprehensive snag list; supervision of satisfactory completion of the Works. • End User Training – Maintenance etc. • Equipment Procurement Status Reports (monitoring equipment etc.). • Manage Risk Register. • Health & Safety Pre-Handover Walkdown & Action List. • Preparation and close out of snag lists and snag items; managing latent and patent defects as they arise. • The Consultant shall complete all necessary Audits including Stage 3 Road Safety Audit, relevant Cycling, DMURS and Accessibility Audits. • Green Public Procurement Reporting. • Ireland's Infrastructure Guideline's Monitoring Reports and relevant forms including those for change of scope.
Employers Representative	Following Instruction to commence Stage IV the Consultant shall fulfil the role of Employers Representative including but not limited to: • Prepare copies of all documents required by the Contractor such as construction issue drawings and copies of the contract Documents. The cost of preparing and copying these documents is to be included in the tender proposal. • Act in a supervisory role and administer the Contract on behalf of the Client for the duration of the construction and advise Cork County Council on all Contractual matters such as Insurances, Bonds, etc., as well as Variations, Claims, Payment Certificate and Final Account.

	• Monitor the works and ensure that they are constructed in accordance with the works requirements and the contract. • Note that if Site Supervisory Staff are provided by Cork County Council, they will be directed by the Consultant. The Candidates tender proposal is to include for this scenario. • Include for co-ordinating, liaison, instruction, and administration of the Site Supervisory Staff. • Issue instructions to the Contractor as per the relevant form of contract and make such site visits as are necessary to ensure the works are properly constructed. • Organise and Chair at the very minimum monthly site meetings to assess progress. The Consultant shall prepare minutes of these meetings and circulate to all relevant parties within 3 working days of the meeting. • Respond to all contractor requests / site clarification in a timely manner and provide the requested information /instruction in a format that is clear, accurate, and legible and in accordance with the relevant Form of Contract. • Collaborate with Designer, Contractor and Client to value engineer throughout the life of the project, and to play a leading role in finding solutions to any issues that arise. • Carry out all relevant site inspections, review against specification and construction programme, respond to queries, issue / prepare "as Constructed" information, manage change order processes and coordinate the close out and agreement of claims. • Attend site meetings and monitor their components providing quality control inspections of these elements. Include for attending fortnightly site meetings during construction stage.
Payments & Cost Control	• Monitor work done and issue certificates of payment for the Contractor to the Client which includes a breakdown of variation orders issued. • Structure receipt of payment claims and complete valuations and responses to the Contractor to meet the requirements of The Construction Contracts Act, 2013 and the time restrictions of the Contract • Review Contractors Value Engineering proposals and advise Client on acceptance or rejection of same. • Negotiate and issue Change Orders for variations to the Contract. • Consider and evaluate contractual claims, including meetings with the Contractor, the Client and the Client's legal advisers. Assessments to include risk, classification and details required by the Project Board (if applicable) to make payments. • Supply details of all relevant disputes to the Project Board (if applicable) and attend when requested. • Should the Contract Budget require the appointment of a Standing Conciliator, provide copies of Contract Documents and all relevant correspondence to the Conciliator. • Comply with the requirements of TII Cost Management Manual PE-PMG-02044 December 2020.

Reporting	The Consultant shall prepare detailed and comprehensive monthly progress reports during the construction stage of the project covering programme, cost, and quality etc in accordance with A6.2 Monthly Progress Report and A6.3 Financial Report Summary Sheet of TII PE-PMG-02042 Project Manager's Manual for Major National Road Projects February 2019. The Consultant shall prepare necessary monitoring for TCRIF Implementation Stage as per Section 7 of the Infrastructure Guidelines: A Guide to Evaluating, Planning and Managing Public Investment.
Record Keeping	The Consultant shall ensure that the Site Supervisory Staff keep detailed and comprehensive photographic and documentary site records in a file and document management system that is congruent with the Consultants in-house file and document management system. All site records are to be handed over to the Client on completion of the Construction Contract.
Independent Surveys	The Consultant shall procure and manage the services of an Archaeologist to monitor the construction works where necessary. The Consultant shall procure and manage for Pre and Post Construction Photographic Record Survey, Structural Surveys (in accordance with SCSI Guidance Note 2020 and RICS Guidance Note referred therein), and any other surveys required to comply with the Statutory Permits. The appointment of the Structural Surveyor shall include investigations of claims for property damage during and for 1 year post Construction works. This shall include the Consultants duties included in Section 6.1.8, “Third Party Surveys and Investigations – Consultants Duties” of the Brief.
Site Supervisory Staff	It is intended that Cork County Council will provide the Site Supervisory Staff for the Construction Contract(s). The Consultant shall accept and manage any such appointments at no additional cost. In the event that the staff are provided by the Consultant refer to Section 6.1.7 – Site Supervisory Staff All Contracts for the requirements to each grade and the Consultants duties.
Dispute Resolution	The Consultant shall adjudicate settlement of disputes that arise on the project up to commencement of Conciliation / Arbitration process. Every effort shall be availed of, to agree disputed items in advance of any Conciliation / Arbitration processes.

	The Consultant is to clearly demonstrate the exhaustion of all available avenues of the negotiation process before any consideration is given by the Employer to the Conciliation / Arbitration processes commencing. The Consultant shall provide all necessary support to the Client in the event of a referral to Conciliation, including provision of Statements of Evidence, attendance at Conciliation Hearing etc. to allow it to comply with the Clients obligations in accordance with Guidance Note 3.1.1 - Dispute Resolution. The applicable procedure shall be the as per the Form of Tender and Schedule/ Instructions to Tenders documentation. (NOTE: The conciliation / arbitration process will attract separate payment either as a negotiated fixed price lump sum or on an hourly basis using the rates tendered in Schedule A at the Employers discretion).
Training of Operations Staff	The Consultant shall arrange for Operation and Maintenance training of Cork County Council staff and ensure that the training is comprehensive and fit for purpose.
Statutory Licence/ Permit Reports	The Consultant shall prepare all reports necessary to comply with Statutory Licence/Permit conditions.
Substantial Completion	At the appropriate time, the Consultant shall issue a Substantial Completion Certificate for the works.
Safety	The Consultant shall fulfil the role of PSDP in accordance with the requirement of the Safety Health and Welfare at Work (Construction) Regulations 2013 and monitor Health & Safety requirements during the course of the works, highlight any issues of concern and follow-up on actions required.

6.5 STAGE (V) HANDOVER – DUTIES/ROLE OF CONSULTANT & EMPLOYER'S REPRESENTATIVE

Following instruction to commence Stage (v) the Consultant shall complete duties outlined in the table below.

Deliverables	• Allow for meetings as per Appendix A. • Draft Final Account. • Final Account. • Penultimate & Final Payment Recommendation / Certification. • Certificates of Compliance. • Receipt from Contractor for the complete Safety File which shall include 'As-Built' drawings and Operation and Maintenance manuals including validation of same, present Safety File to the Client. • Formal hand-over of Works to the Client. • All matters pertaining to Latent Defects. • Issue Defects Certificate. • Managing latent and patent defects as they arise. • Managing the defects liability period. • Complete all necessary Audits including Stage 4 Road Safety Audit, relevant Cycling, DMURS and Accessibility Audits. • Ireland's Infrastructure Guidelines Project Completion Review and Benefits Realisation Report.
Defects & Rectification	On expiration of the maintenance period a list of items that require rectification under the contract is to be compiled by the Consultant. Construction management and subsequent certification of the rectification works is to be the responsibility of the Consultant. The Consultant's Tender Proposal is to include for all costs and expenses associated with the management of the rectification works including site visits, as necessary. The tender proposal shall also include for any subsequent changes to the as constructed drawings or Safety File resulting from the rectification works.
Maintenance Manuals and Safety File	The Consultant shall, as PSDP, ensure that the Contractors have provided accurate Record Drawings, Maintenance Manuals and Safety Files before the payment of the Final Account. Within 2 months of substantial completion the Consultant shall prepare a detailed and comprehensive Safety File for the works in accordance with the Health & Safety (Construction) Regulations 2013 and shall amend as necessary on completion of rectification works. It is recommended that it should include, inter alia: • project description, • design brief, • specifications, • construction as-built drawings, • method statements,

	• material data sheets, • materials approvals, • quality sign off sheets, • test procedures and results, • operation & maintenance manuals /documentation, • Safety documentation, • Commissioning documentation, etc, for the project, within 2 months of the issuing the Certificate of Substantial Completion.
Final Account Report	The Consultant shall deliver to the Client, on completion of the Contract, a Draft Contract Final Account Report in accordance with TII 2010 Project Management Guidelines PE-PMG-02004 January 2010 Appendix A6.4 (modified to suit the project), with accompanying Draft Record Drawings, Maintenance Manual and Safety File. The Consultant shall complete any necessary revisions to the Documents following review by Cork County Council. The Consultant shall submit final copies of the documents incorporating Cork County Council comments and necessary supporting documentation to Cork County Council.
Completion Certificate	At the appropriate time the Consultant shall issue a Completion Certificate for the works.
Project Completion Review and Benefits Realisation	On completion of the Contract the consultant shall prepare a detailed and comprehensive Project Completion Review and Benefits Realisation Report in accordance with the provisions of Section 6 of the Infrastructure Guidelines: Further guidance on this stage of the project lifecycle can be found in Infrastructure Guidelines: A Guide to the Post Completion Review and Benefits Realisation.

7 GENERAL

7.1 CLIENTS SUPPLIED DOCUMENTS

The following documentation will be made available to the successful consultant:

Documentation

- Cobh Town Centre Urban Design Public Realm Plan Part VIII Planning Documentation and relevant drawings inclusive of Appropriate Assessment Screening.
- Cork Lower Harbour Geophysical Reports.
- Cork Lower Harbour Geotechnical Reports.
- Cork Lower Harbour Utility Services Drawings.
- Cork Lower Harbour Topographical Drawings.
- Cork Lower Harbour Tree Survey Reports.
- East Cork Municipal District Local Area Plan – 2022.
- TCRIF Cat 1B Application Form Cobh Public Realm Regeneration Phase 1.pdf.
- Cork Metropolitan Area Strategic Plan.

MAPPING

- Digital Ordnance Survey Data under licence
    - Mapping – 1:1000, 1:2,500 ITM in .dwg format
    - Access to web services and Map Genie via Táilte Eireann will be facilitate for DTM and DSM data.
    - Access to Blue Sky International can be facilitated.

CORK COUNTY COUNCIL DATA

- Copies of Planning Permissions (when requested by the Consultant).
- Details of lands owned by Cork County Council.
- Details of town development by Cork County Council.
- Any available transport studies/surveys.
- Cork County Council Procurement Procedures available at https://www.corkcoco.ie/sites/default/files/2022-03/cork-county-councils-corporate-procurement-policy-2020-pdf.pdf.

APPENDIX A

SCHEDULE OF MEETINGS

Stages	General Type	Frequency / Number	Chair & Minutes	Attendance	Location
Stage 2	Progress	Monthly	PM	- CCC - PM - Other Members of Design Team (as required)	- In-Person - CCC or Agreed Consultant Provided Meeting Space (within County Cork)
	Design	Monthly	DTL or PM	- CCC - DTL - PM / Other Members of Design Team (as required)	- On-Line - MS Teams or similar
Stage 3	Progress	Monthly	PM	- CCC - Project Manager - Other Members of Design Team (as required)	- In-Person - CCC or Agreed Consultant Provided Meeting Space (within County Cork)
	Design	Monthly	DTL or PM	- CCC - Design Team Lead - PM / Other Members of Design Team (as required)	- On-Line - MS Teams or similar
Stage 4	Progress / Construction	Monthly	PM or Employer's Representative (ER)	- CCC - PM and/or ER - Contractor - RE - Other Members of Design Team (as required)	- In-Person - On Site (Meetings held back-to-back - Progress Meeting without Contractor and Construction Meeting with Contractor)

		Monthly	ER	- CCC - ER - Main Contractor - RE - PM / Other Members of Design Team (as required)	
	Contractor	Fortnightly	ER	- ER - Main Contractor - RE - PM / CCC/ Other Members of Design Team (as required)	- In-Person - On Site (every second meeting can happen on same day/ back-to-back with progress/ construction meeting above)
Stage 5	Close-Out/ Final Account	2	PM	- CCC - PM and/or ER - Contractor - RE - Other Members of Design Team (as required)	- In-Person - CCC or Agreed Consultant Provided Meeting Space (within County Cork)
		4	DTL or PM	- CCC - PM and/or ER - RE/ Contractor /Other Members of Design Team (as required)	- On-Line - MS Teams or similar
	Post Project Review	1	PM	- CCC - PM - RE - ER/ Other Members of Design Team (as required)	- On-Line - MS Teams or similar

Stage 2-5	Steering Group	Quarterly	PM	- CCC- PM- Other Members of Design Team (as required)	- On-Line- MS Teams or similar
	Elected Members	3	PM	- CCC - PM - Elected Members - Other Members of Design Team (as required)	- In-Person
	Local Stakeholders	2	PM	- CCC - PM - Local Stakeholders - Other Members of Design Team (as required)	- In-Person

Design team presentations to CCC	Sustainability Meeting/ Workshops	Design Co-ordination
Disability review	Tender Review Meetings & Assessment of Contractors Proposals	Budget/ Cost Reviews
Commercial Management Meetings	Design and Maintenance with Facilities Team	Value Engineering
Services Co-ordination	Snag Meetings	Tender Document Review
RFI Meetings	Information & Contractor Submissions Review	Handover / Commissioning & Validation at Project Completion stage

APPENDIX B

DRAWING/SPECIFICATION SERIES CONVENTION

Drawings and Specifications shall be organized and titled using the Transport Infrastructure Ireland Series Convention as per the table below.

Description	Specification Appendix	Drawing Series	Pricing Document Series
Preliminaries	1	100	100
Site Clearance	2	200	200
Fencing	3	300	300
Road Restraint System (Vehicle and Pedestrian)	4	400	400
Drainage and Service Ducts	5	500	500
Earthworks	6	600	600
Road Pavements	7	700	700
Road Pavements - Unbound, Cement and Other Hydraulically Bound Mixtures	8		
Road Pavements - Bituminous Bound Materials	9		
Road Pavements - Concrete Materials	10		
Kerbs, Footways and Paved Areas	11	1100	1100
Traffic Signs	12	1200	1200
Road Lighting Columns and Brackets, CCTV Masts and Cantilever Masts	13	1300	1300
Electrical Work for Road Lighting and Traffic Signs	14	1400	1400
Motorway Communications	15	1500	1500
Piling and Embedded Retaining Walls	16	1600	1600
Structural Concrete	17	1700	1700
Structural Steelwork	18	1800	1800
Protection of Steelwork Against Corrosion	19	1900	1900
Waterproofing for Concrete Structures	20	2000	2000
Bridge Bearings	21	2100	2100
Bridge Expansion Joints and Sealing of Gaps	23	2300	2300
Brickwork, Blockwork and Stonework	24	2400	2400
Special Structures	25	2500	2500
Miscellaneous	26	2600	2600*
Watermains, Utilities and Accommodation Works	27	2700	2700
Trenchless Installation of Road Drainage and Service Ducts	28	2800	2800
CCTV Survey of Road Drainage Systems	29	2900	2900
Landscape and Ecology	30	3000	3000*
Maintenance Painting of Steelwork	50	5000	5000*
Concrete Repairs	57	5700	5700*

*Departures may have to be made to the RMP in order to measure these items correctly.

Combining Drawing Series may be allowed when the works contained within them are minor and related e.g. Series 300 Fencing, Series 400 Road Restraint System and Series 2400 Brickwork, Blockwork and Stonework could be combined on one drawing set when a project has limited fencing, crash barriers and wall construction and does not warrant creating three separate sets of drawings.

APPENDIX C

COST ESTIMATE REQUIREMENTS

All estimates shall **generally** follow the series layout of TII's Requirements for Measurement and Pricing (RMP). Strict adherence is not required for stage 2, but estimated drainage and paving items **for example** should fall under Series 500 & 700 respectively.

All estimates shall include:

- Consultant fees and other third-party professional fees e.g. Site investigation, Archaeology etc.
- All works items within the Consultant's design remit.
- Costs paid directly to Statutory Undertakers e.g. ESB, GNI etc.
- Contractor's Preliminaries.
- Appropriate Risk/Contingency allowances/Inflation.

All estimates shall be accompanied by an executive summary which summaries the cost headings and includes a list of assumptions and exclusions.

The stage (iii) Cost Estimate shall be a "Pre-Tender Estimate" and shall be undertaken using the Volume C Pricing Document under the Capital Works Management Framework as the basis.

APPENDIX D

VOLUME C PRICING DOCUMENT REQUIREMENTS

The pricing document will be completed in accordance with the Department of Public Expenditure and Reform, Office of Government Procurement Guidelines for Pricing Documents, unless otherwise agreed with the Client.

The Pricing Document shall be measured in accordance with Transport Infrastructure Ireland's Requirements for Measurement and Pricing (RMP) as the Method of Measurement. Agreed Rules of Measurement (ARM) or Civil Engineering Standard Method of Measurement (CESSM) will **not** be accepted.

The native file(s) used to create the Pricing Document(s) (CostX, Buildsoft, CostOS, Cubit, Ripac, Icepac, Benchmark, Microsoft Excel etc.) will be provided to CCC in order to undertake checks/ reviews prior to issue of tender.

The Pricing Document will incorporate a full preamble in line with the RMP. This preamble will include any necessary departures from the Method of Measurement.

The Pricing Document shall be provided in:

PDF format (incl. Preamble)
Microsoft Excel format (excl. Preamble)

The PDF format is to be completed by the works contractor in ink and shall become a Contract document.

If Items/ Pieces of Work are required, then they need to be reflected in **BOTH** the Works Requirements (Drawings and/or Specifications) **AND** the Pricing Document in order to ensure robust tender pack and avoid Contractor's Claims during the works. Items/ Pieces of Work included in the Pricing Document but not included in the Works Requirements (Drawings and/ or Specifications) will not be accepted.

The Pricing Document shall be reviewed, checked and signed off by a Chartered Quantity Surveyor (SCSI or MRICS) with experience of creating and administrating RMP pricing documents.