CONSULTANT'S REPORT

Guidance:

- Items 1 to 6 below must be addressed in any Consultant's Report.
- A full breakdown of all building costs, in sufficient detail that items can be identified and quantified, must be included in the consultant's report.
- Where the proposed works involve alterations/refurbishment within the existing building, the gross floor area of the portion of the building affected by the works must be stated.
- For applications in connection with mechanical, electrical and gas services the Consultant should consider all relevant building services Technical Guidance Documents (TGDs) and associated guidance documents and design notes as published on gov.ie. The report itself should comply with the guidance in TGD002, Sections 18.0, 18.1, 18.2 (Primary Schools) and TGD003, Sections 19.0, 19.1, 19.2 (Post Primary Schools).
- The Consultant's Report **must** be submitted in the format set out in the Template. Any variation may result in the school's on-line application being invalidated.
- The Consultant's Report **must** be provided to the school authority in word/PDF format in order to allow it to be downloaded as part of the on-line application.
- **Photographic evidence of the affected area is mandatory and must be included in the Consultant's report if applicable.**

1. **School Details – the following information must be provided:**

School Roll Number	62421A
School Name	Presentation Secondary School
School Address	Mitchelstown, Co. Cork
Eircode	P67RC65
Contact Name	Martha Kent
Contact Number	02524394
Contact E-mail	mkent@presmitchelstown.ie

2. **Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected and the gross floor area of the building or portion of the building affected.**

This project is proposed for the windows and doors on the external elevations of the school building.

The entire school is affected. The School has a total floor area of 2,000 sq.m.

The proposed works consist of the removal of 350sq.m of glazing and the replacement of same with triple glazed aluminium units. The high level windows in the sports hall and classrooms will need to be fitted with opening mechanisms.

The existing windows and doors are mainly double glazed PVC units, with some timber framed single glazed units.

3. **Provide a full explanation of the nature and extent of the defect(s) with supporting photographs, and floor plans (or site plan of school) with affected area highlighted. (See circular for more information)**

The existing windows and doors were installed over 30 years ago.

The handles and hinge mechanisms have failed on many of the windows. The seals have failed in a number of panes

As a result, the affected windows cannot be closed and the associated rooms are subject to constant drafts and water ingress. The mechanisms for opening the windows at high levels have all failed so these windows are fixed. in the closed position. The seals of the double glazed panels are also failing so the panels are no longer functioning as double glazed units.

See attached Photographs for evidence of the above.

4. **When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.**

Most of the windows were replaced between 30 and 40 years ago.

5. **What evidence is there of an effective maintenance programme for the affected area(s)?**

Attempts have been made to seal and/or secure damaged windows.

5a. **Please indicate below by ticking the box(es) relevant to your project if including a climate action element of works in the proposed project:**

Attic Insulation	☐	**Cavity Wall Insulation**	☐✓	**Bike Rack**	☐
Air Tightness works	☐	**LED lighting**	☐	**Heat Pumps**	☐

Electric Vehicle (EV) charging provision ☐

6. **All proposed projects should include a breakdown of, including costs per m² of building area affected by the proposed works.**

All proposed projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate	Total €
1	Remove and dispose of existing blinds	350	sq.m		
2	Remove and dispose of the existing windows and doors	350	sq.m		
3	Supply and install triple glazed aluminium windows and doors	350	sq.m		
5	Supply and install opening mechanism for high level windows	37	No.		
6	Supply and install blinds	350	sq.m		
7					
8					
9					
10					
				Construction Sub Total	
				VAT @ 13.5%	
				Total Construction Cost	
				Professional Fees	
				VAT @ 23%	
				Total Professional Fees	
				Overall Total (Construction & Fees)	

All proposed Climate action aspects of projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate	Total €
1	Cavity Wall Insulation	1,500	sq.m		
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Construction Sub Total	
				VAT @ 13.5%	
				Total Climate Action Element Construction Cost	
				Professional Fees Relation to Climate Element of works	
				VAT @ 23%	
				Total Professional Fees for **Climate Element**	
				Climate Element Total (Construction & Fees)	

Consultants Details

IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Climate Action Summer Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

Consultant discipline	Proposed scope of works >€500,000	Proposed scope of works <€500,000
	Category	Category
Registered Architect	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3	1, 3
Chartered Building Services (Mechanical) Engineer	4	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the category of works being applied for.

Consultant Details:

Consultants First Name: _____

Consultant's Surname: _____

Consultant discipline: _____

Firm Name: _____

Firm Address:

_____

_____

Firm Telephone: _____

Firm email address: _____

Professional Membership Body: _____

Membership No/Registration No: _____

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their

impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding. Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

Signature of Consultant	**Signature of Chairperson/Patron/ETB**

If you have any doubts in relation to the suitability of a proposed Consultant, please contact your school management body. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.

Consultant Insurance Details

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Professional Indemnity Limit _____

Name of Insurer: _____
_____
_____

Public Liability Indemnity Limit _____

Name of Insurer: _____
_____
_____

Employers Liability Indemnity Limit _____

Name of Insurer: _____
_____
_____

Please Note:

Where you are a Consultant who is registered as a Sole Trader, you may not be able to complete the Employers Liability Limit insurance details above. Please ensure that you put 'N/A' in the Employers Liability Indemnity Limit.

Are you a Sole Trader* Yes/No_
***Please see definition of Sole Trader below**

Definition of a Sole Trader

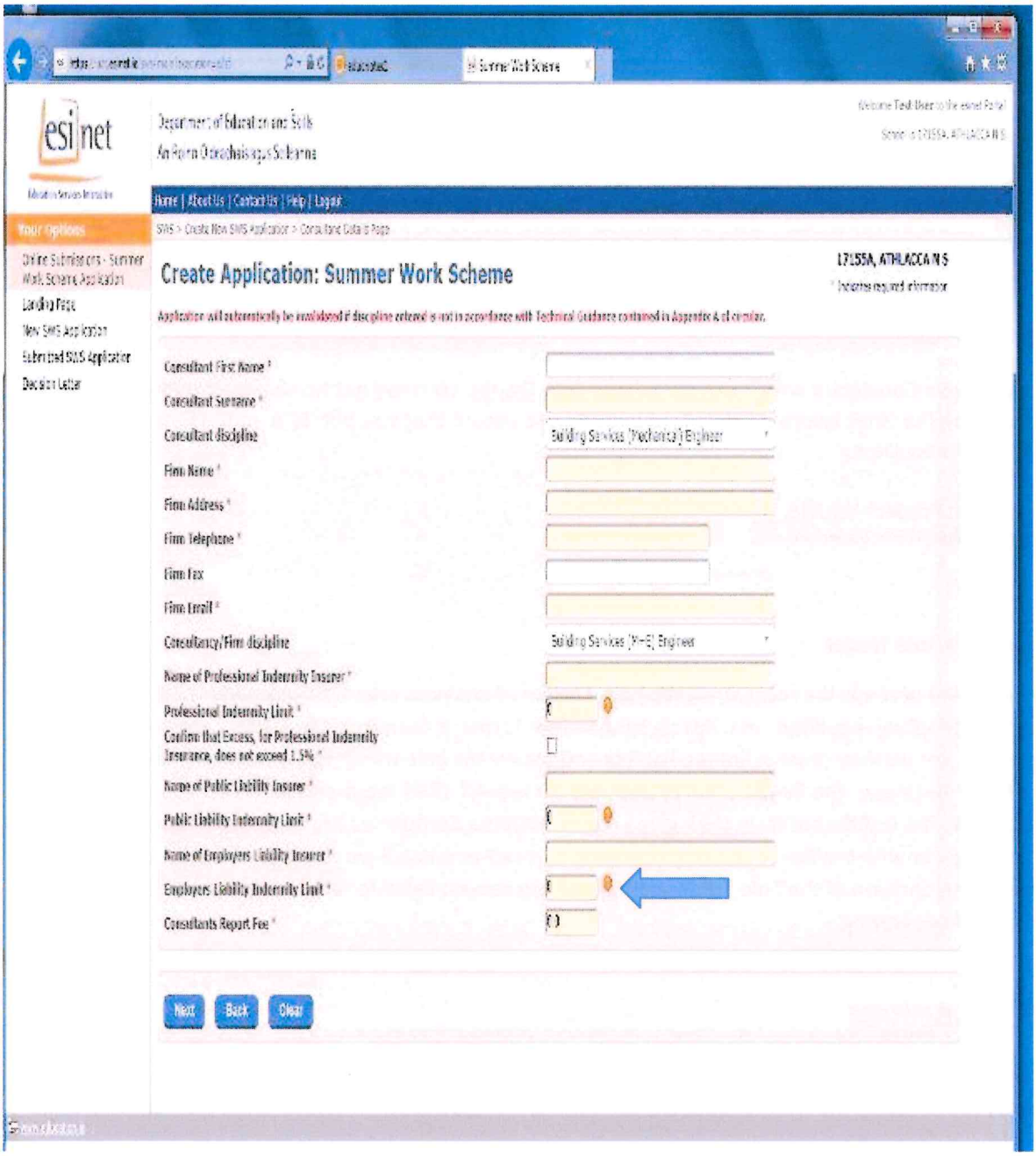
Sole Traders are perhaps the most straightforward group of business organisations under Irish law and, as such, are fairly lightly regulated. In contrast to the other forms of business, sole traders are not incorporated nor do they possess limited liability and makes the sole trader liable for all the assets and debts of their business. *The Registration of Business Names Act* 1963 requires Sole Traders to register their business name if it is different from their given name, with the Companies Registration Office and they must also register with the Revenue Commissioners as a self-employed person. A Sole Trader ceases to operate on the decision of the Sole Trader, although they remain liable for any liabilities that have been incurred when operating.

FOR SCHOOL PURPOSES

Where the Consultant states that he/she is a **Sole Trader** and has inserted 'N/A' for Employers Liability Indemnity Limit, you as the school authority, completing the application will need to do the following to be

in a position to submit the application for consideration. This is ONLY where your Consultant is a **Sole Trader**, for the purposes of preparing the Consultant's Report only.

Below is a Screenshot of the final page of the On-Line CASWS Application. This requires you, the school authority, to input Consultant's details. A Sole Trader may not have Employers Liability Insurance but must have all other Insurances. You will be unable to submit the application if the correct Indemnity Limit is not input. In the case where your Consultant is a Sole Trader, you will be required to put in block capitals the word SOLE TRADER in box entitled Name of Employers Liability Insurer. You will also be required to input the minimum Indemnity Limit for the purposes of this exercise.



Please insert photographs here:



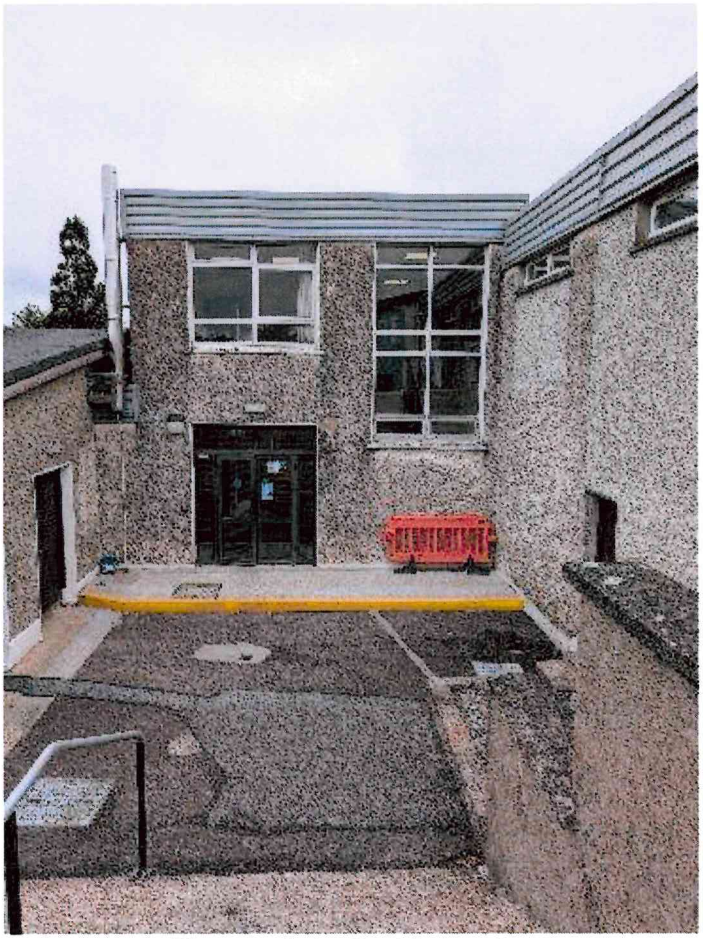
Photograph 1 – Single glazed window at high level in corridor



Photograph 2 – Rubber seal hanging from window



Photograph 3 – Partial elevation



Photograph 4 – Partial elevation



Photograph 5 – Rubber seal hanging loose



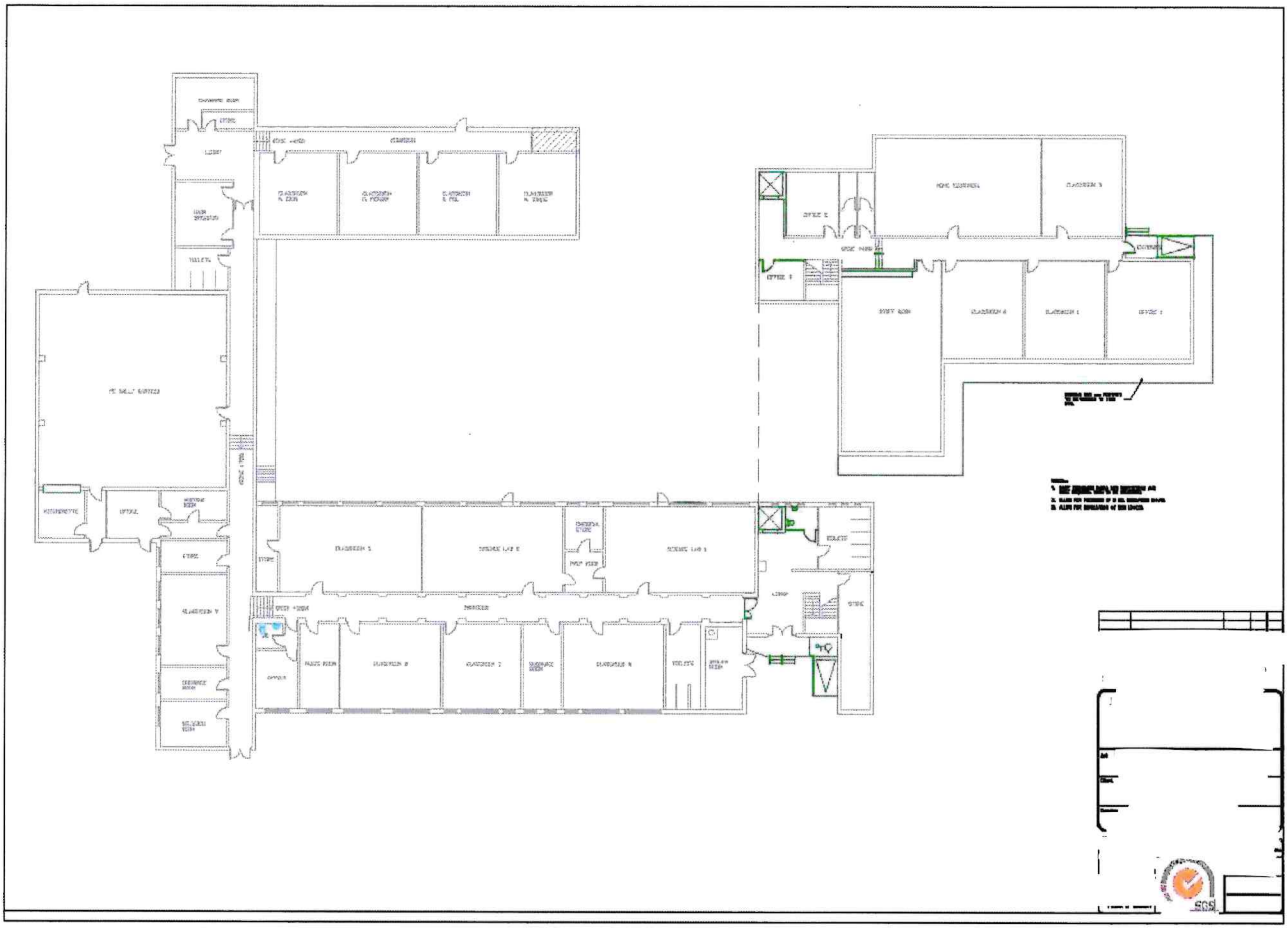
Photograph 6 – Single glazed unit



Photograph 7 – Single glazed unit at high level



Photograph 8 – Single glazed units at high level – opening mechanism no longer in place.



Ground Floor Plan of School

- **Insert**
- **Picture**
- **From File…**

NB. Photographs are central to the assessment process.

- **Please ensure photographs are relevant and clear.**
- **A minimum of 1 is required and a maximum of 6 is allowed.**
- **The consultant's report must not exceed a maximum size of 700kb.**
- **The photographs should be compressed using the following steps:**

- Right click on a photo that you have inserted
- Select option **Format Picture…**
- Select tab **Picture**
- Select button **Compress…**
- Within the window **Compress Pictures**
  - Select button **All pictures in document**
  - Select button **Web/Screen**
  - ensure both of the following buttons are selected:
    - **Compress pictures**
    - **Delete cropped area of pictures**
  - Select **OK**
- Select **Apply**
- Select **OK**
- Select File / Save