ARCHAEOLOGY SERVICES

Briefing Document

WCCC26-328

Archaeological Consultant for Waterford City & County Council Capital Projects



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Contents

1 Background 3
1.1 Capital Projects 3
1.2 Archaeological Services Required 3
2 Scope of Services 4
2.1 Contract 4
2.2 Requirements 4
2.2.1 Health and Safety 4
2.3 Stage (i) – Test Excavations, Surveys & Reporting 5
2.3.1 Stage (i) - Performance Period 5
2.4 Stage (ii) – Pre-Excavation Services 5
2.4.1 Stage (ii) - Performance Period 5
2.5 Stage (iii) – Excavation Services 5
2.5.1 Stage (iii) - Performance Period 6
2.6 Stage (iv) – Post Excavation and Dissemination Services 6
2.6.1 Stage (iv) - Performance Period 6
2.7 Project Close Out 6

1 Background

1.1 Capital Projects

The Economic Development Capital Projects Team of Waterford City & County Council (WCCC) are tasked to promote transformational change of public realm and to deliver regeneration of urban centre brownfield sites. These projects frequently involve protected structures, national monuments and potential archaeological discoveries within the historic footprint of Waterford City and Waterford County sites.

WCCC appoints multidisciplinary Integrated Design Teams to provide full design services for the delivery of these capital projects through review of preliminary design and detailed design, procurement and construction stages.

1.2 Archaeological Services Required

WCCC requires the services of a suitably experienced archaeologist to supervise all excavations and groundworks carried out on capital project sites, obtain Ministerial Consents where necessary and to engage with National Monuments Services (NMS) to obtain all required licenses and approvals where necessary.

The full scope of Archaeological Services required is set out in Section 2 of this document.

2 Scope of Services

2.1 Contract

On appointment the successful applicant for the tender will be engaged by WCCC under the Government Standard Conditions of Engagement for Archaeological Services (COE2).

2.2 Requirements

This tender competition is for the appointment of a suitably experienced Archaeologist team, to support the delivery of capital projects through to completion of construction and handover of all project documentation to WCCC.

The Archaeologist Team shall include a Licensed Archaeologist and shall be suitably qualified, experienced, and competent to deliver all associated services in the zone of archaeological potential associated with each project.

The Archaeologist shall be responsible for all engagement and consultation with NMS to ensure all archaeological services, site excavation and monitoring, and associated reporting are carried out to the satisfaction of NMS where necessary on a project.

The Archaeologist shall be responsible for engaging with the Department of Housing, Local Government and Heritage to obtain Ministerial Consents where necessary on a project.

Archaeology Services required are described under the following Stages:

- Stage (i) Test Excavations, Surveys & Reporting:
- Stage (ii) Pre-Excavation Services
- Stage (iii) Excavation Services:
- Stage (iv) Post Excavation and Dissemination Services

The Archaeologist shall be required to liaise with design teams throughout the delivery of the services required. This shall include attendance at meetings as necessary and all correspondence to address project related archaeology matters.

2.2.1 Health and Safety

The Design Team Lead for each capital project is appointed Project Supervisor for the Design Process (PSDP) for that project. The archaeologist shall be required to liaise with the PSDP to ensure all necessary Health and Safety Requirements are fulfilled. The Archaeologist shall be required to complete WCCC's pass/fail requirements for Health and Safety in the SAQ documents as part of their tender submission.

2.3 Stage (i) – Test Excavations, Surveys & Reporting

(Initiation, Engagement with NMS, Licence Applications)

The Archaeologist shall be required to;

- Review existing information for a project,
- Review existing archaeological information available for a project
- Engage with NMS and/or statutory authorities as necessary to develop strategy for delivering the required archaeology services
- Recommend the most appropriate way forward in terms of NMS license application(s), Ministerial Consents etc.
- Prepare and submit Ministerial Consent and/or NMS applications, including all associated costs and licence application fees as and when required for a project.

2.3.1 Stage (i) - Performance Period

- Duration from appointment to submitting licence application will vary across each project and will be determined by individual project programmes.

2.4 Stage (ii) – Pre-Excavation Services

On receipt of Ministerial Consent and/or Archaeology Licence, the archaeologist shall;

For Site Investigation phases:

- Liaise with the Design Team Lead for the Project and the appointed Site Investigation Works Contractor in advance of site work commencing.

For Main Construction Work phases:

- Liaise with the project Design Team Lead and the appointed Works Contractor in advance of site work commencing. This shall include co-ordinating programme of works and site attendances.

The archaeologist shall be required to provide all necessary Health and Safety documentation to the PSDP in advance of attending site.

The appointed Site Investigation Works and Main Construction Works Contractors shall be the Project Supervisor Construction Stage (PSCS). The archaeologist shall be required to comply with the PSCS site management requirements and Health & Safety requirements in advance of attending site.

2.4.1 Stage (ii) - Performance Period

- It is anticipated that Site Investigation works will commence as soon as is practical on receipt of Ministerial Consents and/or NMS licences where necessary on a project.
- Main Construction Works will vary subject to individual project programming.

2.5 Stage (iii) – Excavation Services

(Monitoring Site Investigation Works and Associated Reporting, Monitoring Main Construction Works and Associated Reporting)

The Archaeologist shall be required to;

- Attend site to monitor site investigations works in accordance with the requirements of any approved licence.
- Attend site to monitor excavations during main construction works in accordance with the requirements of any approved licence.

2.5.1 Stage (iii) - Performance Period

- Programming of site investigations will be determined by the Design Teams of individual projects.
- The programme of Construction Works for each project will be determined as soon as is practical following tender assessment and award of contract.
- Construction periods are typically 12 to 24 months; however, it can be anticipated that Archaeological Monitoring will only be required when excavations and ground works are being carried out. As such, it is not anticipated that the Archaeologist presence will be required for the full duration of the works on a project.
- It is noted that night-time works are not anticipated.

2.6 Stage (iv) – Post Excavation and Dissemination Services

(Input into Tender Documentation for Main Construction Works Contract)

- Prepare all required Archaeological reporting as may be required by NMS / NMS licence.
- Liaise with the Design Team Lead to ensure all requirements in relation to archaeology services and works are included in the tender documentation to be issued to Tenderers for the Main Works Contract. This shall include all relevant requirements of any NMS licences and shall allow for accommodating the Archaeologist on-site for the requirement of monitoring excavations and ground works.
- Provide all handover information to Design Team / WCCC as required to inform the Safety & Health file and to complete the services required on a project.

2.6.1 Stage (iv) - Performance Period

- This service will be required to align with the programme for preparation of tender documentation of a project in the case of site investigation works.
- This service will be required to align with the programme for completion of a project in the case of main construction works.

2.7 Project Close Out

On completion of all services and reporting required for a project, the Archaeologist shall provide all handover information to the Design Team Lead / WCCC as required to inform the Safety & Health file and to complete the services required.