The Land Development Agency

APPENDIX 1

SPECIFICATION OF REQUIREMENTS

Provision of Technical and Construction Quality Assurance and Quality Control Services (QAQC)

This Appendix is the single authoritative specification for the Framework Agreement. It is incorporated by reference into Schedule 1 of the Framework Agreement (Appendix 3). The Developer Monthly Report Template (ref. 1680/606) is annexed to this Appendix. Pricing is set out exclusively at Appendix 2.

1. Background

The Land Development Agency is the authority responsible for this procurement. The LDA's purpose is to maximise the supply of affordable and social homes on public land in a financially sustainable manner, supporting the creation of thriving communities and delivering ongoing positive social impact. The vision is for the provision of affordable and social housing to meet the needs of the nation, delivering a social return from development and a stable, national housing capacity to support sustainable, inclusive, and vibrant communities such that residents of Ireland can be assured of housing options that support their needs, throughout their lives.

The Land Development Agency DAC has been established under the Land Development Agency Act 2021. This Act confers functions on the Agency including to develop and regenerate relevant public land for the delivery of housing; to develop and manage housing on that and other land including with other persons or bodies; to enable the Agency to form subsidiaries for the purposes of carrying out its functions and to provide for a requirement that a proportion of the dwellings provided on relevant public land and former relevant public land will be made available on a cost rental basis. The LDA has been provided with initial funding of up to €1.25 billion and capacity to borrow the same value. However, as a result of the housing crisis, the Irish government is looking at the establishment of a sovereign wealth fund which could increase the funds directed to the LDA by between €4 billion and €8 billion, making the LDA a significant developer in the marketplace.

In addition to developing state-owned land, the Irish Government's 'Housing for All' plan, issued in September 2021, sets out how the Land Development Agency will execute forward purchase transactions as well as forward financing of transactions with housebuilders and/or landowners to assist in unlocking and accelerating the delivery of housing on planning-consented, but heretofore undeveloped, residential land. This initiative is known as 'Project Tosaigh' and is expected to be a significant proportion of the Agency's financial investment over the next five years. Further information on the Government's 'Housing for All' plan is available at: www.gov.ie/en/publication/ef5ec-housing-for-all-a-new-housing-plan-for-ireland.

2. Scope of Framework Agreement

The scope of this framework is for the provision of Technical and Construction Quality Assurance and Quality Control (QAQC) monitoring services over a portfolio of residential units at varying stages in the development process.

To assist Tenderers in understanding the type of services required, the Contracting Authority is providing Tenderers with a description of a typical project (the "Typical Project") and its associated deliverables. In responding to the Award Criteria, Tenderers are required to describe their approach and methodology using the Typical Project and the associated deliverables.

Rates for the delivery of Services under this Framework Agreement are set out exclusively in the Pricing Schedule and Rate Card at Appendix 2.

3. Typical Project

Projects that are the subject matter of this Framework Agreement will typically be Multi-Typology Multi-Unit Residential Developments with the following characteristics:

- 250+ Units
- Apartments, Houses, Duplexes Mix
- Apartment only schemes

- House only schemes
- Community spaces & ancillary areas
- Infrastructure and Utilities
- Greenfield and Brownfield Sites
- 18 Month plus Contract Duration

This typical project description is for the purpose of the establishment of this framework agreement only and does not represent the full project scope that may be required under this Framework Agreement. Unit quantities, types and site topographies will vary. The Contracting Authority reserves the right to modify the detailed specification of requirements to reflect project-specific criteria and/or future legislative / Contracting Authority policy amendments.

4. Typical Project Deliverables

The services required for contracts under this framework will include the following deliverables which are grouped into seven (7) headings. The extent of services required will be identified on a project-by-project basis. Reasonable additional or varied services for implementation of projects under this framework may also be identified.

4.1 Design Development

- Undertake the role of Technical Monitor as set in Procedures Manual (Appendix A) or Employers Requirements depending on the delivery mechanism.
- Perform initial gap analysis of requisite documentation to be provided by Developer, request missing documents.
- Monitor, review and report on the development of design and technical information against compliance with the Second Schedule to the Building Regulations, Technical Guidance Documents (TGD), EU Taxonomy, HPI and general best industry practices. Identify any areas of non-compliance and track close out. Delivery of a response is required within 10 working days of receipt of information.
- Monitor, review and report on the development of design information against conformance with the Contracting Authority's Performance Specification, Apartment Typology Booklet, Low Density Typology Booklet and Procedure Manual. Identify any areas of non-conformance and deviations. Review and comment on tolerability of deviations and alternative proposals for conformance.
- Request additional information/clarification from the design team or developer by way of a Request for Information (RFI) tracker. Conduct RFI workshops with the developer and/or design team to close out queries raised. Note: quantity of workshops to be determined on a project-by-project basis subject to the stage at which the Contracting Authority is engaged.
- Identify ambiguities or omissions in the design. Review and comment on tolerability of omissions and review alternative rationalised simplified design solutions.
- Provide commentary to the Contracting Authority on areas in design that might impact Asset Management considerations at a later date.
- Report weekly to the Contracting Authority to include: design development and technical monitoring progress summary across all disciplines; RFI tracker status; details of any work identified as being not in compliance; details of items agreed during design development review; details of areas of non-compliance and corrective action required; register of observations raised with the developer for action, detailing their status and expected dates for completion.
- Review detailed for-construction / tender drawings and specifications and provide a high-level summary to the Contracting Authority of proposed works across all disciplines.

- Attend Design Development Meetings comprising the Professional Team, Developer, Contractor and the Contracting Authority.
- Prepare project-specific inspection matrix identifying key benchmarks for inspection and implement during construction.
- Using a risk-based approach, identify list of Technical Submittals (Product and Drawing Submittals) and Design Deliverables to be provided during construction.
- Perform a gap analysis on material and product warranties being provided and review versus Contracting Authority life expectancy minimum requirements in the performance specification.
- Identify specialist subcontractors with design responsibility and requiring Professional Indemnity Insurance. Perform a gap analysis versus the Contractor's Design Responsibility Matrix to ensure all specialist subcontractors are identified.
- Request and review Contractor's Quality Assurance Systems and Processes and report on appropriateness. Request and review Contractor's Quality Plan for the project and report on appropriateness. Contractor to provide in-house demonstration of same.
- Attend site walk to ascertain site risk and report on findings.

4.2 Statutory Compliance

- Undertake a Technical Audit of all Planning Applications, Fire Safety Certificate, Disability Access Certificate (including all subsequent revisions) and BCAR applications and grants, including any Conditions or Appeals and raise RFIs on same.
- Comment on the conditions of grant on the statutory documents and identify any conditions which would impact the commencement of the Development.
- Monitor all conditions of grant through to closure.

4.3 Environmental and Sustainability

- Undertake a Sustainability Due Diligence of the development, including the assessment of environmental risks and opportunities associated with the site and proposed development. The review will consider relevant technical documentation, environmental constraints, contamination risk, ecology, climate, physical and transition risks, and other sustainability-related matters, highlighting areas that may require further consideration or risk mitigation.
- Assess design information against EU Taxonomy compliance (requirements set out in the Procedures Manual (Appendix A). Identify any gaps and report on findings, including recommended measures for EU Taxonomy compliance. This will include but not be limited to: reviewing Contractor/Developer global warming potential study showing Whole Life Carbon Analysis for the development and reporting on findings, confirming proposed lower embodied carbon solutions and recommendations for sustainable design and development are in line with Taxonomy requirements; reviewing Contractor/Developer Climate Risk and Vulnerability Assessment including the comprehensive report detailing findings, and reporting on findings; assessing M&E information and outlining recommendations to reduce flow rates from water producing appliances in line with Taxonomy & HPI requirements; reviewing proposals for, and attending, post-occupancy Thermal Integrity Testing and preparing a report detailing findings — where issues with thermal integrity are identified, reviewing appropriateness of course of action to remediate in line with Taxonomy requirements; reviewing appropriateness of third party's appointment to undertake post-occupancy Thermal Integrity Testing at the Contracting Authority's request; and tracking that CPEA Verification is obtained as proof of alignment with Taxonomy criteria.
- Assess design information, submitted by Contractor/Developer, against current HPI certification requirements. Identify any gaps and report on findings, including recommended measures to achieve current HPI Certification.

- Review Contractor/Developer submission of the LDA sustainable reporting metrics template as soon as is practicable after engagement and maintain and update the report in line with guidance throughout the project.
- Review Biodiversity Net Gain assessment to assess whether it meets requirements HPI EN 5.0 Ecology Level 3 (Moderate Improvement) and any other requirements specific to the project. Ensure the Biodiversity Net Gain assessment is undertaken at the correct time.
- All Sustainability metrics to be tracked and reported on as part of the monthly QAQC report.

4.4 Development / Funding Agreement

Review the Development Agreement and ensure the following is addressed:

- Employer Requirements.
- The Apartment Typology Booklet / Low Density Typology Booklet.
- Performance Specification.
- Any deviations to the above.
- Developer's Proposal.
- Drawings and documents within the data room / CDE.
- Reviewable Design Data.
- Product Submittals, Drawing Submittals and Design Deliverables: agree submission of information protocol (to be tracked using Developer's or Contracting Authority's Construction Management Software). Agree any sundry protocols in relation to the design monitoring and review procedure.
- Construction Benchmarks and Compliance Samples: agree a log which should identify each benchmark/sample and the timeframes for access, assessment, opening-up, technical queries & responses/clarification and final approval timescales (agreed log to be tracked using Developer's or Contracting Authority's Construction Management Software). Agreed Benchmarks must demonstrate materials and workmanship in accordance with current Building Regulations and must include a Benchmark Unit. Compliance samples for approval will include fixtures, finishes and fittings as outlined in the Contracting Authority's Apartment / Low Density Typology Booklet.
- Future Specialist Design: agree future Design packages to be provided for review which were unavailable at TDD stage.
- Practical Completion: management, communication and reporting requirements. Defects: management, communication and reporting requirements. Completion Deliverables: agree documents to be provided.
- Builder's Monthly Report: agree contents.
- Monthly Trackers (Planning, Fire, DAC, BCAR, Ancillary Certificates, HPI, Taxonomy, Design Development, Subcontractors Key Packages): agree format and contents.
- Request Developer's Design Responsibility Matrix. Review, comment and agree format and contents.
- Request evidence of experience. Provide commentary on the Developer's key personnel and on their alignment with the role for which they are responsible.
- Request Developer's Resources Schedule. Review and comment. Review scope of the Developer's Design Team appointments and advise on appropriateness.
- Request Developer's Construction Management and Execution Plan. Review, comment and agree.
- Request Construction Programme, including sections comprising Design Development, Construction Activities and Benchmarking and Compliance Samples. Review, comment and agree format and contents.

4.5 Construction Monitoring

- In addition to benchmark inspections, the monitor will perform monthly site wide walks. The purpose of these walks is to conduct quality checks across active work zones. Key focus areas include evaluating basic workmanship standards, verifying appropriate material storage to prevent degradation, checking for visible defects, and ensuring general adherence to construction documents. Any high-level quality deviations observed will be photographed, documented and logged for corrective action.
- Monitor and report on the design and execution against statutory and technical requirements. Identify any areas of non-compliance and review proposed solutions and monitor remediation.
- Monitor and report on the design and execution against Taxonomy requirements to ensure compliance is achieved. Refer to the (appendix B) for the Contracting Authority's reporting methodology.
- Monitor and report on the design and execution against HPI requirements to ensure certification is achieved. Refer to the Procedures Manual for the Contracting Authority's reporting methodology.
- Provide a monthly report to the Contracting Authority to include: an executive summary; details of inspections undertaken during the month and any work identified as being not in compliance; details of monitoring of construction quality against items agreed during design development review; details of areas of non-compliance and corrective action required; register of observations raised with the developer for action, detailing their status and expected dates for completion; site photographs where relevant; status of the Project against the Construction Programme; and details of design reviews undertaken.
- Determine whether any relevant phase is finished or complete and advise the Developer and the Contracting Authority of the need for any re-testing which may be necessary to demonstrate whether a relevant phase of the project is finished or complete.
- Inspect, review and approve Benchmarks and Compliance Samples. Delivery of benchmark inspection reports is required within 3 working days of inspection.
- Review and make representations and observations on the Developer's monthly information. Make representations and observations to the Developer where required.
- Provide commentary on progress and status of all Monthly Trackers.
- Liaise with the Developer's key on-site personnel with responsibility for managing all aspects of compliance.
- Review and comment on the Construction Management Plan and Construction Waste Management Plan.
- Prepare and circulate site inspection reports highlighting areas of non-compliance. Delivery of inspection reports is required within 3 working days of inspection. Formally raise any red-flag areas of non-compliance with the Contracting Authority, design team and the developer and agree a course of action to remediate.
- Request further information/clarification from the design team or developer by way of a Request for Information (RFI) tracker. Conduct RFI workshops with the developer to close out queries raised. Note: quantity of workshops to be determined on a project-by-project basis subject to the stage at which the LDA is engaged.
- Technical review and comment on proposed designs / variations / unforeseen occurrences on site — below-ground features / material substitution / expenditure of provisional sums (areas not yet designed).
- Review programme, including duration and key activities and milestones. Provide commentary on possible delay risks and on the probable or expected completion dates.

- The Technical Monitor may undertake programme health checks, having regard to recognised industry standards.
- Participate in monthly meetings with the Developer.
- Identify and coordinate opening-up works.
- Monitor and comment on defects / non-compliances as they arise.
- Ensure any site-specific breaches of the Safety, Health and Welfare at Work Acts or Regulations identified during site inspections are immediately raised with the PSCS and PSDP.
- Track all site inspection reports, issues, RFIs, queries, benchmarks and technical submittals on the Developer's or Contracting Authority's Common Data Environment.
- Prepare and issue monthly status reports to the LDA in an agreed schedule and format, in accordance with the Developer Monthly Report Template annexed to this Appendix.

4.6 Completion

- Review to assess that Operation & Maintenance (O&M) manuals and Health & Safety Files are complete, logically structured and appear to contain the information reasonably expected for the safe operation, maintenance and future alteration of the development.
- Conduct a detailed snag and de-snag upon completion.
- Raise all snags in inspections on a Developer's or Contracting Authority's centralised software platform and provide evidence of close-out in advance of handover.
- Follow up with close-out inspections confirming that any work undertaken is by responsible contractors.
- Participate in handover procedures and resolution of all snag lists.
- Agree with the Developer the nature and extent of Mechanical, Electrical, Fire Alarm and Emergency Lighting testing and commissioning. Attend testing and commissioning and provide verification before handover.
- Review BCMS Certificate of Compliance on Completion documentation.
- Review Project Safety File for completeness and provide gap analysis
- Review Taking in Charge application and provide commentary for issue to Vendor. Provide further commentary where required. All commentary will be required within 20 working days of receipt of information. Approve release of retention.
- Make a determination on Practical Completion or an objection by way of an Objection Notice as outlined in the Procedures Manual.

4.7 Additional Requirements

- Include for undertaking all services additional to the above which are applicable to the role of Technical Monitor as described in the Procedures Manual.
- Participate in conference calls and meetings as required by the Contracting Authority.
- Attend site meetings / inspections as required by the Contracting Authority. As a minimum: monthly client meeting with the Developer on site, issuing minutes/actions of same; monthly inspections by all disciplines active on site; attend any additional benchmark inspections that occur within the month; attend interim monthly Contracting Authority meeting and issue minutes of same; attend interim monthly/fortnightly online RFI workshops with the Developer.
- Address any questions relating to the development / portfolio posed by the Contracting Authority.
- Identify technical measures further or alternative to the above deliverables as required.

- Provide commentary and clear recommendations on deliverables such as but not limited to due diligence, remediation actions, monitoring, risk assessment and compliance matters.
- Assist in addressing the LDA's Site Managers' issues for close-out / non-compliances. Provide independent technical assessment and verification where quality concerns require specialist review.
- Provide all necessary resources, personnel, equipment, and materials required to undertake the scope of services as outlined above for the duration of the Framework Agreement.
- Where development acquisition by the LDA applies, provide a recommendation not to proceed when this course of action is deemed warranted by the framework member.
- Deliver site inspection reports within 3 working days of the inspection.
- Conduct a snag and de-snag 12 months post Practical Completion. Review Defects prior to the expiry of the Defects Liability Period. Provide written particulars of Defects not less than 14 Working Days before the expiration of the Defects Liability Period for the relevant phase. Oversee making good of Defects by third party contractors where required. Ensure that any defects are resolved satisfactorily and advise on release of retention monies.

Framework members may be asked to provide other services to the Contracting Authority within the broad remit of the framework agreement. The Contracting Authority will identify these needs as they arise, and requirements will be sent to the framework member(s) in line with the call-off mechanisms set out in the Framework Agreement. Reference Appendix C for the Contract Administration service which is an optional service QAQC members may be asked to perform. Please confirm on Appendix 4 if you can perform this optional service and price accordingly on Appendix 2A Cost Workbook.

5. Framework Agreement Resourcing Requirements

The following technical resources are required to deliver the services that are the subject matter of this Framework Agreement. The role titles below are used consistently throughout the competition documents.

Technical Resource	Minimum Standard	Minimum Number
Contract Manager (Contract & Relationship Manager)	12+ years of substantial professional experience with experience in delivering strategic and operational services for high value projects to public and private sector clients. An industry leader and key influencer who is respected for their professional proficiency and knowledge. Recognised as a trusted adviser to senior management and executive teams. Acts as the senior responsible person on major client engagements. Able to be accountable for leading complex projects/programmes. Has demonstrable evidence of leading teams of professionals, including the coaching and mentoring of colleagues. An ability to provide a hands-on operational service to clients where necessary.	1
Senior Architect	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix. A registered member of a professional body RIAI / RIBA (or equivalent).	1

Senior Civil Engineer	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix. A member on the Register of Engineers or registered with the Engineering Council UK (or equivalent).	1
Senior Structural Engineer	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix. A member on the Register of Engineers or registered with the Engineering Council UK (or equivalent).	1
Senior Mechanical Engineer	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix. A member on the Register of Engineers or registered with the Engineering Council UK (or equivalent).	1
Senior Electrical Engineer	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix. A member on the Register of Engineers or registered with the Engineering Council UK (or equivalent).	1
DAC Consultant	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 7 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix.	1
Fire Consultant	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 10 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix.	1
Sustainability Consultant	A relevant Level 8 degree or equivalent professional qualification, and a minimum of 7 years post-qualification experience providing services as described in Section 4 of this Appendix 1, which are relevant to this resource, for residential projects of an equivalent size, type, nature, scope and complexity to the Typical Project described in this Appendix.	1

	Trained HPI Assessor or will undertake to obtain training before the first contract is awarded.	
Site Inspectors (Architectural; Civil Engineering; Structural Engineering; Mechanical Engineering; Electrical Engineering)	10 years post-qualification experience. Minimum 5 years undertaking site inspections of residential developments. Experience with Building Regulations and BCAR. All inspectors shall have participated in at least three completed residential developments within the previous ten years and shall demonstrate experience in construction-stage quality assurance, defect identification, technical reporting and compliance verification.	1 per discipline (5)

6. Contract & Relationship Management

The Contracting Authority requires tenderers to nominate a dedicated Contract Manager who will act as the main point of contact for the duration of the Framework Agreement. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. The duties of the Contract Manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority.
- Provide regular reports on performance as agreed with the Contracting Authority.
- Meet with the Contracting Authority as and when required to review and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings.

7. Performance Management

The performance of any Framework Member engaged pursuant to this arrangement will be measured by reference to several qualitative criteria. For each service contract, the Contracting Authority will rate the Framework Member's performance on a scale of 1 to 3. Where a Framework Member receives a score of less than 2 on any single criterion, the consequences set out in Clause 6.6.5 of the Framework Agreement (suspension from direct-award allocation, following an opportunity to make representations, until remediation) will apply.

Performance Area	Guidance
Reporting & Recommendations	Reports are timely, clear, proportionate and provide actionable recommendations.
Follow-up & Assurance	Tracks actions to closure and provides assurance that identified risks are controlled.
Quality Planning & Compliance	Implements approved quality plans, procedures and inspection requirements.
Inspections & Audits	Plans and completes effective inspections and audits at the required frequency.
Documentation & Records	Maintains accurate, complete and traceable quality records.

Non-Conformance & Corrective Actions	Manages NCRs promptly and ensures corrective actions are effective and closed.
Quality Assurance During Delivery	Ensures materials, workmanship and testing comply with approved requirements.
Handover & Close-out	Coordinates complete certificates, as-builts, O&M information and quality records.

Annex A — QAQC Monthly Report Template

The QAQC Monthly Report Template (Appendix B) is annexed to and forms part of this Appendix 1. Monthly status reports under Section 4.5 shall follow the structure of the annexed template: Project Description; Project Status; Project Key Risks; Quality (Inspections, Benchmarks, RFIs, Product Submittals) Environmental Overview (HPI and Taxonomy); Health and Safety; Statutory; Utilities; Programme; Current Project Photographs; and Appendices — in each case in the agreed schedule and format.