Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

PROJECT INFORMATION MEMORANDUM AND PROJECT EXECUTION PLAN

Little Seeds Crèche Extension and Masterplan
Moyross Community Enterprise Centre,
Limerick

Date:	November 2026
Subject:	Little Seeds Crèche Extension and Masterplan
Report by:	Regeneration Directorate, Limerick City and County Council

1.0 INTRODUCTION

This document comprises the Project Information Memorandum and Project Execution Plan for the Little Seeds Crèche Extension and Masterplan in Moyross.

Part 1: Project Information Memorandum describes the Project Brief, existing site context, proposed development, delivery strategy and technical and environmental requirements.

Part 2: Project Execution Plan sets out the governance, programme, cost, information-management, quality, compliance, risk and health and safety arrangements applicable to the delivery of the Services.
This document shall be read in conjunction with the other tender and Contract documents identified in Section 2.5.

1.1 Project Overview

The Project comprises a coordinated strategic masterplan for the wider Little Seeds Crèche site with the delivery of the proposed Little Seeds Crèche extension, identified as Phase 1.

The masterplan shall provide for a future Youth Centre and consider improvements to access, movement, parking, external spaces and supporting site infrastructure.

The Crèche extension, hereafter referred to as Phase 1, shall progress through planning under the initially authorised Services. Progression through the remaining project stages shall be subject to further funding, confirmation of the subsequent Client and delivery arrangements, and formal instruction under the consultancy contract.

1.2 Project Particulars

This tender relates to the appointment by Limerick City and County Council of an Architect-led Integrated Design Team under one COE1 consultancy contract. LCCC shall act as Contracting Authority, Client and Project Coordinator for the initially authorised Services up to and including Stage (ii)b.
The Architect shall act as Lead Consultant and shall provide, manage and coordinate the complete Integrated Design Team and any approved subconsultants.

Little Seeds Crèche shall act as the childcare operator and key project stakeholder during the initially authorised Services. The IDT shall consult with Little Seeds Crèche in developing and validating the operational brief, Schedule of Accommodation, Masterplan and Phase 1 proposals.

Contractual instructions and approvals shall be issued by LCCC.
Following completion of Stage (ii)b and confirmation of the funding and delivery arrangements for Phase 1, the IDT appointment may:

- remain under the clientship of LCCC for the subsequent project stages; or
- subject to the agreement of the relevant parties and completion of the necessary contractual arrangements, be novated or otherwise transferred to Little Seeds Crèche for the subsequent delivery of Phase 1post planning approval.

Tenderers shall price and resource the full potential Services identified in the tender documents. Progression beyond the initially authorised Services shall be subject to funding confirmation and formal written instruction in accordance with the consultancy contract.

2.0 DOCUMENT CONTROL

This section records the status, approval and revision of this Project Information Memorandum and Project Execution Plan and identifies the principal documents with which it shall be read.

Information required	Minimum content
Project Title	Little Seeds Crèche Extension and Masterplan
Project Code	26013
Document Title	Project Information Memorandum and Project Execution Plan
Document Owner	Limerick City and County Council
Lead Directorate	Limerick Regeneration, Community, Sports and Rural Development

Information required	Minimum content
Lead Local Authority	Limerick City and County Council

2.1 Document Status

This document is issued as part of the tender documentation for the appointment of the Architect-led Integrated Design Team.
The Project Brief, accommodation schedules and other project information reflect the requirements developed by LCCC in consultation with Little Seeds Crèche at the date of issue. Matters identified as indicative, preliminary or subject to validation shall be reviewed and developed by the appointed IDT in consultation with Little Seeds Crèche and submitted to LCCC for approval in accordance with the Contract.

2.2 Document Approval

This document shall be reviewed and approved by the authorised LCCC personnel before issue as part of the tender documentation. The operational brief and childcare requirements shall be developed in consultation with Little Seeds Crèche.

Name	Position	Approval	Date	Revision
Clióna Corry	Senior Executive Architect	Clióna Corry	November 2026	01

2.3 Revision History

All formally issued revisions of this document shall be recorded below.

Revision	Date	Prepared by	Reviewed by	Reason for issue
01	30/11/2026	Catherine Lawlor	Clióna Corry	Tender Issue

2.4 Document Distribution

This document shall be issued and distributed through LCCC's approved document-management and procurement arrangements.
The current formally issued revision shall take precedence over any earlier revision.

2.5 Related Documents

This document shall be read in conjunction with the relevant tender and Contract documents, including those listed below. Where a requirement is addressed in a separate document, it is not repeated in full in this Project Information Memorandum and Project Execution Plan.

Document	Details
Scope of Services	Defines the Services required from the Lead Consultant, Integrated Design Team members and required specialist roles
Minimum Deliverables Schedule	Identifies the principal information and outputs required at each Stage or Sub-Stage
Minimum BIM and Information Requirements	Defines the BIM and information-management requirements
Fee and Resource Schedule	Provides the fee allocation by service and Stage or Sub-Stage and identifies the proposed personnel and resource allocation for delivery of the Services.
Draft Schedule of Existing and Proposed Accommodation	Identifies the existing accommodation and the preliminary Phase 1 accommodation, area and capacity requirements to be reviewed and validated by the IDT.

PART 1: PROJECT INFORMATION MEMORANDUM

3.0 Project Context, Brief and Objectives

3.1 Project Brief

The Project comprises the preparation of a feasibility-level masterplan and phased delivery strategy for the wider site, with the expansion of Little Seeds Crèche identified as Phase 1. The future Youth Centre and other future phases shall be considered at masterplan and feasibility level only. The detailed requirements for the masterplan and Phase 1 are set out in Sections 4 and 5 respectively.

3.2 Site and Surrounding Context

The Little Seeds Crèche site is located within the Moyross Regeneration Area, within an established cluster of community and public facilities. The **Phase 1 site boundary is outlined in red**, and the **wider masterplan study area is outlined in blue** on the accompanying site plan.



Figure 1: Aerial Image showing Site Boundary and Masterplan Study Area Boundary

The site is close to established residential neighbourhoods, Corpus Christi Primary School, Moyross Community Enterprise Centre, HSE Health Centre and the Moyross Millennium Park. These facilities form part of the wider social, educational and community infrastructure serving Moyross.

The surrounding area is undergoing significant development and regeneration. Recent and planned development includes the new residential developments at College Avenue and Pineview Gardens, together with the approved Moyross Railway Station and its planned access arrangements and relationship with Moyross Millennium Park.

The site therefore occupies an important location within an evolving residential and community setting, close to existing services and new residential development.

3.3 Existing Buildings and Site Conditions

The masterplan study area contains the existing Little Seeds Crèche and adjoining community and public facilities, including the Moyross Community Enterprise Centre and the HSE Health Centre and associated external areas. These buildings and facilities remain in active use.
The crèche operates from a split-level building comprising a single-storey element to the front and a two-storey element to the rear. Its existing accommodation, capacity and operational arrangements are identified in the **Draft Schedule of Existing and Proposed Accommodation** and the available record information.

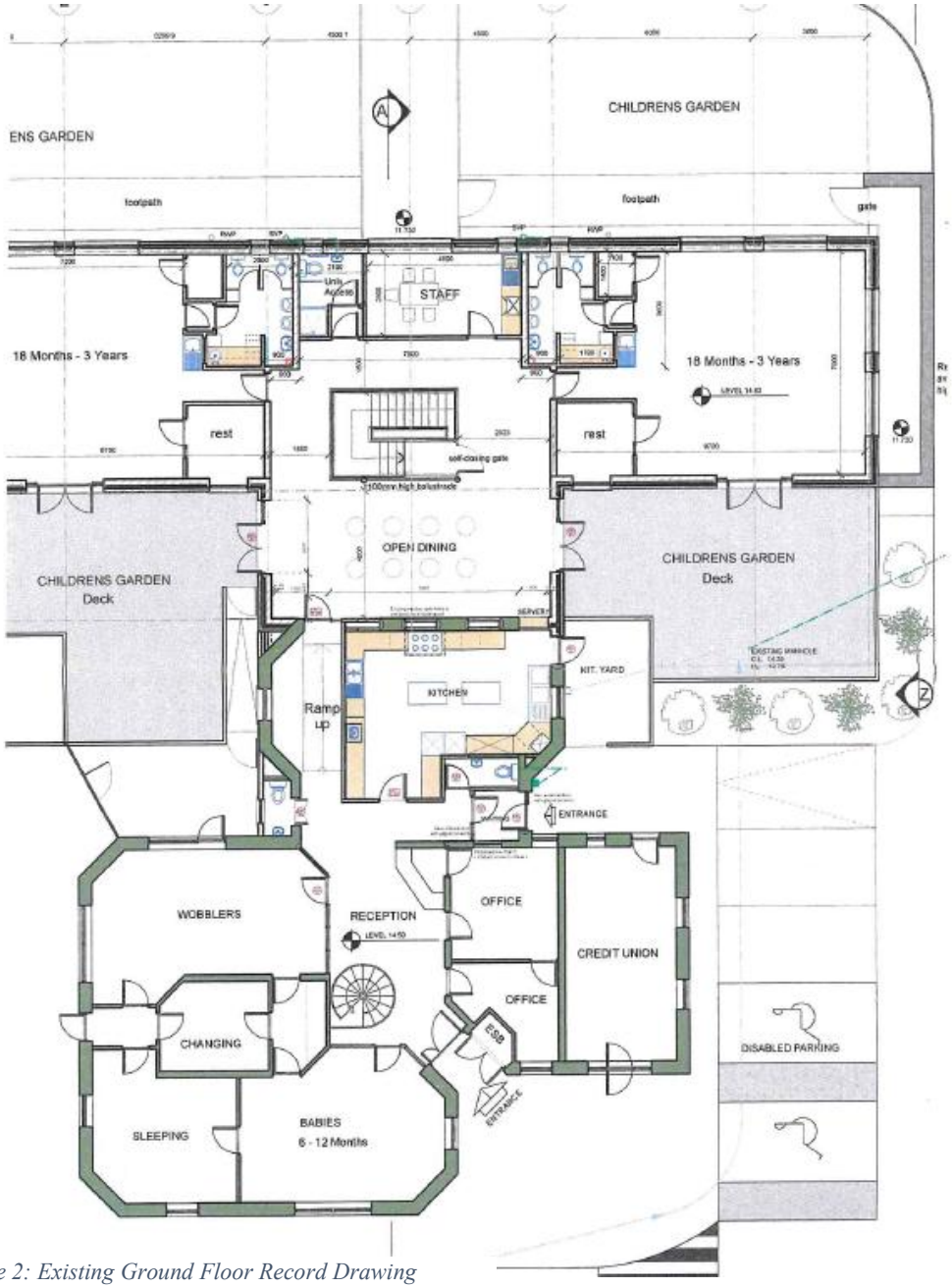


Figure 2: Existing Ground Floor Record Drawing

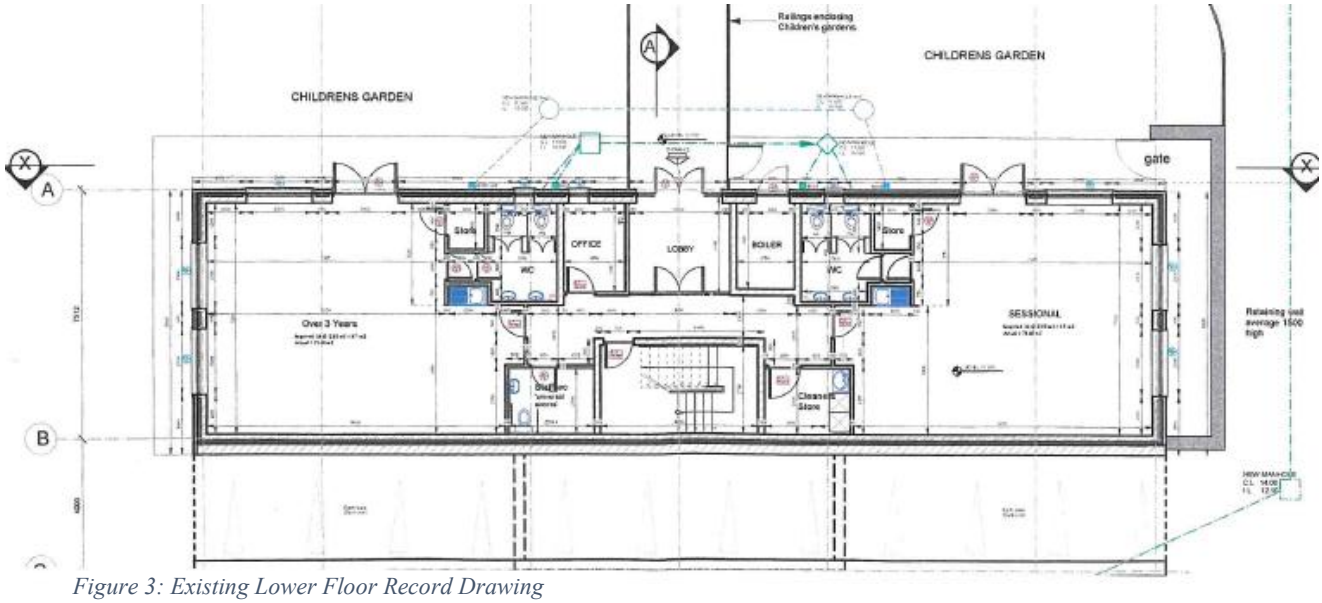


Figure 3: Existing Lower Floor Record Drawing

The existing site includes pedestrian and vehicular access, parking and drop-off areas, servicing arrangements, outdoor play areas, landscaped areas and connections between the adjoining facilities.

The site falls generally from the road frontage towards the railway boundary. Available mapping indicates a level difference of approximately 2.5 m along the measured alignment. These levels are indicative only and shall be confirmed by topographical survey.

Existing boundaries, drainage, utilities and other infrastructure may also influence the development of the site. The existing crèche is intended to remain operational during the delivery of Phase 1, insofar as reasonably practicable.

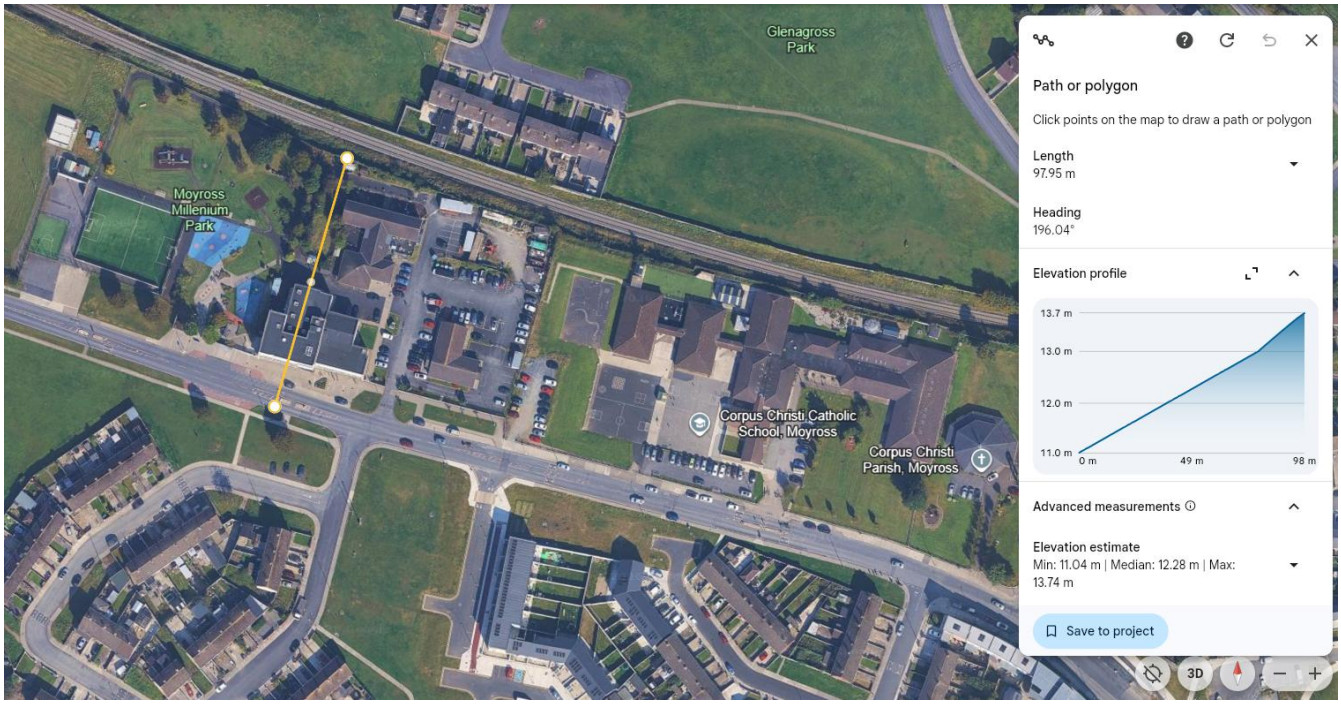


Figure 4: Existing Site Levels and Physical Context

3.4 Available Information, Surveys and Planning Context

Available information
The tender information includes the **Draft Schedule of Existing and Proposed Accommodation**, available site plans, mapping, drainage and utility records, and scanned copies of the available existing-building drawings. The existing-building drawings are based on historic hard-copy records and are provided for information and illustrative purposes only. Editable CAD files may not be available and shall not be assumed to form part of the tender information.

Surveys and assessments
Surveys, investigations and specialist assessments are not included in the tendered IDT lump-sum fee unless expressly identified otherwise in the Scope of Services and Fee and Resource Schedule.

The IDT shall review the available information and identify the surveys, investigations and specialist assessments required to complete the masterplan, feasibility assessment and Phase 1 planning submission.

The Lead Consultant shall manage and coordinate the procurement of the required surveys and investigations on behalf of LCCC. This shall include preparing the technical briefs and procurement documentation, managing and evaluating quotations or tenders, preparing appointment recommendations, coordinating access and programme, reviewing the information produced and incorporating the relevant findings into the masterplan and Phase 1 proposals.

The IDT's professional Services associated with managing and coordinating this process shall be included in the tendered lump-sum fee. The fees and costs of the appointed surveyors, investigation contractors, testing bodies and separately appointed specialist assessors are excluded from the IDT lump-sum fee.

No survey, investigation or specialist assessment shall be commissioned without the prior written approval of LCCC. The Lead Consultant shall notify LCCC promptly where the absence or delay of required survey information may affect the scope, programme, cost, planning submission or deliverability of the Project.

Planning and environmental context
Available statutory mapping indicates that the Phase 1 site and wider masterplan study area do not overlap a mapped SAC, SPA, NHA, pNHA or recorded-monument notification zone. Ecological designations occur within the wider surrounding area, principally to the north and east of the site, while a recorded-monument notification zone is located to the south-east. Available flood mapping indicates that the Phase 1 site and wider masterplan study area are not located within or close to a mapped flood zone. Surface-water management, drainage capacity and SuDS requirements remain applicable to the proposed development.

Available drainage and utility records indicate established infrastructure within and adjoining the masterplan study area. The locations, levels, capacity and condition of relevant infrastructure shall be verified through the surveys and investigations separately procured by LCCC in accordance with the requirements identified by the IDT.

The IDT shall verify the applicable land-use zoning, environmental, archaeological, heritage and infrastructure context against current statutory mapping and available site information as part of the feasibility and planning-stage Services.
Any constraint or discrepancy that could materially affect the Project Brief, preferred masterplan, Phase 1 scope, cost, programme or deliverability shall be identified and referred to LCCC at the earliest opportunity. Where the matter affects childcare operation or the accommodation requirements, the IDT shall also consult with Little Seeds Crèche.

4.0 Masterplan, Feasibility and Phasing

The masterplan, feasibility assessment and phased delivery strategy shall be prepared having regard to the applicable policy, guidance and technical documents identified in Section 6, together with the available information relating to the site, adjoining facilities, infrastructure and development proposals.

The Integrated Design Team shall prepare a coordinated feasibility-level masterplan for the overall site. The masterplan shall establish how the existing facilities, Phase 1 crèche expansion, future Youth Centre and potential improvements to the wider site can be developed in a coherent and phased manner.

The masterplan shall be sufficiently developed to establish the preferred overall site arrangement, define Phase 1 and provide a practical basis for future development. Facilities and works outside Phase 1 shall be developed at masterplan and feasibility level only unless otherwise instructed by LCCC.

4.1 Site Masterplan

The IDT shall assess the site and existing facilities as one coordinated development and prepare reasonable masterplan options in consultation with Little Seeds Crèche for consideration and approval by LCCC.

The masterplanning exercise shall:

- incorporate the proposed Phase 1 crèche expansion;
- identify appropriate site provision for a future Youth Centre;
- consider improvements to the existing ancillary facilities and external spaces;
- address the relationship between the crèche, Moyross Community Enterprise Centre, HSE Health Centre, Moyross Millennium Park and adjoining uses;
- have regard to the approved Moyross Railway Station proposals, including the planned access and relationship with Moyross Millennium Park;
- establish safe and accessible pedestrian, cycle and vehicular movement, including crèche drop-off, parking, servicing, refuse collection and emergency access;
- coordinate public, shared and secure external spaces, including outdoor play, landscape, boundaries and planting;
- coordinate site levels, drainage, SuDS, utilities and other supporting infrastructure;
- distinguish between infrastructure required for Phase 1 and infrastructure to be reserved or delivered under future phases;
- make efficient use of the available land, existing crèche building and infrastructure;
- protect opportunities for future development; and
- result in a recommended preferred masterplan supported by a clear options assessment and rationale.

The future Youth Centre shall be considered at masterplan and feasibility level. The IDT shall identify its indicative location, scale, access, external-space and infrastructure requirements to the extent necessary to demonstrate that it can be accommodated and delivered as a future phase.
The preferred masterplan shall be developed in consultation with Little Seeds Crèche and submitted to LCCC for review and approval.

4.2 Feasibility and Phased Delivery

The IDT shall assess the technical, planning, operational and cost feasibility of the masterplan options and recommend a preferred phased delivery strategy.
The phased delivery strategy shall:

- define Phase 1 as the crèche expansion and the associated site, access, external and infrastructure works necessary to provide a complete and operational facility;
- identify potential later phases, including the future Youth Centre and appropriate improvements to existing ancillary facilities;
- demonstrate that Phase 1 can be delivered without prejudicing the implementation of later phases;
- identify dependencies, enabling works and shared infrastructure associated with each phase;
- consider how Phase 1 may be delivered while maintaining the operation of the existing crèche, insofar as reasonably practicable;
- provide indicative cost information and an indicative delivery programme for each proposed phase; and
- identify the surveys, investigations, specialist assessments, consultations, decisions, approvals and funding required to progress each phase.

The preferred masterplan and phased delivery strategy shall be developed in consultation with Little Seeds Crèche and shall be subject to review and approval by LCCC before Phase 1 is developed through the subsequent design stages.

5.0 Phase 1: Crèche Expansion

Phase 1 shall comprise the expansion of Little Seeds Crèche and the associated works necessary to provide a complete, compliant and operational childcare facility.
The IDT shall develop Phase 1 in accordance with the approved masterplan and shall ensure that its location, design, access, infrastructure and external works do not prejudice the future delivery of the Youth Centre or other identified phases. Phase 1 shall be developed having regard to the applicable statutory, regulatory, policy, guidance and technical documents identified in Section 6.

5.1 Accommodation and Operational Requirements

The IDT shall review and validate the **Draft Schedule of Existing and Proposed Accommodation** in consultation with Little Seeds Crèche, having regard to the existing childcare provision, proposed capacity, age groups, staffing, operational requirements and applicable childcare standards.
The Schedule represents the preliminary accommodation requirements developed by LCCC in consultation with Little Seeds Crèche at tender stage.

The IDT shall test and develop the Schedule through the feasibility and design process, including consideration of:

- current and projected childcare demand;
- the required childcare capacity and age-group allocation;
- the sizes, functions and relationships of the proposed spaces;
- staffing, administration and operational requirements;
- sanitary, kitchen, storage, circulation and other support accommodation;
- accessibility and inclusive use;
- the relationship between existing and proposed accommodation;
- feasible extension, adaptation or reconfiguration options; and
- the implications of maintaining crèche operations during construction.
- opportunities for shared accommodation, services and facilities with Moyross Community Enterprise Centre, including kitchen, staff welfare, meeting, storage and other support facilities, and the feasibility and operational viability of such arrangements in the context of the proposed crèche extension and wider site masterplan.

The preferred Phase 1 design shall be developed based on the approved Schedule of Accommodation. Any proposed material change to the childcare capacity, number or function of principal rooms, overall accommodation requirement or Project Brief shall be clearly identified and justified. The proposed change shall be reviewed with Little Seeds Crèche and submitted to LCCC for approval before being incorporated into the design.

5.2 Outdoor Play and Safeguarding

The IDT shall assess the outdoor play requirements for Phase 1, having regard to the proposed childcare capacity, age groups, operational model, available site area, the validated Schedule of Accommodation and the applicable documents identified in Section 6.

The IDT shall develop the proposals in consultation with Little Seeds Crèche and shall advise LCCC on:

- the amount and type of outdoor play provision required;
- the appropriate location, layout and relationship of play areas to the childcare accommodation;
- the appropriate form and character of play, including age-appropriate, inclusive and accessible provision;
- safe and convenient access between childcare rooms and associated outdoor play areas;
- age separation, safeguarding, supervision and controlled access;
- boundaries and separation between public, shared and secure childcare areas;
- suitable surfacing, drainage, shelter, shade, planting and play-equipment storage;
- integration with the wider landscape and approved site masterplan; and
- the continued safe use of retained outdoor areas during construction, where reasonably practicable.

The recommended outdoor play provision shall be reviewed with Little Seeds Crèche and submitted to LCCC for approval before being incorporated into the Phase 1 design and validated Schedule of Accommodation.

5.3 Phase 1 Site Works

The IDT shall identify and develop the site, access, external and infrastructure works necessary to provide a complete, safe and operational Phase 1 in accordance with the approved masterplan and phased delivery strategy.

The Phase 1 works shall include the required access, drop-off, parking, servicing, drainage, utilities, outdoor play, landscape, boundaries and associated external works. The proposals shall maintain safe crèche operation during construction, protect the land and infrastructure required for future phases and avoid unnecessary temporary or abortive works.

The IDT shall distinguish clearly between works required for Phase 1 and works to be reserved for or delivered under future phases.

5.4 Planning and Subsequent Delivery

The IDT shall advise LCCC on the applicable planning and statutory approval route and shall coordinate the development and submission of the Phase 1 application.

The initially authorised Services shall include the necessary consultation, preparation and submission of the application, responses to requests for clarification or further information, and identification of any conditions or outstanding matters affecting subsequent delivery.

The IDT shall also provide the coordinated design, cost, programme and technical information reasonably required to support further funding applications. At completion of Stage (ii)b, the IDT shall provide a coordinated record of the planning-stage proposal and identify any conditions or outstanding matters requiring resolution before subsequent delivery.

Progression beyond Stage (ii)b shall be subject to the funding and instruction provisions set out in Section 7. The future Youth Centre and other future phases shall remain at masterplan and feasibility level unless separately instructed.

5.5 Key Stakeholder Engagement

The IDT shall engage in communications with all relevant stakeholders in this development including but not limited to the following list.

Document	Purpose
Little Seeds Crèche	Operational and accommodation requirements for the crèche extension.
Tusla	Early years regulatory requirements.
Moyross Community Enterprise Centre (MCEC)	Site integration, to inform the assessment of shared facilities, operational interfaces and wider site masterplan proposals.
LCCC	Project governance, funding and regeneration objectives.
HSE	Kitchen, environmental health and shared-use considerations.
Planning Authority	Planning and development considerations.
Youth Service Providers / Community Representatives	Input to the future youth centre and wider site masterplan proposals.

6.0 Technical and Environmental Requirements

The IDT shall comply with applicable legislation and statutory requirements and shall have regard to the current policies, standards and guidance documents identified in this section.
The requirements shall be applied proportionately to the masterplan and Phase 1. Any matter that may materially affect the Project Brief, cost, programme or deliverability shall be identified and referred to LCCC.

6.1 Accessibility and Statutory Requirements

The Project shall be developed in accordance with all applicable statutory requirements and relevant national and local policies, standards and guidance, including the current versions of the following, where applicable:

- the **Child Care Act 1991 (Early Years Services) Regulations 2016**, as amended;
- the **Tusla Quality and Regulatory Framework for Full Day Care and Part-Time Day Care Services** and associated guidance;
- the **Childcare Facilities: Guidelines for Planning Authorities, 2001**;
- the **Universal Design Guidelines for Early Learning and Care Settings**, including the associated self-audit tool;
- the **Building Regulations 1997–2025**, as amended, together with the applicable Technical Guidance Documents;
- the **Building Control Regulations 1997–2021**, as amended;
- the **Limerick Development Plan 2022–2028**, incorporating Variation No. 3;
- the **Limerick Regeneration Framework Implementation Plan**;
- the **Design and Public Realm Code for the Limerick Regeneration Areas**; and
- any other statutory, regulatory, planning or technical requirements applicable to the Project.

The IDT shall identify and apply the requirements arising from the documents listed above. Any conflict, uncertainty or requirement that may materially affect the Project Brief, validated Schedule of Accommodation, preferred masterplan, statutory compliance, cost, programme or deliverability shall be referred to LCCC, together with the IDT's recommended response, before the relevant design decision is finalised. Little Seeds Crèche shall be consulted where the matter affects childcare operations or accommodation requirements.

6.2 Energy, Materials and Whole-Life Performance

The IDT shall have regard to applicable statutory requirements, including the Building Regulations and associated Technical Guidance Documents, the current **Limerick City and County Council Climate Action Plan**, relevant **SEAI energy-performance guidance**, the **SEAI Life-Cycle Global Warming Potential Calculation Methodology for Buildings**, and the Green Public Procurement documents identified in Section 6.4.

Energy and materials
Phase 1 shall adopt a proportionate fabric-first and passive-design approach to provide an energy-efficient, comfortable, durable and maintainable childcare environment. The IDT shall assess and advise LCCC on:

- building orientation, fabric performance, daylight, ventilation, overheating and climate resilience;
- energy-efficient building services and appropriate renewable-energy measures;
- durable, low-maintenance and responsibly sourced materials; and
- capital cost, operational energy, maintenance, adaptability and whole-life value.

The IDT shall develop a coordinated energy and materials strategy and identify any proposed measure that would materially affect the validated Schedule of Accommodation, project cost, programme, funding or operation of the facility.

Life-Cycle GWP assessment
A formal Life-Cycle GWP or Whole Life-Cycle Greenhouse Gas Emissions assessment is not included in the core IDT Services. The IDT shall review the applicability of the **SEAI Life-Cycle Global Warming Potential Calculation Methodology for Buildings**, having regard to the nature and scale of Phase 1 and any applicable statutory or funding requirements.
Where a formal assessment or other specialist analysis is required, the IDT shall advise LCCC on its scope, timing and specialist input. Any additional specialist service shall be subject to LCCC approval and formal instruction in accordance with the consultancy contract.

6.3 Drainage, Landscape and Biodiversity

The IDT shall have regard to applicable statutory requirements and the current versions of the **Limerick Development Plan**, **Limerick City and County Council Surface Water/SuDS Specification**, relevant national nature-based surface-water guidance, the **Limerick Biodiversity Action Plan 2025–2030**, and other applicable drainage, biodiversity and green-infrastructure guidance.

Integrated design and specialist input

The IDT shall develop a coordinated approach to drainage, landscape and biodiversity that addresses:

- existing drainage arrangements and capacity;
- appropriate SuDS and nature-based measures;
- landscape and planting suitable for childcare use, safeguarding and maintenance; and
- proportionate biodiversity and green-infrastructure enhancement.

The proposals shall integrate drainage, landscape, outdoor play, access and utilities and distinguish between works required for Phase 1 and future phases.

The IDT shall identify any specialist ecological, environmental, arboricultural or landscape input required for the masterplan or Phase 1 planning submission. Where specialist input is required, the IDT shall define its scope and manage and coordinate its separate procurement on behalf of LCCC. The appointed provider's fees and costs shall be funded separately by LCCC and shall not form part of the IDT lump-sum fee.

6.4 Green Public Procurement

The IDT shall have regard to the current national **Green Public Procurement Strategy and Action Plan**, the applicable **EPA Green Public Procurement Guidance and Criteria**, and Government guidance on reducing embodied carbon in construction.

The IDT shall identify and incorporate the GPP requirements relevant to Phase 1 into the design, specifications and Works tender documents, including the evidence required from the Works Contractor.

The Quantity Surveyor shall coordinate the application of GPP requirements, with each IDT member responsible for matters relevant to its discipline. Any proposed material departure from an applicable GPP requirement shall be justified and submitted to LCCC for approval.

7.0 Appointment, Funding and Stage Progression

Initially authorised Services
LCCC shall act as Contracting Authority, Client and Project Coordinator for the initially authorised Services up to and including Stage (ii)b).

Subsequent progression
Progression beyond Stage (ii)b) shall be subject to confirmation of funding, approval of the scope, budget and programme, and formal written instruction under the Contract. Completion or acceptance of a Stage or Sub-Stage shall not constitute authority to commence the following Stage or Sub-Stage.

Tenderers shall price and resource the full potential Phase 1 Services. Inclusion of a later Stage or Sub-Stage in the tendered fee shall not commit LCCC or Little Seeds Crèche to proceed with it.

Subsequent Client arrangements
Following Stage (ii)b), the IDT appointment may remain with LCCC or, subject to agreement and the necessary contractual arrangements, be novated or otherwise transferred to Little Seeds Crèche for the subsequent delivery of Phase 1.

The IDT shall provide the design, cost, programme and technical information reasonably required to support further funding and the confirmed delivery arrangement. The future Youth Centre and other future phases shall remain at masterplan and feasibility level unless separately instructed.

PART 2: PROJECT EXECUTION PLAN

8.0 Governance, Roles and Responsibilities

The Architect, as Lead Consultant, shall provide, manage and coordinate the complete IDT and shall act as the principal contractual point of contact between LCCC and the IDT. The detailed Services and required Stage outputs are identified in the Scope of Services and Minimum Deliverables Schedule.

8.1 Project Governance

Limerick City and County Council
LCCC shall act as Contracting Authority, Client and Project Coordinator for the initially authorised Services. LCCC shall issue contractual instructions, approve Stage submissions and make decisions affecting scope, cost, programme and progression.

Little Seeds Crèche
Little Seeds Crèche shall act as childcare operator and key project stakeholder. The IDT shall engage with Little Seeds Crèche in developing and validating the operational brief, Schedule of Accommodation, masterplan and Phase 1 proposals. Operational input or decisions from Little Seeds Crèche shall not constitute contractual approval or instruction. A matter affecting the approved brief, scope, cost or programme shall be referred to LCCC for decision.

Lead Consultant
The Lead Consultant shall coordinate the IDT, approved subconsultants, stakeholder engagement and separately appointed survey or specialist providers. Until any formal transfer of the appointment takes effect, the IDT shall accept contractual instructions only from LCCC.

8.2 Integrated Design Team Structure

The Lead Consultant shall provide, manage and coordinate the Architect-led Integrated Design Team identified below. The detailed Services of each Integrated Design Team member are set out in the Scope of Services and are not repeated in this PEP.
The core IDT members and additional roles identified below shall form part of the appointment and shall be included within the overall lump-sum fee.

IDT Member or Required Role	Specialist Skills/Services Required
Architect Lead Consultant	• Employer's Representative • Disability Access Consultant • Design Certifier • BIM and information-management function
Civil and Structural Engineer	
Mechanical and Electrical Building Services Engineer	
Quantity Surveyor	• Life Cycle Costing
Fire Safety Consultant	
Project Supervisor Design Process	
Assigned Certifier	

The Tenderer shall identify the proposed provider and named person for each IDT member and additional role identified above. The associated resources shall be separately identified for each applicable Stage or Sub-Stage in the Fee and Resource Schedule and included within the overall lump-sum fee. An additional role may be provided by a suitably qualified and competent person employed by a core IDT member or by a named subconsultant.

The Lead Consultant shall provide the BIM and information-management function through a suitably competent person within the Architect's team or another suitably competent member of the IDT. The proposed person and associated resources shall be identified in the tender submission.

The Architect shall coordinate the landscape, external-space, outdoor-play, planting and amenity proposals. The Civil and Structural Engineer shall lead the technical design and hydraulic assessment of drainage and Sustainable Drainage Systems and shall coordinate these requirements with the Architect and relevant IDT members.

The Quantity Surveyor shall coordinate the application of Green Public Procurement requirements. Each IDT member shall remain responsible for identifying and incorporating the requirements relevant to its professional Services.

Following appointment, the Lead Consultant shall prepare and maintain a responsibility matrix consistent with the tender submission, Fee and Resource Schedule, Scope of Services and Contract. The matrix shall identify responsibility for each required role, specialist Service and principal interface. It shall not amend the Services or transfer responsibility without LCCC's prior written approval.

9.0 Project Programme and Milestones

The Services shall be planned and managed in accordance with the Stages, Sub-Stages, Performance Periods and Milestones identified in the Contract.
The Lead Consultant shall coordinate the programme of the IDT and promptly notify LCCC of any matter that may materially affect the programme or a Milestone.

9.1 Project Programme

The Lead Consultant shall prepare, maintain and coordinate the Project Programme. The programme shall identify the activities, dependencies, consultations, decisions, approvals and deliverables required for each authorised Stage or Sub-Stage.

The initial programme shall be based on the following:

Project Stage	Anticipated Performance Period (months)
Stage (i) – Masterplan and Feasibility	3 months
Stage (ii)a – Preliminary Design	3 months
Stage (ii)b – Developed Design & Statutory Approvals	3 months for completion of the developed design and preparation and submission of the applicable planning and statutory approval application, followed by the relevant statutory process.
Stage (ii)c – Detailed Design, Specification and Tender Documents	5 months – subject to confirmation of funding, the subsequent Client arrangements and formal instruction under the consultancy contract following Stage (ii)b
Stage (iii) Tender Action	3 months
Stage (iv) Construction	18 months
Stage (v) Handover, Final Account, Defects Period	12 months

The Project Programme shall also identify:

- key Milestones and Stage completion dates;
- LCCC review and decision periods;
- operational input required from Little Seeds Crèche;
- statutory and stakeholder consultation periods;
- separately procured surveys, investigations and specialist inputs;
- funding and subsequent Stage dependencies; and
- allowances for the applicable statutory determination process.

The Lead Consultant shall update the Project Programme as required and promptly notify LCCC of any matter likely to affect a Milestone, Stage submission or planning application. The notification shall identify the cause, likely effect and proposed mitigation.
The Project Programme shall identify the information, consultation, decisions and approvals required to achieve each Milestone and the dates by which they are required.

10.0 Cost, Whole-Life Value, Risk and Change Management

The IDT shall apply proportionate cost, risk and change-management procedures consistent with the Capital Works Management Framework and the requirements set out below.

10.1 Budget and Cost Planning

The Quantity Surveyor shall prepare and maintain the Project cost information required for each Stage, coordinated with the approved design, Project Programme and current risk position.

Cost information shall be separately identified for:

- Phase 1 crèche expansion;
- works to existing crèche accommodation;
- Phase 1 access, parking, external works and infrastructure;
- future Youth Centre at masterplan and feasibility level;
- other future phases or ancillary improvements identified in the approved masterplan;
- shared infrastructure and enabling works; and
- separately procured surveys, investigations and specialist assessments;

The Quantity Surveyor shall report any material variance from the approved Project Budget and maintain a separate estimate of the anticipated costs of separately procured surveys, investigations and specialist assessments.

10.2 Whole-Life Value

The IDT shall consider whole-life value when developing and comparing design options, having regard to durability, maintenance, energy use, adaptability, replacement requirements and operational suitability.

The Quantity Surveyor shall coordinate proportionate life-cycle cost advice with the relevant IDT members where a design choice may materially affect capital cost, operational cost, maintenance or replacement over the life of the facility.

Recommendations shall identify any material trade-off between initial cost and longer-term value for consideration by LCCC.

10.3 Risk Management

The Lead Consultant shall coordinate the Project Risk Register, with each IDT member responsible for identifying and managing risks relating to its Services.

Material risks affecting the Project Brief, cost, programme, statutory approval, funding or delivery shall be reported promptly to LCCC, together with the recommended mitigation.

10.4 Change Management

Any proposed change affecting the approved Project Brief, validated Schedule of Existing and Proposed Accommodation, masterplan, scope, budget, programme or statutory compliance shall be identified and assessed before being incorporated into the design.
The IDT shall advise LCCC on the design, cost, programme, risk and delivery implications of the proposed change. Where childcare operations or accommodation are affected, the proposal shall be reviewed with Little Seeds Crèche.
No material change shall proceed without LCCC's approval and, where required under the Contract, formal instruction.

The change-control register is a project-management record. It shall not amend the Services, fees or Contract. Any contractual change shall be dealt with in accordance with the Contract.

11.0 Project Management, Communication and Reporting

The Lead Consultant shall establish and maintain proportionate arrangements for project management, communication, stakeholder engagement, reporting and record keeping appropriate to each authorised Stage or Sub-Stage.

11.1 Information Management

The Lead Consultant shall coordinate the preparation, review and controlled issue of project information in accordance with the Minimum BIM and Information Requirements.
Each IDT member shall remain responsible for the accuracy, coordination, checking and issue of information relating to its professional Services.
LCCC shall have access to the information required for contractual review, approval and decision-making. Little Seeds Crèche shall have access to the information required to review childcare operations and the functional suitability of the proposals.
The Lead Consultant shall maintain proportionate action, decision, risk and change records, coordinated with the requirements of Sections 9 and 10.

11.2 Meetings and Stakeholder Engagement

The Lead Consultant shall coordinate meetings with LCCC, the IDT, Little Seeds Crèche and other relevant stakeholders and shall prepare and issue agendas, minutes and action records.

Little Seeds Crèche shall be the principal operational stakeholder and shall provide decisions on childcare operations and the functional suitability of the accommodation, including:

- capacity, age groups, staffing and operational arrangements;
- the Schedule of Existing and Proposed Accommodation;
- spatial relationships, safeguarding and supervision;
- indoor and outdoor play provision;
- continued operation of the existing crèche; and
- operation and maintenance of the completed facility.

Where an operational decision may materially affect the approved brief, scope, cost, programme or statutory compliance, the matter shall be referred to LCCC for formal approval or instruction.

Operational input from Little Seeds Crèche shall not constitute a contractual instruction. Until any formal transfer of the appointment takes effect, contractual approvals and instructions shall be issued by LCCC.

11.3 Progress Reporting and Project Records

The Lead Consultant shall provide concise progress information appropriate to the relevant Stage, addressing:

- design and planning status;
- programme and cost;
- material risks, changes and statutory matters;
- surveys, investigations and specialist appointments;
- operational decisions required from Little Seeds Crèche;
- approvals or instructions required from LCCC; and

- funding or Stage-progression dependencies.

The Lead Consultant shall maintain an orderly record of the Services, including formally issued information, meeting and decision records, LCCC instructions and approvals, Little Seeds Crèche operational input, statutory correspondence, approved changes and Stage-review records.
At completion of each authorised Stage or Sub-Stage, the Lead Consultant shall ensure that the required records and deliverables are current and submitted to LCCC.

12.0 Quality, Compliance and Health and Safety

The Lead Consultant shall establish and coordinate quality and compliance management arrangements appropriate to each Stage or Sub-Stage.
Each Integrated Design Team member shall remain responsible for the quality, accuracy and compliance of its own professional Services and information. LCCC's review, comment or acceptance of project information shall not relieve the Lead Consultant or any Integrated Design Team member of its contractual, professional or statutory responsibilities.

12.1 Quality Management and Stage Review

Each IDT member shall maintain appropriate quality-management procedures for its Services. The Lead Consultant shall coordinate interdisciplinary reviews and confirm that Stage submissions are complete, coordinated and internally checked before issue.
Each Stage submission shall identify any outstanding information, assumptions, decisions, approvals or risks affecting progression. Acceptance of a Stage submission shall not constitute authority to commence the following Stage or Sub-Stage.

12.2 Statutory Compliance

Each IDT member shall identify and apply the statutory and regulatory requirements relevant to its Services and shall provide the necessary compliance information, calculations, inspections and certification.
The Lead Consultant shall coordinate the overall compliance process. Any material uncertainty, conflict or non-compliance affecting the Project Brief, cost, programme, planning approval or completion certification shall be reported promptly to LCCC.

12.3 Health and Safety

The PSDP and each IDT member shall discharge their respective duties under applicable health and safety legislation and coordinate the elimination or reduction of foreseeable design, construction, operation and maintenance risks.
Particular regard shall be given to the continued operation of the existing crèche, separation of children, staff and visitors from construction activities, construction access and phasing, and the safe operation and maintenance of the completed facility.