Comhairle
Cathrach na Gaillimhe
Galway City Council

Tuam Road (R336) Junction Upgrade – Engineering-Led Multi-Disciplinary Consultancy Services

Service Requirements and Project Brief

November 2026

Table of Contents

1. Introduction 2
   1.2 General 2
   1.3 Background & Planning Context 3
   1.4 Existing Services 4
   1.5 Project Deliverables 5
2. General Project Requirements 6
   2.1 Overview of Project Stages 6
   2.2 Project Team 7
   2.3 Applicable Standards 8
   2.4 Insurance Requirements 9
   2.5 General Requirements (All Stages) 10
   2.6 Road Safety Audits 11
3. Detailed Project Requirements and Project Stages Scope of Works 12
   3.1 Stage 1 - Preliminary Design Stage Overview 12
   3.2 Stage 2a – Statutory Processes and Detailed Design 13
   3.2 Stage 2b - Tender Documentation & Advertisement 16
   3.2.1 Tender documents – Form of Contract 17
   3.2 Stage 3 - Procurement 18
   3.3 Stage 4 - Construction 20
   3.4 Stage 5 - Handover, Close Out and Review 21

1. Introduction

1.1 General

Galway City Council (GCC) seeks to appoint a suitably qualified, engineering-led multidisciplinary design team to develop the detailed design and project manage the construction of an upgrade to the junction between the Tuam Road (R336) and Connolly Avenue in Galway City.

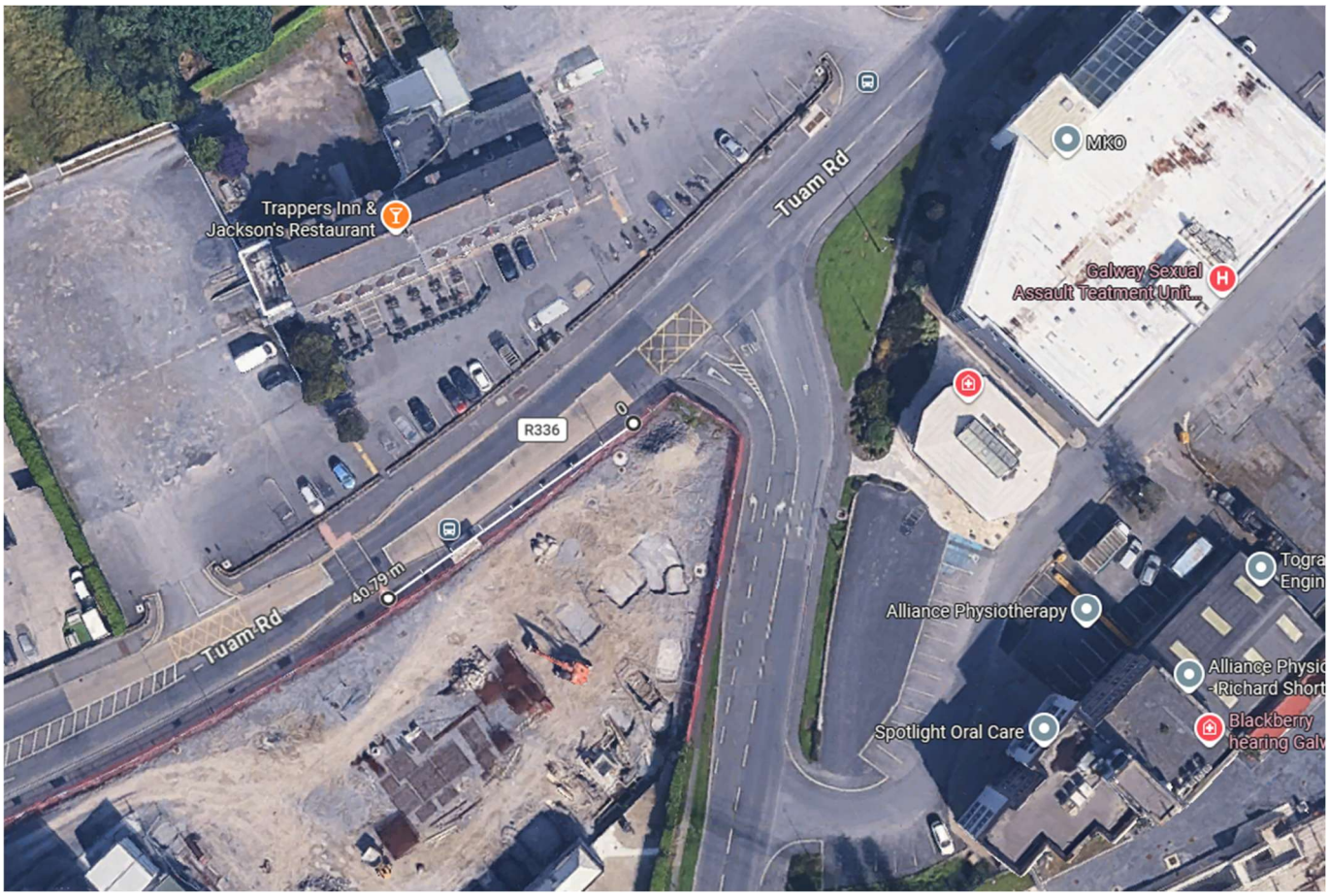


Figure 1: Location Overview

The summary scope of works includes:

- Layout & Geometry: Reorientation of junction layouts, new carriageway construction, new footpaths, footpath buildouts, and surface treatments (including anti-skid and screed applications).
- Traffic Signals and Public Lighting: New traffic-signalised pedestrian crossings and public lighting changes (if required).
- Drainage: Sustainable Drainage Systems (SuDS) including features such as rain gardens. New gullies and pipework as required.
- Infrastructure: New road markings, signage and underground ducting for new installations.

The multidisciplinary team will be required to provide the following expertise:

- Designer & PSDP for the project.

- Employer's Representative / Project Manager.
- Civil, Traffic, Drainage and Structural Engineering design.
- Mechanical & Electrical Engineering design.
- Quantity Surveyor services.

1.2 Background, Planning Context & Scope Summary

Background Information and Statutory Consents

The junction between Tuam Road and Connolly Avenue is a major three-arm intersection adjacent to the Crown Square development on the eastern side of Galway City (see Figure 1 above). With Crown Square expected to bring a large workforce to the area alongside significant local resident traffic traveling toward Galway City Centre, the current junction lacks adequate, safe crossing facilities for pedestrians and cyclists.

A design was originally completed during the planning stage for Crown Square in 2008 (see Figure 2 below). The design included controlled pedestrian crossings on each of the three arms of the junction, along with associated footpath build-outs, paving, kerbing, road markings, signage and drainage works. Since then, a signalised pedestrian crossing, including tactile paving, has been constructed on the western arm of Tuam Road, approximately 40 m west of the location shown in the original design.

As planning has already been granted, the consultant must ensure proposals and the updated design is aligned with the existing permission in so far as possible. Furthermore, as these works enhance safety and fall within the existing road boundary, the scheme will be progressed under Section 38 of the Road Traffic Act 1994, exempting the development from further planning consent.

Scope Summary

The successful team shall review and update the existing design to reflect current site conditions, applicable traffic engineering standards and best practice, as well as Galway City Council's Sustainable Drainage Systems (SuDS) Development Guidelines, which will be provided to the appointed consultant. Given the changes that have occurred since the original design was prepared, including the construction of a signalised pedestrian crossing on the western arm of Tuam Road, a reassessment of the junction layout and pedestrian crossing strategy will be required. This is expected to necessitate the modification and redevelopment of elements of the original design to ensure an integrated and compliant solution that reflects current operational and design requirements.

The consultant shall also take account of the fact that the junction forms part of a route regularly used for the transport of large abnormal loads, including wind turbine blades. The design shall accommodate these movements where required and consider any associated measures, including the provision of demountable or relocatable traffic signs, signal equipment and other street furniture, as appropriate.

Liaison and coordination with Galway City Council's nominated traffic signal maintenance and upgrading contractor will be required throughout the design process in relation to all traffic signal

modifications, including but not limited to signal staging, detector loops, controller alterations, ducting, communications and associated signal infrastructure works.

The estimated construction value of the works is approximately €500,000.

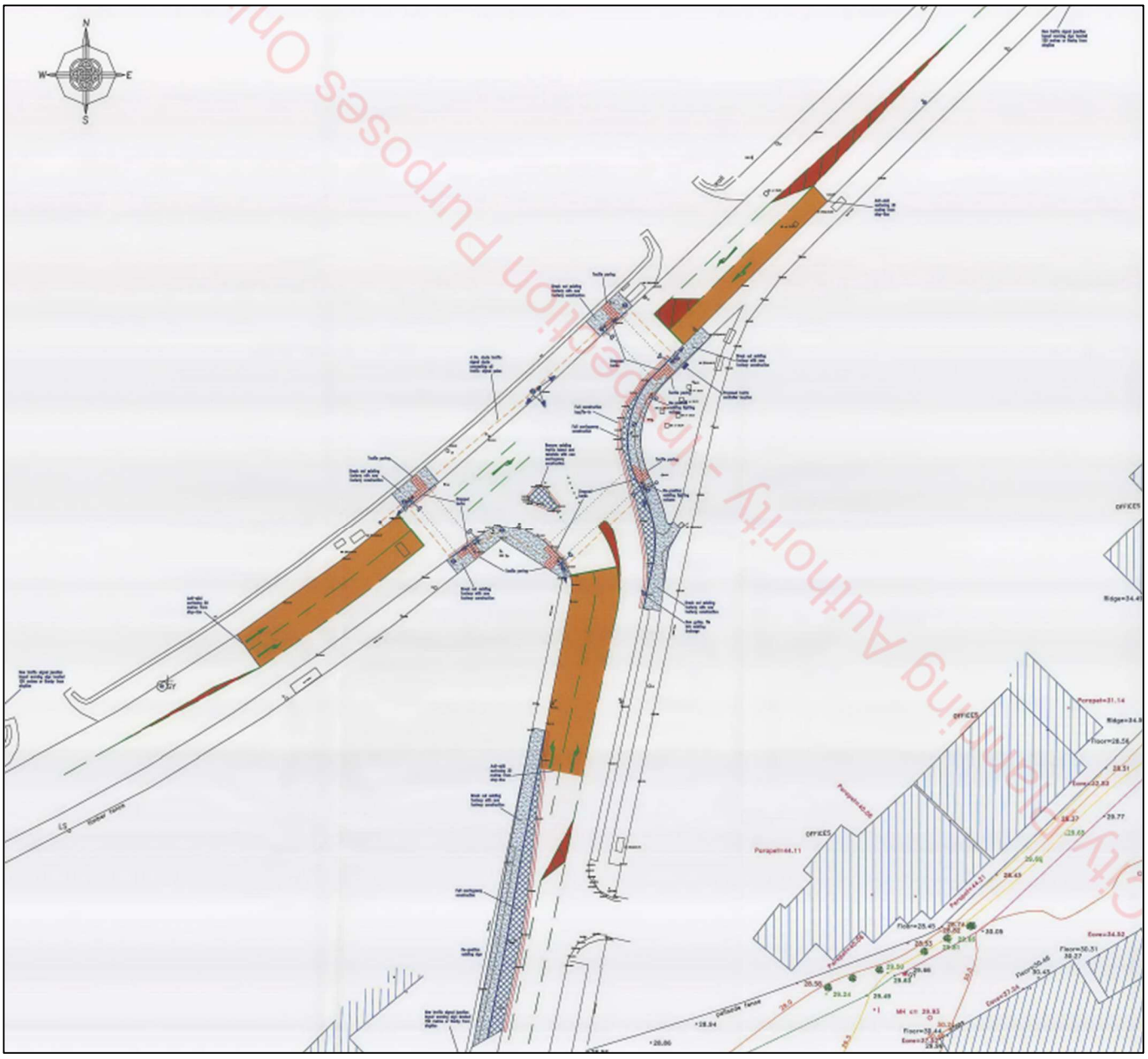


Figure 2: Original Junction Design Submitted with Planning Application

1.3 Existing Services

The Consultant shall undertake a thorough survey and examination of all records concerning services and utilities that may be on the site. The Consultant shall consult with all utility services providers in advance of carrying out or commissioning any surveys or investigation works (refer to Section **Error! Reference source not found.**).

1.4 Project Deliverables

The Consultant will be required to provide the Employer with all documentation appropriate to the needs of the Scope of Work set out in this Service Requirements and Project Brief.

2. General Project Requirements

Galway City Council ("the Contracting Authority") requires Consultancy Services to be completed in Stages as set out in Schedule B of the 'Standard Conditions of Engagement for Consultancy Services (Technical) Schedules' and in Section 2.1 below. This includes the preliminary and detailed design, tender, construction administration and handover of the works. The successful applicant (also referred to herein as the "Consultant") upon appointment, will be required to immediately commence works with a target to have tender documents advertised within 6 months of date of appointment. Full details of services required are provided below.

While the Service Requirements document outlines the full scope of services that may be required, GCC is under no obligation to instruct all tasks, activities or stages. GCC reserves the right, at its sole discretion, to proceed with any, all, or none of the identified stages and may omit, amend or defer elements of the Services during the Contract Period.

Certain stages may run concurrently and shall be priced accordingly. The Consultant shall be responsible for the delivery of all services associated with each instructed stage and shall obtain GCC approval before progressing to any subsequent non-concurrent stage.

Payment shall be made only for services instructed by GCC and successfully completed by the Consultant. No payment shall be due for tasks or stages not instructed, and tenderers shall be deemed to have allowed for this in their submitted fee proposal.

Subject to funding availability and operational requirements, GCC reserves the right to utilise this Contract for the delivery of additional services of a similar nature, scope and complexity during the Contract Period. Any such additional services shall be agreed with the Consultant and delivered under the terms and conditions of this Contract.

2.1 Overview of Project Stages

The project shall be delivered in defined stages. The programme requirements for delivery of each stage of the project are set out in Table 1 below.

Table 1 Project Stages and Delivery

Description		Deliverable Date (from Contract Award)
Stage 1	Preliminary Design	4 months
Stage 2 (a)	Statutory Processes & Detailed Design	7 months
Stage 2 (b)	Tender Documentation & Advertisement	8 months
Stage 3	Procurement (Tender Action, Evaluation & Award)	10 months
Stage 4	Construction	16 months
Stage 5	Handover, Close Out and Review (Excluding Defects Period) (End of Defects Period)	17 months (28 months)

2.2 Project Team

The multidisciplinary team is expected to demonstrate key expertise across project management, civil and drainage engineering, traffic engineering and design, structural engineering, electrical engineering, road safety auditing and statutory health and safety roles (PSDP).

- Lead Consultant/ Project Manager:
    - The individual shall have a recognised NFQ Level 8 or equivalent engineering or project management degree and a minimum of twelve (14) years' experience in management of projects of similar nature, scale and complexity.
- Civil Design Lead (If not Lead Consultant):
    - The individual shall have a recognised NFQ Level 8 or equivalent civil engineering degree, a minimum of ten (10) years' experience in civil and drainage services and shall be Chartered with Engineers Ireland or equivalent.
- Traffic/ Transport Design Lead:
    - The individual shall:
        - have a recognized NFQ Level 8 (or equivalent) degree in civil or transportation engineering and possess Chartered status with Engineers Ireland (or equivalent professional body).
        - have a minimum of ten (10) years' experience in the design of permanent urban road infrastructure and traffic management schemes.
        - have appropriate signage lighting and guarding design experience, extensive practical knowledge of Irish design standards, including mandatory compliance with the Design Manual for Urban Roads and Streets (DMURS), the NTA National Cycle Manual / Cycle Design Guide for active travel infrastructure, and relevant TII Publications (DMRB).
- Mechanical and Electrical Design Lead:
    - The individual shall have a recognised NFQ Level 8 or equivalent electrical engineering degree, a minimum of ten (10) years' experience in designing similar installations such as ducting for traffic signals etc.
- Employer's Representative:
    - The individual shall have a recognised NFQ Level 8 or equivalent engineering degree, a minimum of ten (10) years' experience in contract administration.
- Road Safety Auditor:
    - The individual must meet TII Specification GE-STY-01025, requiring a Certificate of Competence in Road Safety Audit and a minimum of five (5) years' accredited road safety audit experience.
- Civil Engineer:

- The individual shall have a recognised NFQ Level 8 or equivalent civil engineering degree and a minimum of five (5) years' experience.

- Senior Technician:
  - The individual shall have a relevant degree and a minimum of ten (10) years' experience in developing engineering drawings in CAD and GIS.
- Technician:
  - The individual shall have a relevant degree and a minimum of three (3) years' experience in developing engineering drawings in CAD and GIS.
- Person Responsible for Project Supervisor Design Process (PSDP):
  - The individual shall have a relevant degree and hold the requisite PSDP training and competency in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013. The individual shall demonstrate a minimum of five (5) years' post-qualification experience in discharging PSDP duties on comparable civil infrastructure projects in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013.
  - Training completed shall include the satisfactory completion of a structured PSDP course delivered by a recognised professional body or other reputable training organisation.
- Administrator:
  - The individual shall have a minimum of three (3) years' relevant experience.

2.3 Applicable Standards

The Consultant shall ensure that all urban road, junction, active travel, and infrastructure design works comply with the most relevant and up-to-date standards, guidelines, and technical specifications applicable in Ireland. The design shall adhere to, but not be limited to, the standards listed below (note that this list is non-exhaustive):

- Urban Road & Junction Design Standards:
  - DMURS: Design Manual for Urban Roads and Streets (mandatory framework for urban road hierarchy, street geometry, junction design, corner radii, and pedestrian/cyclist priority).
  - NTA Guidelines: National Transport Authority Cycle Design Manual and Active Travel guidance (for junction design, signalised crossings, and segregated cycling infrastructure).
  - TII Publications (Standards & Geometric Design): Transport Infrastructure Ireland geometric standards for junctions and urban roads (DN-GEO series), traffic control systems, and associated civil infrastructure. TII's Design Manual for Roads and Bridges, Road Safety Audits (GE-STY-01024).

- TII Standard Construction Details (SCDs): TII Standard Drawings (Series 5100 / CC-SCDs) for kerbing, footpaths, carriageway buildouts, tactile paving, and surface treatments.
- Traffic Signs Manual (Department of Transport): Statutory requirements for permanent road markings, signage, and traffic signal layouts (specifically Chapters 5, 7, 8, and 9).

- Drainage, SuDS, Survey and Other Standards
  - Galway City Council Standards: Galway City Council's Sustainable Drainage Systems (SuDS) Development Guidelines and local surface water management requirements.
  - TII DN-DNG Drainage Standards: Relevant TII drainage standards where surface water management interacts with public road infrastructure.
  - PAS 128:2014 / PAS 128:2022: Underground Utility Detection, Verification, and Location.
  - Uisce Éireann / Statutory Utility Standards: Relevant technical standards where road design works interact with below-ground water, wastewater, or public utility assets.
  - Eurocodes (where relevant).

2.4 Insurance Requirements

The following insurance requirements are applicable for the Contract:

- Public & Employers Liability - Consultant to hold €6.5m Public Liability Insurance and €13m Employer's Liability Insurance covering Designer and PSDP roles.
- Professional Indemnity Insurance – Consultant to hold €1.5m against each and every claim and €6.5m Annual Aggregate.
- All insurance policies must indemnify Galway City Council against any claims arising over the Contract Period related to this specific project.
- Equivalent cover for sub consultants - All sub consultants shall maintain the same insurances for the contract duration as above.

2.5 General Requirements (All Stages)

The following general items form part of the scope of services for the duration of the Contract and are deemed included within the tendered Price (lump sum fee):

- Compliance with the requirements of the Safety, Health and Welfare at Work Act (2005) and the General Application Regulations 2007.
- The Consultant shall be appointed as Designer and PSDP for the full project duration (inception to construction completion) and shall fulfil all duties under the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended).
- The Consultant shall be appointed as Employer's Representative. They will be required to carry out all necessary works associated with this role.
- The Consultant shall include for in person attendance (GCC Offices) and presentation at a series of two-hour workshops throughout project lifecycle including:
    - Inception Workshop;
    - Tender Evaluation and Award Workshop;
    - Construction Commencement Workshop.
- Online Progress Meetings:
    - Attendance at monthly online progress meetings and routine reporting to Galway City Council.
- Progress Reporting and Minutes:
    - Monthly progress reports shall be prepared by the Consultant and issued in advance of every monthly meeting, providing clear updates on works completed, design progress and programme status. These shall be submitted a minimum of 2 business days in advance of the meeting being held.
    - The consultant shall prepare and submit financial reports/ updates on a monthly basis to be embedded within the monthly progress reports.
    - The Consultant shall organise, record and issue minutes for all workshops as well as monthly meetings. Minutes shall be issued within 3 days of the meeting.
- Programme:
    - The Consultant shall develop a programme in Gantt chart format and present it in MS Project and PDF format. The programme shall clearly set out all timelines and dates for all Deliverables.
    - In the event of any change to scope or cost, the Consultant shall issue an early warning and a notice of change to Galway City Council at least one month in advance and prior to proceeding. Written approval is required before implementing any change in scope, and no additional costs shall be payable unless expressly agreed by Galway City Council.

- For reporting, the Consultant shall submit each reporting deliverable initially in draft format. Draft deliverables shall be prepared to a standard that enables the Contracting Authority to undertake an effective and informed review. Unless otherwise agreed, a deliverable shall not be deemed complete until the Contracting Authority has approved the deliverable submission and agreed to progress onto the next Stage.

- The Consultant shall develop a Project Risk Register and maintain it throughout the project. Ongoing Project Risk Assessment and Designer's Risk Assessments shall also be completed, maintained and supported by a Consultant developed template.
- The Consultant shall coordinate and complete consultation with various stakeholders as required including GCC departments, NTA, TII, Uisce Éireann and third-party stakeholders such as the EPA, NPWS, Galway City Council's nominated traffic signal maintenance and upgrading contractor etc.
- The Consultant shall be deemed to have included within the tendered Price (lump sum fee) the full cost of complying with this Service Requirements document and all other incidental requirements necessary for the proper execution of the Contract. No claims for additional payment shall be considered on these grounds.
- The Consultant shall be deemed to have included for all expenses (travel, subsidence etc.) associated with this Contract in their tendering price.

2.6 Road Safety Audits

The Consultant shall manage and deliver Road Safety Audits (RSA) across the following project milestones, as required:

- Stage 1 RSA: Preliminary Design (for planning / scheme approval).
- Stage 2 RSA: Detailed Design (prior to tender advertisement).
- Stage 3 RSA: Post-Construction / Prior to Scheme Opening.

All Road Safety Audits shall be carried out in strict accordance with current Transport Infrastructure Ireland (TII) standards (GE-STY-01024) and National Transport Authority (NTA) guidance, taking due cognisance of the Traffic Signs Manual, the National Cycle Manual, and DMURS.

The Road Safety Audits shall be undertaken by an independent Audit Team with demonstrated experience and formal training appropriate to the scope of the scheme.

3. Detailed Project Requirements and Project Stages Scope of Works

The Consultant shall deliver all services outlined in the Stages below (Section 3.1 to 3.4). Certain stages may run concurrently, and pricing must reflect this overlapping delivery schedule.

3.1 Stage 1 - Preliminary Design

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 1:

- Attend an in-person project inception workshop with GCC.
- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Site visits and appraisal of the proposed location.
- Undertake a desktop study review and scoping exercise, including obtaining relevant data from Galway City Council. The Consultant shall undertake a thorough survey and examination of all records concerning services and utilities that may be on the site. The Consultant shall also undertake a review of any information available on existing ground conditions and an appraisal of levels and gradients. Matters that may cause future potential delays such as access, conflicts with neighbouring areas, the availability of materials required, procurement etc. should be considered and later planned into the detailed design and procurement phases. *(Note: Galway City Council will procure a detailed topographic survey and ground penetrating radar survey separately in advance of award and this will be made available to the successful consultant).*
- Prepare preliminary layouts, preliminary drawing layouts, and budget cost estimates for the works for appraisal and approval. Design should consider the movements of large abnormal loads as detailed in Section 1.2. Cost estimates shall be prepared in line with the TII Cost Management Guidelines.
- Prepare preliminary archaeological assessment report.
- Prepare Appropriate Assessment screening report.
- Third Party Surveys:
    - Procure and manage third-party survey contracts (e.g., site investigations): The Consultant shall review existing Topographical and Ground Penetrating Radar (GPR) surveys provided by Galway City Council for adequacy. The Consultant shall then scope any additional survey works required (particularly Site Investigation works), prepare tender documents to procure a specialist Surveyor, evaluate received tenders and recommend an appointment to the Contracting Authority. The Contracting Authority will formally appoint the Surveyor and the Consultant shall supervise and manage their delivery (with the Consultant's management effort included in their fee). Note: All direct third-party Surveyor costs

shall be paid separately by GCC and must be excluded from the Consultant's fixed-price lump sum.

  - This shall mean that, as a minimum, a Site Investigation Works Contract will be required. Additional survey and/or investigation works contracts may also be required, subject to the Consultant's review of the adequacy of the information available and the requirements arising from the design development process.
  - For tendering purposes, the Consultant shall include for the scoping, preparation, procurement, administration and management of a Public Works Investigation Contract using PW-CF7. The scope and extent of the investigation works shall be determined by the Consultant based on the requirements of the final design; however, for pricing purposes, the total value of such investigation works shall be assumed not to exceed €50,000. As detailed above, all direct third-party survey and investigation costs shall be paid separately by Galway City Council and shall be excluded from the Consultant's fixed-price lump sum.

- Prepare Road Safety Audit Reports (i.e. Stage 1 or combined Stage 1 & 2 to be confirmed by consultant) as required by the Preliminary Design - Refer to Section**Error! Reference source not found.** 2.6 for more details.
- Liaise with key stakeholders including (but not limited to) internal GCC departments, utility providers, Garda Siochana, local resident groups, local community youth groups, transport providers (buses, taxis etc.), commercial business, Galway City Council's nominated traffic signal maintenance and upgrading contractor etc.
- Attend and present at non-statutory Public Consultation meetings (allow for one number two-hour meeting) in Galway City.
- Prepare a Preliminary Design report including final budget cost estimate.
- Carry out a preliminary Project Risk Assessment and Designer's Risk Assessment.

3.2 Stage 2a – Statutory Processes and Detailed Design

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 2a:

- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Prepare, coordinate, and submit all documentation required under Section 38 of the Road Traffic Act 1994, including, but not limited to:
  - Preparation of design drawings, reports, schedules, notices, public consultation material, maps and any other supporting documentation required by Galway City Council for statutory advertisement and public consultation.

- Coordination, collation, finalisation, printing, and delivery of all documentation required for publication and consultation. The Consultant shall provide the required number of hard and electronic copies to the Local Authority.
- Preparation of a concise report outlining the rationale for the proposed scheme, anticipated impacts, compliance with relevant standards and guidance and responses to any stakeholder concerns identified during the design process.
- Attendance at meetings and presentations, as required, to support the Section 38 process.
- Review and assessment of all submissions and observations received during the public consultation period and preparation of a submissions report, including recommendations and draft responses for consideration by the Employer.
- Preparation of revised drawings, reports, and supporting documentation arising from submissions, observations, or requests for further information.
- The Consultant shall programme and manage the Section 38 process in conjunction with GCC. For tendering purposes, the Consultant shall allow for a statutory public consultation period of not less than 30 days from the date of publication of the Section 38 notice, together with sufficient time for review of submissions and completion of the approval process.

- The Consultant shall allow for and include the development and submission of a basic traffic signal junction operational model using LinSig or another approved equivalent software package. The model shall demonstrate the operational performance of the proposed signal arrangements and shall be provided to Galway City Council and its nominated traffic signal maintenance and upgrade contractor upon completion.
- Prepare a comprehensive set of detailed design documents including drawings and associated documentation suitable for procurement and subsequent construction of the Works. The design shall be based on and comply with the final agreed design from the Section 38 application process. The design shall include the preparation of all specifications, schedules, product data, and agreement of materials and finishes for use within the Project. As a minimum, the detailed design package shall include:
  - Road layout drawings and cross-sections;
  - Geometric design drawings, including horizontal and vertical alignment details;
  - Structural design drawings and associated calculations, where applicable;
  - Drawings showing all existing surface features identified through topographical survey and all proposed works, including footpaths, cycle facilities, accesses, kerb lines, pavements, road markings, utility covers, manholes, gullies, trees, bollards, litter bins and all other street furniture;
  - Drainage design drawings and supporting information covering all aspects of the proposed drainage infrastructure;

- Pavement design, including the design of carriageways, footways, cycle facilities and any associated paved areas;
- Utility design drawings detailing all existing services and any utility diversions, alterations or protection measures required as part of the Project. This shall include liaison and coordination with all relevant utility providers and stakeholders;
- Signing and lining drawings showing all proposed road markings and traffic signs. Drawings shall include lane width dimensions across the full road corridor, including carriageways, cycle tracks, verges and footpaths, at all junction approaches and wherever lane widths change. All standalone road markings (including arrows, symbols and lettering) shall be dimensioned from clearly identifiable fixed reference points. Where required, the Consultant shall design and specify new signs, including poles, foundations and associated infrastructure, using AutoSign or an equivalent approved software package.

- Update cost estimates (if required) based on detailed design. The Consultant shall prepare a cost report and project programme through to completion and handover.
- Attend and present scheme to elected members at plenary meeting of the council or other public meeting.
- Prepare and submit any utility connection applications as required.
- Prepare Road Safety Audit Report (i.e. Stage 2) as required by the Detailed Design - Refer to Section **Error! Reference source not found.** 2.6 for more details.
- Prepare Design Stage Traffic Management Plans (DSTMP):
  - The Consultant shall prepare Design Stage Traffic Management Plans (DSTMPs) detailing how vehicular traffic, pedestrians, cyclists and public transport users will be safely accommodated throughout the construction phase of the Works. The DSTMPs shall be developed in consultation with and agreed by the Contracting Authority and shall be incorporated into the Preliminary Safety and Health Plan and the Programme of Works. The DSTMP shall gave regard to access and egress of construction traffic to take account of the interaction and potential conflicts with adjacent hotel, businesses and neighbouring areas.
  - The DSTMPs shall comprise a series of colour-coded A3 drawings covering the full extent of the Works, including any areas requiring specific phasing, temporary arrangements, staged construction, road closures, diversions or independent work sequences. The drawings shall clearly illustrate the proposed arrangements in plan form and be supported by an explanatory report outlining the rationale for the proposals, construction constraints, sequencing requirements, assumptions, preconditions and any other information necessary to facilitate implementation.
  - The DSTMPs shall include sufficient detail on temporary traffic management measures, signage, road markings, barriers, pedestrian and cyclist management measures, temporary crossings, lane closures, diversions and cordons to provide a clear understanding of the proposed arrangements.

- The DSTMPs shall be prepared in accordance with the latest edition of Chapter 8 of the Traffic Signs Manual and all other relevant guidance and standards. The Consultant shall engage with and obtain input, where required, from the relevant local authorities, An Garda Síochána, emergency services, the Contracting Authority, the National Transport Authority and public transport operators. Where applicable, the Consultant shall also incorporate all relevant TII requirements and updates relating to works on or affecting National Roads.

- Update Risk Assessments and Health and Safety documentation.

3.2 Stage 2b - Tender Documentation & Advertisement

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 2b:

- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Prepare, manage and assess the pre-qualification stage for economic operators under a two-stage restricted procurement procedure, including the preparation of all associated documentation and evaluation reports.
- Prepare the tender documentation for the main construction contract using the appropriate Public Works Contract form. This shall include all drawings, specifications, pricing documentation, schedules, product data, material specifications and any other documentation required for procurement, contract award and subsequent administration of the construction contract. Please note that Galway City Council may require its nominated traffic signal maintenance and upgrade contractor to be incorporated into the Works Contract as a Novated Specialist, or through a similar contractual arrangement, to undertake traffic signal alterations and associated works.
- Submit the complete suite of tender documentation to Galway City Council for review and approval.
- Incorporate any amendments, comments or revisions arising from the Council's review. The Consultant shall note that this constitutes a hold point in the programme and no procurement activity shall proceed until written approval has been received from the Contracting Authority.
- Following approval, the Consultant shall be responsible for preparing all procurement documentation and uploading the finalised documents to Galway City Council's document management system for review. Following completion of the Consultant's quality assurance procedures and confirmation that all procurement documentation are complete and ready for issue, Galway City Council will publish the procurement documents on eTenders. The Consultant shall provide any assistance reasonably required during the publication process.

3.2.1 Tender Documents – Form of Contract

It is anticipated that the latest edition of the Public Works Contract for Civil Engineering Works Designed by the Employer, as published by the Department of Public Expenditure and Reform, will be used for the procurement of the Works. The Consultant shall allow for this form of contract in preparing the tender documentation and administering the procurement process.

The Consultant shall prepare a complete suite of tender documentation for the Main Construction Contract, including, but not limited to:

- Instructions to Tenderers;
- Form of Tender and Schedule;
- Works Requirements, including Tender Drawings and Specifications;
- Contract Schedules;
- Pricing Document / Bill of Quantities, as applicable;
- Preliminary Safety and Health Plan;
- Detailed design and performance specifications; and
- Any additional documentation required under current Government procurement procedures, guidance, or legislation.

All tender documentation shall be prepared in accordance with the latest guidance, template documents and procedures published by the Department of Public Expenditure and Reform and other relevant public procurement authorities.

The Works Requirements shall comprise a fully developed and coordinated design for the Project, supported by comprehensive Tender Drawings and specifications that fully define the scope, extent and technical requirements of the Works.

The Tender Drawings shall be based on the approved detailed design and shall include, as a minimum:

- Updated versions of all drawings developed during the detailed design stage;
- Setting-out information, including control points, coordinates and all necessary setting-out data required for construction;
- Construction details, schedules and standard details;
- Utility, drainage, pavement, road geometry, signing and lining, traffic management and landscaping drawings, where applicable; and
- Any additional drawings necessary to fully define the Works and facilitate accurate pricing, construction and contract administration in accordance with industry best practice.

The Specification shall be based on the TII Specification for Road Works and shall comprehensively define the standards, materials, workmanship and testing requirements applicable to the Works. The Consultant shall also ensure that the Specification reflects all relevant guidance and requirements contained within the National Cycle Manual, the Design

Manual for Urban Roads and Streets (DMURS), relevant TII Publications and any other applicable national standards and guidance documents.

In preparing the tender documentation, the Consultant shall ensure that all documents are fully coordinated, comprehensive, accurate and of a professional standard suitable for public procurement. The documents shall clearly and unambiguously define the Works and shall be subject to rigorous quality assurance procedures to identify and eliminate inconsistencies, omissions, conflicting requirements, incorrect cross-references, duplication, typographical errors and references to superseded standards or guidance. Particular attention shall be given to ensuring that all documentation is drafted using appropriate contractual language and that requirements are stated clearly and consistently throughout.

The Consultant shall acknowledge that completion of the tender documentation does not guarantee progression to procurement. The Contracting Authority reserves the right, at its sole discretion, to proceed with procurement immediately, defer procurement to a later date, amend the scope of the Project, or not proceed with procurement of the Main Construction Contract.

3.2 Stage 3 - Procurement

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 3:

- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Administer the tender process on behalf of Galway City Council.
- Respond to all queries received from prospective tenderers via the eTenders platform during the tender period. This shall include the preparation and issue of clarifications, addenda and any amendments to drawings, specifications or tender documentation as required. The Consultant shall ensure that all responses are issued promptly to minimise disruption to the procurement programme and avoid unnecessary extensions to the tender period.
- Following receipt of tenders, establish and support a Tender Assessment Panel comprising representatives of Galway City Council and the Consultant's design team. The Consultant shall coordinate and facilitate the evaluation process in accordance with the Instructions to Tenderers and relevant public procurement requirements.
- Prepare a comprehensive Tender Assessment Report detailing the procurement process undertaken, the tender evaluation methodology, the assessment of submissions received, and a recommendation regarding the preferred tenderer and proposed contract award.
- Undertake and coordinate any post-tender interviews, presentations, clarification meetings or negotiations permitted under the procurement process, where required.
- Attend an in-person Tender Evaluation and Award Workshop with Galway City Council to present the tender assessment findings and recommendations.

- Following acceptance of the Tender Assessment Report by Galway City Council, prepare and issue all required tender award and standstill notifications to successful and unsuccessful tenderers in accordance with public procurement requirements.
- Issue the Letter of Acceptance to the successful tenderer and obtain all required pre-commencement documentation, bonds, insurance details, programme information, collateral warranties, declarations and any other information required prior to contract execution.
- Following satisfactory completion of the above and agreement of an acceptable commencement and completion date, prepare and coordinate execution of the Contract Documents and associated appointments with the successful contractor on behalf of Galway City Council.
- Manage and respond to all tender award-related queries, clarifications, challenges and administrative matters arising during the award process and up to execution of the construction contract.
- Upon completion of the procurement process, prepare an updated Total Project Cost Report. This shall provide the final projected outturn cost of the Project and shall be used by Galway City Council in determining whether the Project will proceed to the Construction Stage.

3.3 Stage 4 - Construction

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 4:

- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Perform the role of Employer's Representative during the construction stage and fulfil all duties, responsibilities and obligations assigned to the Employer's Representative under the relevant construction contract, including:
    - Preparing regular progress, programme and financial reports relating to the construction contract. Draft reports shall be issued to the Project Manager for review prior to submission to Galway City Council.
    - Assessing and certifying Contractor applications for payment and determining the amount payable in accordance with the Contract. Payment recommendations shall be submitted to Galway City Council for approval.
    - Preparing and administering contract variations, including any associated design work required during the construction stage.
    - Reviewing, advising upon and reporting on contractual claims submitted by the Contractor and assisting the site supervision team in the management and resolution of such claims.
- Arrange and facilitate an in-person Construction Commencement Works with the Contractor and establish a schedule of in person construction progress meetings, to be held at least fortnightly, with Galway City Council invited to attend. The Consultant shall chair, minute and circulate records of all meetings to attendees and relevant stakeholders.
- Monitor the Works to verify that construction is being carried out in accordance with the Contract Documents, approved drawings and specifications. The Consultant shall prepare and submit an Inspection and Monitoring Plan prior to commencement of the Works. As part of this, the Consultant shall allow for attendance at site at least once every two weeks in conjunction with the progress meetings. The Consultant shall also allow for such additional site visits and allocate sufficient resources as may be necessary to monitor the Works, verify compliance with the Contract Documents, and properly discharge their duties and responsibilities as Employer's Representative throughout the construction stage
- Maintain regular communication with Galway City Council regarding progress against the agreed Works Programme, highlighting any emerging risks, delays or issues that may affect delivery of the Project.
- Certify that the Works have been completed in accordance with the Contract requirements and assess all Contractor claims for payment. Any significant deviations

from the approved programme, anticipated cost overruns or potential contractual claims shall be notified to Galway City Council at the earliest opportunity.

- Prepare Road Safety Audit Report (i.e. Stage 3) as required post construction. Refer to Section**Error! Reference source not found.** 2.6 and below for more details.
    - The Stage 3 Road Safety Audit shall be undertaken in accordance with all relevant standards and guidance, including TII Standard GE-STY-01024 and any subsequent revisions. The audit shall assess the completed scheme from the perspective of all road users, including pedestrians, cyclists, public transport users, and persons with mobility or sensory impairments. The audit shall be carried out following completion of the construction works and prior to the scheme being opened to public use. The Audit Team shall undertake site inspections during both daylight and hours of darkness.
    - The Road Safety Audit shall be carried out by a suitably qualified and experienced Audit Team with demonstrated experience in undertaking such assessments. In the case of the Road Safety Audit, all Audit Team members shall possess the appropriate training, qualifications and competency requirements in accordance with the relevant standards and guidance.
    - The Consultant shall review and assess the findings and recommendations arising from the Road Safety Audit and, in consultation with Galway City Council, shall prepare any necessary design amendments, contract instructions, variations or remedial measures required to address the agreed recommendations prior to opening the scheme or as otherwise directed by Galway City Council.

3.4 Stage 5 - Handover, Close Out and Review

The Consultant shall be responsible for undertaking the following tasks as a minimum as part of Stage 5:

- Undertake the duties of Designer and Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.
- Continue to perform the role of Employer's Representative throughout the Defects Period and fulfil all duties and obligations assigned under the Contract.
- Prepare and maintain a schedule of defects and outstanding works, and ensure that all identified defects, omissions and remedial works are addressed by the Contractor within the Defects Period.
- Specify, monitor and certify any maintenance obligations required to be undertaken by the Contractor during the Defects Period in accordance with the Contract.
- Arrange and facilitate any site inspections and meetings required during the Defects Period, including inspections to review and verify completion of remedial works.
- Upon expiry of the Defects Period, inspect the Works and, where satisfied that all defects and outstanding items have been satisfactorily addressed, issue the appropriate

certification in accordance with the Contract and assess any associated Contractor payment claims.

- Manage and coordinate the preparation and review of as-built drawings and associated project documentation. The Consultant shall ensure that complete and accurate as-built records are prepared by the Contractor and formally handed over to Galway City Council.
- Review and collate all operation and maintenance manuals, statutory certificates, test records, Health and Safety File documentation, warranties, guarantees and any other close-out documentation required under the Contract.
- Assist Galway City Council with all project close-out activities and ensure that all contractual, technical and statutory requirements have been completed and documented.
- Progress, negotiate and agree the Final Account with the Contractor in consultation with Galway City Council. The Consultant shall prepare and issue a comprehensive Final Account Report setting out the agreed final contract value and detailing all adjustments to the Contract Sum.
- Advise Galway City Council on any outstanding contractual matters, claims or disputes arising during the close-out process and assist in bringing such matters to conclusion.
- Prepare a Project Close-Out Report summarising the delivery of the Project, final costs, programme performance, key outcomes, lessons learned and any recommendations for future schemes.