OPW Oifig na nOibreacha Poiblí Office of Public Works

18/11/2026

Scope of Services

Re: Provision of Chartered Civil and Structural Resident Engineering Services for Phase 2 works for the National Centre for Research & Remembrance, Seán McDermott Street, Dublin 1

The person appointed to the position of Resident Engineer MUST hold a recognised degree in Civil or Structural Engineering. The candidate put forward by the Consultant MUST be a qualified Chartered Engineer recognised by Engineers Ireland. The persons appointed to the position of Resident Engineer should have at least 5 years experience in either design or construction on building and civil engineering projects. They should have in depth knowledge of current H&S regulations and best practices and hold a valid Safepass.

Stage (iv) Construction:

Supervision and administration

The primary (non exhaustive) duties of the Resident Engineer will be:

- Report directly to the client and others where directed by the client;
- Liaise with client, client's technical advisor, contractor, and all relevant stakeholders as required;
- Review and become familiar with the Client's Civil and Structural Engineering Consultants Design Proposals;
- Attend meetings with client, client's technical advisor, contractor, and all relevant stakeholders as required;
- Review and advise on all relevant contractor drawings, submissions and method statements;
- Monitor the progress of the works on a daily basis, maintain daily and weekly records, written and photographic, of all site activities, including any obvious periods of inactivity, to ensure early attention to potential delays
- undertake check measurements;
- Compile daily, weekly and monthly reports under agreed headings with the client;
- Report on material deliveries, including any materials rejected by contractors team, also any damage to fixed materials before covering in, or subsequent works.
- Monitor and ensure that all co-ordination that is necessary on site is taking place;
- Ensure all works are carried out in accordance with contract specification and construction drawings;
- Ensure all permissions, including planning, are fully complied with by the contractor
- Ensure any certification or approval by the local authority or utility companies are completed in time, e.g. foul sewage connection fees or discharge licences;
- Ensure all relevant product certification has been provided;
- Witness and report on any testing being carried out by the Contractor;
- Monitor the Contractor's progress relative to any agreed contraction programmes;
- Monitor the Contractor's compliance with Health & Safety plans and regulations;

- Monitor compliance with the conditions as set out in the planning permission for the works;
- Advise the Client on any issue that requires the Client's inputs or decisions;
- Undertake day-to-day contract administration activities;
- Attend and report from site and design team meetings;
- Monitor the Contractor's co-ordination of services, both on-site and off-site.
- Monitor and provide supporting information as required to enable the ER to determine any contractor claims.
- Review the contractors implementation of coordination works with other site works on the NCRR Campus and report on any potential interface issues with other works.
- Review and report on Contractor payment applications against work completed.
- Check that all Traffic Management Plans and phasing of Construction Works, are as agreed with client and relevant stake holders and fully comply with relevant legislation.
- Prepare defects lists and carry out final inspections.
- Review design pile layout at pile cap level against what is installed on site;
- Inspect verticality, horizontal alignment (positional tolerance) against consultants piling performance specifications;
- Check pile depth and socketing (if needed) is achieved in accordance with the pile designers proposal;
- Check concrete mix, slump, delivery time, placement, and reinforcement cage installation with emphasis on concrete cover (spacers provided);
- Monitor groundwater conditions, seepage, inflows, and the excavation interface;
- Witness concrete sampling, cube tests, integrity testing, and review drilling/construction logs;
- Review the Contractors health & safety, and environmental checks, including exclusion zones, access, lighting, noise, dust, and spoil disposal;
- Keep daily site diaries, inspection checklists, photographs, non-conformance reports, progress reports against Contractors programme, and as-built pile data (received from Contractor);
    - Prepare defects lists and carry out final inspections;
    - Witness all tests on Completion;
    - Verify the as-built / final construction drawings
    - Handover all Project Files in a format set out by the client

In collaboration with the other members of the Project Team, assist the Architect in administering the terms of the Works contract during operations on site and relating to the completion of the Works including (but not limited to) all activities in connection with the adjudication of disputes between the Employer and the Contractor.