DEPARTMENT OF EDUCATION AND YOUTH

An Roinn Oideachais agus Óige
Department of Education and Youth

Standard DEY Schedule of Stage Services for Construction Consultants

October 2026

Planning & Building Unit
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PLANNING and BUILDING UNIT

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1. Introduction

1.1 Design Team Procedures

The Design Team Procedures, Technical Guidance Documents (TGDs), School Guidance Documents (SDGs) and all associated Technical & Practice Notes [available at www.education.ie] which are current at the time of appointment apply to all Consultancy Services appointments for all Construction Projects funded in part or in total by the Department of Education & Youth [DEY] other than as stated in those documents. For small scale devolved projects including Summer Works projects designers should also refer to Technical Guidance Document TGD007.

The Design Team Procedures (DTPS), Technical Guidance Documents (TGDs), School Guidance Documents (SDGs), Practice Notes and Technical notes should be read in conjunction with the Briefing documentation and the [*Conditions of Engagement Schedule B*] for the particular project or project category.

1.2 The scope of Service

The Conditions of Engagement for consultants is the version as published on the Capital Works Management Framework website which are current at the time of appointment and as outlined within the ITT. Schedule A&B to the Conditions of Engagement form part of the Form of Tender and Schedule.

The scope of service is as set out in this document, the current Design Team Procedures and any associated Technical & Practice Notes and Schedule B of the Conditions of Engagement.

The scope of service includes all work required to fully design, detail, co-ordinate and construct the project in a competent and professional manner (whether expressly stated or not); prepare all documentation and reports required by these procedures; obtain all necessary approvals whether Client, Planning and Building Unit, or statutory approvals, all in accordance with the above documents or as otherwise modified by the briefing information. All work required to comply with the Building Control (Amendment) Regulations 2014 is included in the scope of service, including the roles of Design Certifier and Assigned Certifier to be carried out by the Design Team Leader.

Consultation with the client and the DEY is an on-going process during the stages and is included as part of the Service. In particular, the service includes for repeat submissions (where required), meetings and such other communications as may be needed to complete the Project or Stage.

2. Project Management and Co-ordination

2.1 Design Team Leader / Employers Representative

The Design Team Leader and Employer's Representative will be the Architect (unless otherwise stated).

The following duties apply to the Design Team Leader (for all Stages) in addition to the duties relevant to their professional discipline:

Overall Management /Coordination of Project Stages and Programme including ensuring that any information, communications and/or Stage Submissions are channelled through the Design Team Leader.

The Design Team Leader is responsible for reviewing all documentation (from whatever source or discipline), carrying out a quality check on that information and ensuring that all drawings and documents are co-ordinated between the disciplines.

The Design Team Leader is also responsible for ensuring compliance with the above Design Team Procedures (including associated technical and practice notes), the Brief and any authorised Client/DEY instruction.

The Design Team Leader must also ensure effective communications between the relevant DT disciplines, and, where such communications or responses are not effective, implement corrective action including (if required) client notification.

In addition, the Design Team Leader is required to act as Design Certifier and Assigned Certifier in accordance with the requirements of the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works.

The Design Team Leader as Employer's Representative is responsible for the full compliant contractual administration of the contract throughout all of the contract stages and in particular Stage 4 and Stage 5.

2.2 Other Design Team Members

The other Design Team members are responsible for all work (relevant to their discipline) required to design and construct the project in a competent and professional manner (whether expressly stated or not).

The other disciplines are required to co-operate with each other and the Design Team Leader and provide (in a timely manner) all information and documentation needed to permit the other disciplines to complete their work.

All Design Team members are also required to review, quality control and co-ordinate all information and Stage documentation with other DT members and ensure compliance with the Design Team Procedures (including all associated technical and practice notes), the Brief and any authorised Client/DEY instruction.

In addition, all Design Team members (with the exception of the Quantity Surveyor), including any sub-consultants engaged and relied upon in the delivery of the design, shall be required to provide ancillary certificates for all elements of the works for which they are professionally responsible, in accordance with the requirements of the Building Control (Amendment) Regulations 2014 (BCAR). On Employer-Designed Projects, responsibility for providing such certificates shall remain with the relevant Design Team member and shall not be transferred to, or assumed by, the Contractor.

3. Stage Services

3.1 STAGE 1 – Preliminary Design

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Stage completion.

Review, quality control and co-ordinate all information and Stage documentation with other Design Team [DT] members, and ensure compliance with Design Team Procedures [DTPs] and associated Practice Notes

Design Team Meetings and Client Consultation [All Disciplines]

Allow for minimum 3 (more if required) Client consultations (by Senior or Director) on site including travel time & expenses:

- initial consultation to review brief and programme or work,
- prior to developing sketch designs and
- to discuss and agree draft report.

Allow for minimum 3+ Design Team Meetings on site to coincide with Client meetings.

Include for repeat consultation as above for all material changes to the design or Stage 1 report (other than substantive DEY changes to brief).

Review Brief [All Disciplines]

Validate all briefing and supplementary information (from whatever source) including Health and Safety Risk Assessment and Project Viability Assessment. **[All Disciplines]**

Carry out Desk-top Archaeological study of likelihood that Archaeological artefacts may be located on the site or proposed building location or that the site may be part of a conservation area or contain protected structures. **(Architect)**

Carry out Ground Contamination Desk-top study. **(Civil/Structural Engineer)**

Site Investigation [Civil/Structural Engineer]

Prepare tender documents (using the **Capital Works Management Framework Documentation and DEY guidance)** and obtain fixed price tenders from at least 5 suitable firms (see national procurement thresholds and requirements) all in compliance with the Design Team Procedures and the applicable approval thresholds. Include for ground contamination in the scope of works where a desk study reveals this possibility. **(Civil/Structural Engineer)**

Site Survey/Topographical Survey [Civil/Structural Engineer]

Prepare tender documents and obtain fixed price quotations from at least **5** suitable firms for a Topographical Survey and/or detailed external surveys to building perimeter only (Internal Building Surveys where required are part of Architect's scope of service).

Traffic Management Survey and Report complete [Civil/Structural Engineer]

Consult & agree with the Local Authority Roads Section, carry out Road Traffic survey and prepare Traffic Management Report as required.

Internal Building Survey [Architect]

Carry out Internal Building Survey (where necessary) or allow for cost of sub-contracting same.

Archaeology, Special Conservation areas, protected structures, etc. [Architect]

Where subsequent to the desk-top study the Architect is of the view that Archaeological artefacts may be located on the site or proposed building location or that the site may be part of a conservation area or contain protected structures the Architect shall investigate further to determine, where possible, the impact and cost of such site restrictions on the possible site locations. (Refer to Additional Services for

consultation (as appropriate) with suitably qualified archaeologist to assess the scope of archaeological services required and procurement of those services.)

Suitability Assessment of Site & Location(s) [All Disciplines]

Prepare and provide written evaluation of all possible locations on site (with evaluation criteria clearly indicated and applied to all the options), including Whole Life Carbon assessment and as detailed in the Design Team Procedures.

Evaluation of existing building(s) [All Disciplines]

Where the Design Team's Terms of Engagement include the evaluation of one or more existing building(s), or where a Schedule of Alterations to existing Accommodation and/or a provisional Schedule of essential Remedial Works is provided with the brief, the Design Team must make a careful evaluation/detailed inspection and viability assessment of those existing building(s) identified in the Brief and in particular the elements requiring remedial works as DTP 2025 Preliminary Design (Stage 1).

The scope of works to the existing building should be the minimum required to comply with current regulations and to provide a safe, durable educational facility. Unless otherwise stated in the Briefing information, it does not include up-grading to current DEY technical guidance document standards.

Local Authority Consultation [Architect and Civil/Structural Engineer]

The **Architect** and **Civil/Structural Engineer** should consult with the relevant Local Authority Planning Section and Roads Section to determine what constraints if any apply to the particular project and to ascertain the likely conditions which may apply.

Additional Design Team work including subsequent revision to design proposals arising from Planning or Fire Certificate conditions which should have been foreseen at Sketch Design stage are deemed to be part of the scope of service and not a change to the Conditions of Engagement.

Preliminary sketch designs [All Disciplines]

Prepare preliminary sketch design (in consultation with other D.T. members). Assess and record cost implications (in consultation with QS). Carry out H&S risk assessment.

Repeat above design process indefinitely (other than for substantive DEY changes to brief) until design meets Client, Brief and DTP requirements.

Identify and cost all abnormal works [All Disciplines]

Review, mitigate and fully justify each item and its cost in consultation with other D.T. members.

Stage 1 Report (including repeat submissions as required) [All Disciplines]

Co-ordinate, project manage and oversee the preparation of the Stage 1 Report including the preparation of the Executive Summary. **[Architect]**

Prepare elements of Stage 1 report appropriate to discipline. Include for amendments (other than for substantive DEY changes to brief) to comply with DEY guidelines, cost and area limits, and Client's stated requirements, re-printing and re-submission as required. **[All Disciplines]**

Pre-Stage 1 Stakeholder Meeting [All Disciplines]

Attend pre-stage 1 Stakeholder Meeting in Tullamore.

Repeat for each revised Stage 1 submission (if required) resulting from non-compliance by the Design Team as a group with area and cost limits, DTPs, DEY Guidelines. (Excludes substantive DEY changes to brief)

Green Public Procurement [All Disciplines]

The obligations in relation to Green Public Procurement should be considered and included throughout the design stages of a project life cycle by the entirety of the design team. The Design Team should initially refer to the Green Public Procurement Strategy and Action Plan 2024-2027 and any future updates and the sustainability section of the CWMF. It is important that the requirements are considered at the early design stages to allow consideration to the requirements as part of the design. This guidance details actions and sectoral/product targets which are required to be implemented. Particular attention should be given to the actions as follows included in the report: Action A-18, A-19,A-20,A-21,A-22,A-23,A-26,A-36,A-37 & A-38 and sectoral targets which should be taken into consideration T-1, T-8,T-9 & T-12.

Cost Control and Carbon Reporting [All Disciplines]

The Capital Works Management Framework Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3) are for use on all new capital works projects (commencing stage 1) from 1st January 2024.It is mandatory to use the templates to report on capital costs of works projects. Design teams should ensure that these requirements including any subsequent updates are implemented on all DEY Projects.

Measuring and **reporting** on embodied carbon is vital in understanding what steps can be taken in the design and specification of buildings to reduce the overall carbon footprint. Whether that is in specifying materials with a lower carbon footprint or incorporating greater amounts of recycled materials or reusing resources that are currently sent to landfill. As part of implementing the use of The Capital Works Management Framework Cost Control and Carbon reporting templates the design team should measure and report on all aspects of Carbon throughout the various stages of the project including incorporating the requirements within the project tender documentation and the necessity to validate and report on the outcome on completion of the project.

This should include but not limited to:

- Embodied carbon assessment of the existing design
- Establishing options (within the parameters of the BBC) to Reduce Embodied Carbon
- Establishing the total embodied carbon emissions
- Establishing the operational carbon emissions
- Establishing the total carbon emission over the expected lifespan of the building
- Lifecycle Analysis (LCA) Services
- LCA Optimization
- Etc

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

This document has been prepared to align with the Life-Cycle Global Warming Potential (GWP) Calculation Methodology and Workbook published by the Sustainable Energy Authority of Ireland (SEAI).

All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

(a) **Development and Maintenance of an overall Project Risk Register [All Disciplines]**

The Design Team should develop and create a risk management strategy for implementation throughout all stages of the project life cycle ensuring risk is actively managed. A risk register should be developed and kept up to date throughout all stages of the project

3.2 STAGE 2a – Developed Sketch Design

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information and Stage documentation with other DT members, and ensure compliance with DTPs

Review any implications for the proposed design arising from the Building Control (Amendment) Regulations 2014.

Developed Sketch Scheme [All Disciplines]

Develop scheme as Stage 1 approval (and agreed amendments) and DEY requirements.

Assess H&S hazards and risks for developed Sketch Scheme.

Where part of brief, develop proposals for Work to Existing within the area and cost limits agreed.

Review project costs with other DT members and in particular Quantity Surveyor.

Design Team Meetings/Client Consultation [All Disciplines]

Allow for minimum all necessary Client consultation meetings (as required) on site including travel time & expenses:

- prior to preparation of Stage 2a Report, and
- to discuss and agree draft report.

Allow for minimum 2+ Design Team Meetings on site to coincide with Client meetings.

Include for repeat consultation as above for all material changes to the design or Stage 2a report (excludes substantive DEY changes to brief).

Stage 2a Report [All Disciplines]

Co-ordinate, project manage and oversee the preparation of the Stage 2a Report including the preparation of the Executive Summary. **(Architect)**

Prepare elements of Stage 2a report appropriate to Discipline (All)

Include for amendments (other than for substantive DEY changes to brief) to comply with DEY guidelines, cost and area limits, and Client's stated requirements, re-printing and re-submission as required

Design Stage Review Meeting (including repeat submissions as required) [All Disciplines]

Attend Design Stage Review Meetings in Tullamore where deemed required. Repeat for each revised submission resulting from non-compliance.

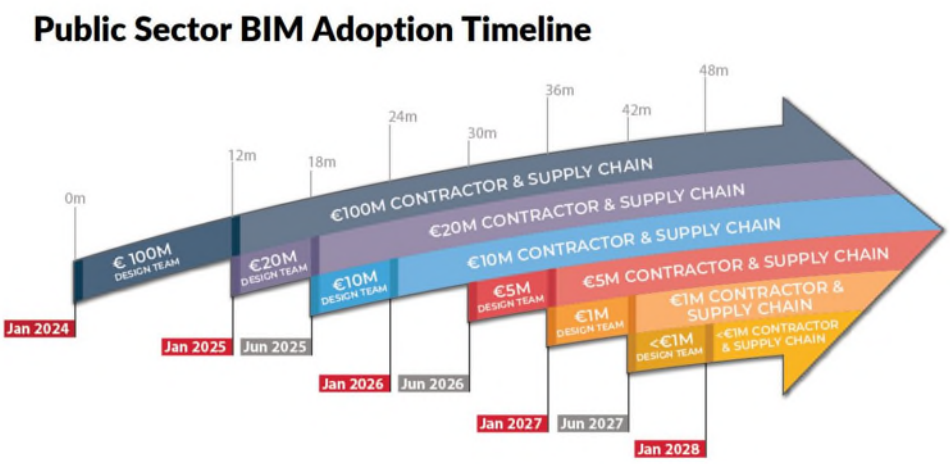
BIM Building information Modelling /Management [All Disciplines]

Building Information Modelling (BIM) is a process for creating and managing information on a construction project throughout its whole life cycle. BIM is a collaborative way of working, underpinned by the digital technologies which unlock more efficient methods of designing, creating and maintaining our assets. Properly implemented, BIM delivers projects to a higher quality and safety level.

One of the key outputs of this process is the Building Information Model, the digital description of every aspect of the built asset. This 3-D model draws on information assembled collaboratively and updated at key stages of a project.

Creating a digital Building Information Model enables those who interact with the building to optimize their choices, resulting in a greater whole life value for the asset. Internationally, the BIM process and associated data structures are defined in the ISO 19650 and 12006 series of standards

From January 2024 the OGP, in conjunction with the Government Contracts Committee for Construction are monitoring the uptake of BIM across those public bodies who are required to use the CWMF. The OGP have set a timeline on the capital values of projects where there will be a mandatory adoption of BIM and there is a requirement to align with these mandatory requirements on all DEY Projects. As a result, there will be a requirement to implement BIM on all DEY projects by appointed design teams.



Green Public Procurement [All Disciplines]

The obligations in relation to Green Public Procurement should be considered and included throughout the design stages of a project life cycle by all of the Design Team. Design Team Consultants should initially refer to the Green Public Procurement Strategy and Action Plan 2024-2027 and any future updates and the sustainability of the CWMF. It is important that the requirements are considered at the early design stages to allow consideration to the requirements as part of the design. This guidance details actions and sectoral/Product Targets which are required to be implemented. Particular attention should be given to the actions as follows included in the report Action A-18, A-19,A-20,A-21,A-22,A-23,A-26,A-36,A-37 & A-38 and sectoral targets which should be taken into consideration T-1, T-8,T-9 & T-12.

Cost Control and Carbon Reporting [All Disciplines]

The Capital Works Management Framework Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3) are for use on all new capital works projects (commencing stage 1) from 1st January 2024.It is mandatory to use the templates to report on capital costs of works projects. Design teams should ensure that these requirements including any subsequent updates are implemented on all DEY Projects.

Measuring and **reporting** on embodied carbon is vital in understanding what steps can be taken in the design and specification of buildings to reduce the overall carbon footprint. Whether that is in specifying materials with a lower carbon footprint or incorporating greater amounts of recycled materials or reusing resources that are currently sent to landfill. As part of implementing the use of The Capital Works Management Framework Cost Control and Carbon reporting templates the Design Team should measure and report on all aspects of Carbon throughout the various stages of the project including incorporating the requirements within the project tender documentation and the necessity to validate and report on the outcome on completion of the project.

This should include but not limited to:

- Embodied carbon assessment of the existing design
- Establishing options (within the parameters of the BBC) to Reduce Embodied Carbon
- Establishing the total embodied carbon emissions
- Establishing the operational carbon emissions
- Establishing the total carbon emission over the expected lifespan of the building
- Lifecycle Analysis (LCA) Services
- LCA Optimization
- Etc

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

This document has been prepared to align with the Life-Cycle Global Warming Potential (GWP) Calculation Methodology and Workbook published by the Sustainable Energy Authority of Ireland (SEAI).

All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

Price/Technical – Tender Processes [All Disciplines]

The design team are required to implement price/technical on tender competitions as outlined within the guidance thresholds below The requirement includes drafting and preparation of the technical merit criteria, the evaluation of the responses received including all of the necessary administration associated with advising the successful and unsuccessful tenderers and the submission of the necessary reports associated with the tender approach The process also applies to Reserved Specialist Tender processes.

All Design Team disciplines should refer to the requirements included in technical note**: SDG 01-TN01-Tender-process-price-technical-in-works-contracts**

Form of Contract	Procedure Type	Contract Value Range	Appropriate Tender Options		
			Price/Technical	Comparative Cost of Tender	Lowest Price Only
PW-CF1	Open	>/= €5m	☑		
PW-CF1	Restricted	>/= €5m	☑		
PW-CF2	Restricted	>/= €5m	☑		
PW-CF5	Open	€1m - €5m		☑	
PW-CF5	Restricted	€1m - €5m		☑	
PW-CF6	Open	<€1m			☑

Tender Evaluation Panels [All Disciplines]

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement with regard to the appointment of the evaluation chair and evaluation team secretary as outlined within the technical note

Reserved / Named Specialists [Architect/ER, QS, Building Services Engineer]

Reserved Specialists are required to be tendered and evaluated on all DEY projects with a capital value of **€12m ex vat**. All Design Team disciplines should refer to the requirements included in technical note: SDG 01-TN01-Tender-process-price-technical-in-works-contracts for the price/technical criteria requirements.

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement regarding the appointment of the evaluation chair and evaluation team secretary as outlined within technical note SDG 01-TN01-Tender-process-price-technical-in-works-contracts.

Development and Maintenance of an overall Project Risk Register [All Disciplines]

The Design team should develop and create a risk management strategy for implementation throughout all stages of the project life cycle ensuring risk is actively managed. A risk register should be developed and kept up to date throughout all stages of the project

3.3 STAGE 2b – Detailed Design

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Project Stage completion.

Review, quality control and co-ordinate all information and Stage documentation with other DT members and ensure compliance with DTPs, Practice notes, TGDs and Technical Notes. Ensure full compliance with Design Team Procedures with regard to Stage 2b and preparation of the Works Requirements.

Design Team Meetings/Client Consultation [All Disciplines]

Allow for all necessary Client consultations on site including travel time & expenses:

- after receipt of Statutory Approvals,
- after Detailed Design is substantially complete and
- to discuss and agree Stage 2b Report.

Allow for all necessary Design Team Meetings on site to coincide with Client meetings (or more as required).

Include for repeat consultation as above for all material changes to the design or Stage 2b report (other than for substantive DEY changes to brief).

Statutory Approvals [Architect, Civil/Structural Engineer and M&E Engineer]

Consult with the Local Authority Roads Section and Drainage Section where required. **[Civil/Structural Engineer**]

Prepare BER for inclusion with statutory approvals. (Note The provision of a final BER Certificate is included in the Building Services Engineer's scope of services on all building projects) **(M&E Engineer)**

Consult with Statutory Authorities as required for all statutory Permissions including Fire Certificate and DAC. Prepare and submit all statutory Approval applications. **(Architect)**

[**All statutory approvals** are part of the scope of service. Where external expertise (e.g. Fire Specialists, Landscape Architect, etc.) is considered necessary by the Architect, the procurement and payment of that specialist (as a sub-consultant) is deemed to be included in the Architect's fee.]

Prepare and submit reports on Statutory Approval decisions (with recommendations) to Client and DEY. **(Architect with input from other DT members as required).**

Include for amendments to documentation and re-submission of revised applications for above (where reasons for refusal should reasonably have been anticipated). **(Architect)**

Allow for preparation of and issue of supporting information required by Architect for Planning /Fire Certificate/DAC Appeal. **(All Disciplines)**

Detail Design [All Disciplines]

Assess H&S hazards and risks for detailed Design. Determine appropriate level of risk transfer.

Where the project has an exceptional level of complexity, obtain agreement of DEY to use of appropriate named / reserved specialists (required on all DEY projects with value €12m or more).

Develop scheme as Stage 2a approval (and agreed amendments), Statutory Approvals and DTP requirements including thorough pre-planning of the building, services and external works. Detail and specify fully all elements, including compliance with the requirements of the Building Control (Amendment) Regulations 2014 and the Code of Practice for Inspecting and Certifying Buildings and Works.

Prepare Preliminary Inspection Plan in compliance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works for inclusion in the Works Requirements. **(Assigned Certifier (Design Team Leader) in consultation with full Design Team.)**

Review all costs and through design and selection of materials ensure project is within approved budget. Prepare Works Requirements (Tender Documents) (Using appropriate Public Works Contract) in accordance with DTP 2025, including all DEY Practice, Technical or Guidance Notes and including any

additional requirements for compliance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works.

Measurement of Mechanical and Electrical Services [QS, Building Services Engineer]

The Quantity Surveyor will be required to measure the building services installations in accordance with ARM4, Supplement 2 or ARM 5 depending on which rules apply (Refer to SDG 01 TN02 Implementation and use of ARM5 for DEY Projects), on projects using PW-CF 1 **and** PW-CF5.

Suitability Assessment of Contractors [Architect, QS, Building Services Engineer]

Where the Restricted Procedure is recommended by the DTPs and associated Technical /Practice Notes, prepare and publish Contract Notice(s), manage queries, and receive expressions of interest for both Enabling Works, Main Contractor tenders and Reserved Specialist Tenders. Assess and evaluate all submissions, and determine whether each applicant meets the minimum standard, and if so, jointly mark (with the QS) each qualifying applicant. Submit provisional pre-qualification reports to DEY. The Architect/ER shall jointly (with the QS) assess the submissions for the main contract works and, where applicable, the Building Services Engineer shall jointly (with the QS) assess the submissions for Reserved Specialist M&E works Where the use of Reserved Specialists in addition to Mechanical, Electrical and Lift specialists has been agreed with the DEY, assessment of submissions shall be carried out by the appropriate discipline jointly with the QS.

Carry out the validation of all declarations made within the SAQ process and notify each applicant of their results and issue detailed de-brief to unsuccessful applicants. Prepare and submit list of contractors (and, where applicable, Reserved Specialists) and their marks as per the Design Team Procedures to DEY. **[Architect, Building Services Engineer]**

Stage 2b Report (including repeat submissions as required) [All Disciplines]

Liaise with other DT members during preparation of Bill of Quantities/Pricing **[All Disciplines]**

Manage and co-ordinate assembly of Tender Package(s) (Using appropriate Public Works Contract) in accordance with DTP 2025, including all Practice/Technical Notes. Co-ordinate, project manage and oversee the preparation of the Stage 2b Report. **[Design Team leader / Architect]**

Include for amendments to comply with DEY guidelines, cost and area limits, and Client's stated requirements (other than for substantive DEY changes to brief), re-printing, re-submission and meetings with DEY all as required. [**All disciplines]**

BIM Building information Modelling /Management [All Disciplines]

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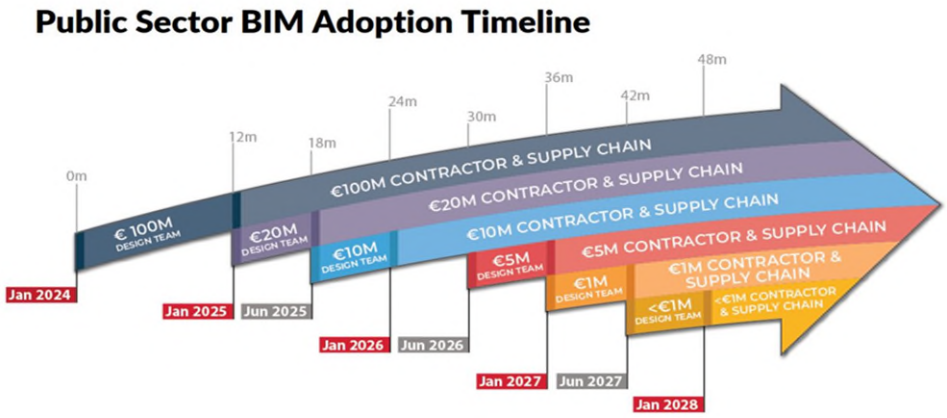

Green Public Procurement [All Disciplines]

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- Lifecycle Analysis (LCA) Services
- LCA Optimization
- Etc

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

This document has been prepared to align with the Life-Cycle Global Warming Potential (GWP) Calculation Methodology and Workbook published by the Sustainable Energy Authority of Ireland (SEAI).

All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

Price/Technical – Tender Processes [All Disciplines]

The design team are required to implement price/technical on tender competitions as outlined within the guidance thresholds below The requirement includes drafting and preparation of the technical merit criteria, the evaluation of the responses received including all of the necessary administration associated with advising the successful and unsuccessful tenderers and the submission of the necessary reports associated with the tender approach The process also applies to Reserved Specialist Tenders

All Design Team disciplines should refer to the requirements included in technical note: **SDG 01-TN01-Tender-process-price-technical-in-works-contracts**

Form of Contract	Procedure Type	Contract Value Range	Appropriate Tender Options		
			Price/Technical	Comparative Cost of Tender	Lowest Price Only
PW-CF1	Open	>/= €5m	☑		
PW-CF1	Restricted	>/= €5m	☑		
PW-CF2	Restricted	>/= €5m	☑		
PW-CF5	Open	€1m - €5m		☑	
PW-CF5	Restricted	€1m - €5m		☑	
PW-CF6	Open	<€1m			☑

Tender Evaluation Panels [All Disciplines]

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement with regard to the appointment of the evaluation chair and evaluation team secretary as outlined within the technical note

Reserved / Named Specialists [Architect/ER, QS, Building Services Engineer]

Reserved Specialists are required to be tendered and evaluated on all DEY projects with a capital value of **€12m ex vat**.All Design Team disciplines should refer to the requirements included in technical note: SDG 01-TN01-Tender-process-price-technical-in-works-contracts for the price/technical criteria requirements.

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement regarding the appointment of the evaluation chair and evaluation team secretary as outlined within the technical note

Development and Maintenance of an overall Project Risk Register [All Disciplines]

The Design team should develop and create a risk management strategy for implementation throughout all stages of the project life cycle ensuring risk is actively managed. A risk register should be developed and kept up to date throughout all stages of the project

3.4 STAGE 3 – Tender Action

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information and Stage documentation with other DT members, and ensure compliance with DTPs, TGDs, practice notes and technical notes, .

Tender Action [All Disciplines]

Prepare technical merit criteria where applicable for both Main Contractors and Reserved Specialist tenders in accordance with Department Guidance is intended that technical merit criteria become Works Proposals **[All disciplines]**

Prepare and Issue all necessary Tender documents (to Main Contractors and, where applicable, to Reserved Specialists), respond to Tender queries and receive Tender submissions via eTenders portal. Review Tender Submissions in consultation with QS and other DT members allowing for all work required including all communication with Tenderers. **[Architect, Building Services Engineer].**

Carry out all necessary cost and technical merit assessments to tender returns in advance of the preparation of the tender report

Ensure that full populated, fully priced and fully balanced pricing documents in excel format and in accordance with the ITT is requested (ensuring the BOQ descriptions are retained) in advance of the commercial review and tender analysis of of both Main Contractors and Reserved Specialists tenders

Prepare preliminary Tender Report. **[QS with input from other DT members]**

Tender Report [All Disciplines]

Full comply with the requirements in the evaluation of tenders where Reserved Specialists are to be used.

Prepare Tender Report. Liaise with QS and other DT members during preparation of Tender Report. **[All disciplines]**

Include co-ordination and project management of contributions from other DT members. **[Architect]**

Include for all necessary clarification meetings with the apparently successful tenderer **[All disciplines]**.

Design Team Meetings/Client Consultation (On site) [All Disciplines]

Allow for all necessary Client consultations on site at a preferred location including travel time & expenses, including one prior to submission of Tender Report.

Allow for all Design Team Meetings as required to coincide with Client meetings.

Appointment of Contractor [All Disciplines]

Comply with DTPs, TGDs, Practice Notes and Technical Notes where Reserved Specialists are to be used.

Allow for all work associated with Letter of Intent, and pursuing necessary clarifications/ documentation. (Repeat as required until suitable Contractor appointed.) **[Architect with co-operation and assistance of other DT members]**

Issue Alcatel letter to apparently unsuccessful tenderers and de-brief as required including requirements of Remedies Directive. Allow for all work associated with Issue of Letter of Approval. **[Architect with co-operation and assistance of other DT members]**

Prepare and issue Contract Award Notice within the prescribed time limits for all Contract awards on eTenders in full compliance of circular 05/2023. **[Architect]**

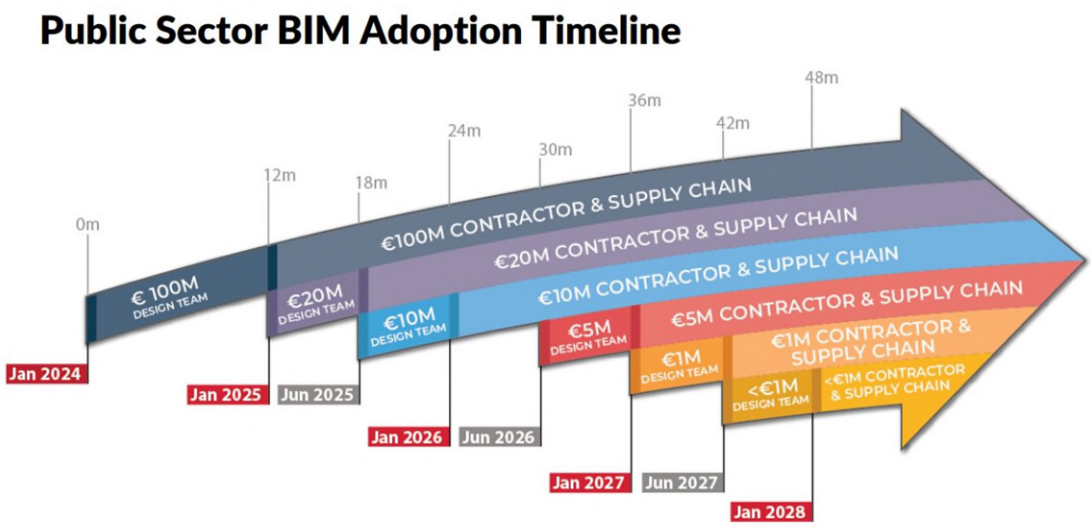
BIM Building information Modelling /Management [All Disciplines]

Building Information Modelling (BIM) is a process for creating and managing information on a construction project throughout its whole life cycle. BIM is a collaborative way of working, underpinned by the digital technologies which unlock more efficient methods of designing, creating and maintaining our assets. Properly implemented, BIM delivers projects to a higher quality and safety level.

One of the key outputs of this process is the Building Information Model, the digital description of every aspect of the built asset. This 3-D model draws on information assembled collaboratively and updated at key stages of a project.

Creating a digital Building Information Model enables those who interact with the building to optimize their choices, resulting in a greater whole life value for the asset. Internationally, the BIM process and associated data structures are defined in the ISO 19650 and 12006 series of standards

From January 2024 the OGP, in conjunction with the Government Contracts Committee for Construction are monitoring the uptake of BIM across those public bodies who are required to use the CWMF. The OGP set a timeline on the capital values of projects where there will be a mandatory adoption of BIM and there is a requirement align with those mandatory requirements on all DEY Projects. The obligations on appointed contractors and reserved specialists where required to supplement the Design Team development of the BIM model should be included within Works Requirements information to ensure all of the requirements are adequately captured.



Green Public Procurement [All Disciplines]

The obligations in relation to Green Public Procurement should be considered and included throughout the design stages of a project life cycle by all of the Design Team. Design Team Consultants should initially refer to the Green Public Procurement Strategy and Action Plan 2024-2027 and any future updates and the sustainability of the CWMF. It is important that the requirements are considered at the early design stages to allow consideration to the requirements as part of the design. This guidance details actions and sectoral/Product Targets which are required to be implemented. Particular attention should be given to the actions as follows included in the report Action A-18, A-19,A-20,A-21,A-22,A-23,A-26,A-36,A-37 & A-38 and sectoral targets which should be taken into consideration T-1, T-8,T-9 & T-12.

Cost Control and Carbon Reporting [All Disciplines]

The Capital Works Management Framework Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3). The templates are for use on all new capital works projects (commencing stage 1) from 1st January 2024.It is mandatory to use the templates to report on capital costs of works projects. Design teams should ensure that these requirements including any subsequent updates are implemented on all DEY Projects.

Measuring and **reporting** on embodied carbon is vital in understanding what steps can be taken in the design and specification of buildings to reduce the overall carbon footprint. Whether that is in specifying materials with a lower carbon footprint or incorporating greater amounts of recycled materials or reusing resources that are currently sent to landfill. As part of implementing the use of The Capital Works

Management Framework Cost Control and Carbon reporting templates the design team should measure and report on all aspects of Carbon throughout the various stages of the project including incorporating the requirements within the project tender documentation and the necessity to validate and report on the outcome on completion of the project.

This should include but not limited to:

- Embodied carbon assessment of the existing design
- Establishing options (within the parameters of the BBC) to Reduce Embodied Carbon
- Establishing the total embodied carbon emissions
- Establishing the operational carbon emissions
- Establishing the total carbon emission over the expected lifespan of the building
- Lifecycle Analysis (LCA) Services
- LCA Optimization
- Etc

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

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All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

Price/Technical – Tender Processes [All Disciplines]

The design team are required to implement price/technical on tender competitions as outlined within the guidance thresholds below. The requirement includes drafting and preparation of the technical merit criteria, the evaluation of the responses received including all of the necessary administration associated with advising the successful and unsuccessful tenderers and the submission of the necessary reports associated with the tender approach The process also applies to Reserved Specialist Tenders

All Design Team disciplines should refer to the requirements included in technical note: **SDG 01-TN01-Tender-process-price-technical-in-works-contracts**

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PW-CF5	Open	€1m - €5m		☑	
PW-CF5	Restricted	€1m - €5m		☑	
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Tender Evaluation Panels [All Disciplines]

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement with regard to the appointment of the evaluation chair and evaluation team secretary as outlined within the technical note

Reserved / Named Specialists [Architect/ER, QS, Building Services Engineer]

Reserved Specialists are required to be tendered and evaluated on all DEY projects with a capital value of **€12m ex vat**. All Design Team disciplines should refer to the requirements included in technical note: **SDG 01-TN01-Tender-process-price-technical-in-works-contracts**

Separate independent tender evaluation panels shall be formed to evaluate the commercial (price) and technical (quality) returns. This will require design teams to ensure that tender instructions clearly states that contractor tender submissions are to be separated into price and technical e-tender envelopes/files (zip files or PDF's), so that the lead e-tender procurement officer evaluation committee (PO/ESR) can disseminate the returns to the appropriate evaluation panels for assessment.

The Architect as design team lead shall be responsible for coordinating the establishment of the tender evaluation panels within the design team and seeking agreement regarding the appointment of the evaluation chair and evaluation team secretary as outlined within the technical note

Development and Maintenance of an overall Project Risk Register [All Disciplines]

The Design Team should continue to implement a risk management strategy throughout all the follow stages of the project life cycle ensuring risk is actively managed. A risk register should be maintained and kept up to date throughout all stages of the project life cycle.

3.5 STAGE 4 – Construction

Commencement Notice [Architect as Design Certifier and Assigned Certifier]

Prepare / co-ordinate all documentation required for inclusion with the Commencement Notice in compliance with the Building Control (Amendment) Regulations 2014 and lodge with Building Control Authority.

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information required with other DT members and ensure compliance with DTPs, TGDs, Practice Notes and Technical Notes.

Employer's Representative [Architect]

The ER should allow for all work associated with acting as Employer's Representative within DEY approved limits. Attend preliminary Contractor meetings, respond to Contractor queries, and prepare and issue Interim Certificates based on QS recommendations (taking into account DTPs, Practice notes and Technical notes). Administer the works in full compliance with the Contract provisions including construction cost control, processing claims within time limits in Clause 10.5 of the Contract and Employment checks (if required).

Allow for administering all contract clauses but in particular Clause 5.3 (7.2 in the Short form of Contract), Pay and Conditions of Employment. Include for checking the prominent display of the Clause, receipt of the Rates of Pay and Conditions of Employment Certificate appropriate communications with the Contractor and random checks of employment all in accordance with DTP 2012.

Allow for all additional work including contract prolongation (other than for Contract prolongation consequent to Contractor liquidation).

Contract Administration [All Disciplines]

Allow for all work (relevant to professional discipline) necessary for the effective administration of the Contract, including close co-operation communication and information exchange between DT members.

Site Inspections and Meetings [All Disciplines]

Allow for Director/Senior visiting site at least once a fortnight including travel time & expenses.

Allow for concurrent Site Meetings at least once a month and client consultation as required.

Assigned Certifier [Architect]

Allow for all work associated with acting as Assigned Certifier and performing all duties in accordance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for

Inspecting and Certifying Buildings and Works, including inspecting the Works and co-ordinating the inspection activities of others, in accordance with the Inspection Plan.

Contract Programme Extension [All Disciplines]

Allow for all additional work, contract administration, site visits and site meetings arising **from first 3 months** of contract programme extensions (other than for substantive DEY changes to brief or Contract prolongation consequent to Contractor liquidation). Extensions of time to the Contract Duration as a result of an incomplete Works Requirements, poor design co-ordination, inadequacy of the works requirements, incomplete and incorrect pricing documents or general design gaps and errors will be the sole responsibility of the design team as a collective, and additional design team fees will not apply. All projects are required to be fully designed, detailed and co-ordinated(design) before the project proceeds to tender.

The Design Team fees should include for the full duration of the project throughout stage 4 including the programme contingency requirements included within the form of tender and schedule. This period is not considered a prolongation period and forms part of the contract duration during which the contractor is required to achieve substantial completion. The requirements in calculating this period of programme contingency forms part of **DTP-2025 Preparation Tender Documents - Main Contractors (2nd Edition August 2025)**

Project Reviews [All Disciplines]

Prepare and submit a Project Review to the Client and DEY together with each Interim Certificate. **(Architect jointly with QS and input from other DT members as required)**

Dispute Management Procedure [All Disciplines]

Comply with the DTPS, Practice Notes and Technical Notes in regard to supporting, assisting and responding in relation to the dispute management procedures provided for within the contract. The project board process has project board protocol requirements which require input and support by all Design team Members. And similar supports are required in both Conciliation and Arbitration processes. No additional fees will apply to the support requirements associated with the Project Board Process.

Conciliation and Arbitration [All Disciplines]

Allow for maintaining up-to-date project files. [Excluding case preparation; associated research; assembly, printing and issue of documents required, and attendance at hearings.]

Contractor Liquidation/Termination [All Disciplines]

Allow for cost of administering termination of Contractor (including application of all relevant contract clauses). [Excludes preparation of detailed schedule of work completed to date and all other work associated with termination/liquidation.]

Price Variation / Contract Construction Inflation [Quantity Surveyor]

The DTQS is required to include all costs for administering the contract Price Variation inflation mechanisms provided for within the Contract on an ongoing basis throughout Stage 4. This relates to Clause 15 PWCF1, Clause 15 PWCF2, Clause 15 PWCF 5 & Clause 18 PWCF 6 which outlines the parameters and requirements and the thresholds and approach as set out in the relevant form of tender and schedules.

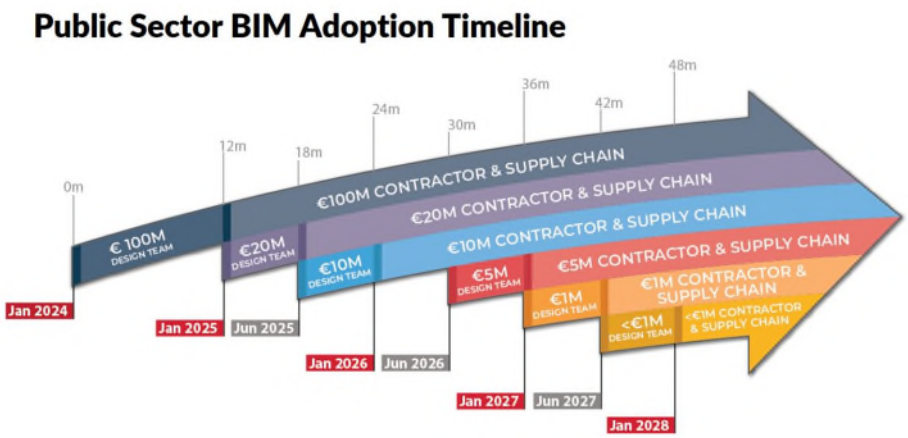
BIM Building information Modelling /Management [All Disciplines]

Building Information Modelling (BIM) is a process for creating and managing information on a construction project throughout its whole life cycle. BIM is a collaborative way of working, underpinned by the digital technologies which unlock more efficient methods of designing, creating and maintaining our assets. Properly implemented, BIM delivers projects to a higher quality and safety level.

One of the key outputs of this process is the Building Information Model, the digital description of every aspect of the built asset. This 3-D model draws on information assembled collaboratively and updated at key stages of a project. Creating and maintained a digital Building Information Model enables those who interact with the building to optimize their choices, resulting in a greater whole life value for the asset. Internationally, the BIM process and associated data structures are defined in the ISO 19650 and 12006 series of standards

From January 2024 the OGP, in conjunction with the Government Contracts Committee for Construction are monitoring the uptake of BIM across those public bodies who are required to use the CWMF. The OGP set a timeline on the capital values of projects where there will be a mandatory adoption of BIM and there is a requirement align with those mandatory requirements on all DEY Projects. The design team

should include all necessary requirements in relation to the update and maintenance of the BIM model as well as the monitoring and management of the contractor and reserved specialists in relation to their obligations in this regard. All design changes should be updated within the model throughout stage 4 ensuring that the model at Substantial completion represent a fully compliant as built model of the building project including all the requirements for future asset management and maintenance.



Green Public Procurement [All Disciplines]

The obligations in relation to Green Public Procurement should be updated, monitored and reported on throughout Stage 4 of the projects by all members of the Design Team. Design Team Consultants should ensure that the project complies with the requirements outlined within the Green Public Procurement Strategy and Action Plan 2024-2027 and any future updates and issue update reports in relation to same throughout stage 4 up to substantial completion of the project.

Cost Control and Carbon Reporting [All Disciplines]

The Capital Works Management Framework Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3). The templates are for use on all new capital works projects (commencing stage 1) from 1st January 2024.It is mandatory to use the templates to report on capital costs of works projects. Design teams should carry out these requirements and incorporate any subsequent updates to those as the requirements evolve. This information should be updated and reported upon throughout stage 4 of the project.

This should include but not limited to:

- Embodied carbon assessment of the existing design
- Establishing options (within the parameters of the BBC) to Reduce Embodied Carbon
- Establishing the total embodied carbon emissions
- Establishing the operational carbon emissions
- Establishing the total carbon emission over the expected lifespan of the building
- Lifecycle Analysis (LCA) Services
- LCA Optimization
- Etc

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

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All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

Maintenance of an overall Project Risk Register [All Disciplines]

The Design team should continue to implement a robust risk management strategy throughout stage 4 of the project life cycle ensuring risk is actively managed. A risk register should be fully maintained and kept up to date throughout stage 4 of the project.

Submission of a Monthly of Commercial Cost report [Design Team QS]

The Design Team QS should ensure they develop and issue a monthly cost report which detail up to date information on all the commercial aspects of the project. This report should be issued to the Department monthly and should give a comprehensive overview of the commercial status of the project including the anticipated overall future financial commitments. The report should be in a format of the DTQS practices choosing but should include but not be limited to the following information:

- The original approved contract sum both including and excluding VAT
- Details on the version of contract on the project
- Details of the daily delay, labour, material and plant rates tendered by the winning tenderer
- The project start date (LOA Date)
- Project completion date
- A clear statement from the DTQS that no undetermined claims have been recommended/certified for payment
- The rate of LADS included in the tender schedule
- A Commercial executive summary including the current project cost forecast, the previous month forecast and the DTQS projected position
- A narrative on the movements from the previous report
- Details on the contractor's and reserve specialist current payment status
- Overall summary of all claims and the status of each including those within dispute resolution processes
- Details on the original, current and projected cashflow forecasts
- Cause for concern, early warnings and risks
- The estimated final project costs (worst case and best case)
- The breakdown of the contractor claims and the origin of the claims as per the additional funding request form
- Details on the ER determinations
- A full tracker of all claims including submitted dates, determination dates, additional information requests, referrals to dispute etc.
- ETC.

3.6 STAGE 5 – Handover / Final Account

Coordination of Project Stage [All Disciplines]

Co-operate with Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information required with other DT members and ensure compliance with DTPs.

Substantial Completion [All Disciplines]

Co-ordinate, project manage and oversee the preparation and delivery of the building information pack for the Client at handover. **[Architect]**

Allow for commissioning all M&E Installations. **[M&E Engineer]**

Provide comprehensive sets of the latest issue of construction drawings and specifications to the Client and the Occupier. Liaise with and assist PSDP in assembly of information/ documents for Safety File. Consult with PSDP regarding Contractor provision of information for Safety File prior to issue of Substantial Completion. Meet client on handover and explain operation of building. Allow for supplementary visits as required. **[All disciplines]**

As handover approaches, provide final issue drawings, calculations and specifications to the Assigned Certifier, co-ordinate with Tender Documents and confirm compliance of completed design with the Building Regulations; provide Certificates of Compliance Design and Inspection at completion. **[Architect, Civil/Structural and M&E Engineer]**

Co-ordinate and submit to the Building Control Authority all necessary documentation as required by the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including Certificates of Compliance on Completion from all statutory and specialist certifiers and backup and ancillary certificates & tests as scheduled in previous submissions to the Building Control Authority, in order to have the Certificate of Compliance on Completion validated and placed on the Register, using (unless otherwise agreed) the Nominated Date for Registration of Certificate procedure as detailed in the Code of Practice (Clause 8.3). **[Architect, Civil/Structural and M&E Engineer, Assigned Certifier]**.

Manage and resolve any issues arising with the Building Control Authority in relation to validation of the Certificate of Compliance Completion. Issue the Certificate of Substantial Completion. **[Architect, Assigned Certifier].**

Prepare Defects list in consultation with Contractor and Client**. [Architect with input from Civil/Structural and M&E Engineers]**

Final Account [All Disciplines]

Prepare Draft Final Account Summary. **(QS and Architect (Employers Representative) with input from other disciplines as required).**

Allow for all work necessary in agreement of Final Account with Contractor and Client including obtaining DEY Financial sanction, and attending meetings as required (including travel and expenses) and preparation of Final Account Report as DTP 2025 Handover and Final Account – Stage 5. Prepare and submit Final Account Report (supplement) on completion of the Defects Period.

The design team are required to ensure that the final Account Process is carried out fully in accordance with the Contract Provisions. Note the Contractor is required to submit the final Statement within 2 Months of Substantial Completion and within 3 Monthe the Employers representative is required to issue the penultimate certificate. And within 3 months of the Defects Certificate being issued the ER is required to issue the Final payment certificate. Compliance with the Design Team Procedures in terms of approval and the necessary reports is required in all instances **[All disciplines]**

Defects period [All Disciplines]

Allow for all works necessary to administer defects liability period including site visits as required. **[All disciplines]**

Allow for repeat site visit and re-commissioning all M&E Installations shortly prior to completion of Defects Period. **[M&E Engineer]**

BIM Building information Modelling /Management [All Disciplines]

The Design team should provide a fully updated as built digital Building Information Model of the building project at Substantial completion.

Green Public Procurement [All Disciplines]

The design team should provide a final report on all elements of Green Public Procurement implemented throughout the project including estimates on the costs associated with the Green Public Procurement items and works implemented in the design and build of the project.

Cost Control and Carbon Reporting [All Disciplines]

The Design team should provide a final report on embodied carbon, embodied carbon emission and the expected and estimated embodied carbon expected over the lifespan of the building. The CWMF templates should be updated where required and included within the final report.

The Design Team should carry out a Life-Cycle Global Warming Potential (GWP) Assessment in accordance with SDG 01-20 Life-Cycle Global Warming Potential (GWP) Assessment Methodology and the Principles of Low Carbon Design Guidance and Design Team Procedures for School Building Projects published by the Department of Education & Youth in November 2025.

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All new school building projects should include as a key design principle, the reduction of embodied carbon including the specification of low carbon construction methods and low carbon materials, as far as practicable.

3.7 Other Services Required

Archaeological Services [Architect/ER]

The architect is required to consult with an archaeologist where necessary to assess the scope of archaeological services required, prepare scope of work and obtain fixed price quotations from a minimum of 3 Archaeologists as DTP 2012 Preliminary Design (Stage 1).

Invasive Survey [Architect/ER]

The architect is required to prepare tender documents and obtain fixed price quotations from at least 5suitable Contractors (See national procurement thresholds for requirements) for Builders Work (including making good if required) associated with invasive survey (where required and approved by DEY.

Planning Appeal [Architect/ER]

The Architect/ ER is required to carry out amendments to documentation (including the preparation and issue of supporting information by all disciplines) and the submission of revised applications for Statutory Approvals (where reasons for refusal should reasonably have been anticipated) are deemed to be part of the schedule of services. Reasonable additional fees for other DEY approved appeals will apply. (The appropriate tendered hourly rate will apply for attending hearings.)

Provision for Enabling Contracts [All Disciplines]

Where required the applicable fee for all work associated with preparing Tender Documents, pre-qualification of Contractors, tendering and managing DEY approved Enabling Contracts on site will be determined at the Client's choice in proportion to the increase/decrease in overall Services or by the Scheduled Time Charges for changes as specified in Clause 11 of the Conditions of Engagement.

Conciliation and Arbitration [All Disciplines]

Reasonable additional costs for case preparation and the assembly and printing of documents for conciliation and/or Arbitration hearings will apply in accordance with Clause 11 of the Conditions of Engagement. The appropriate tendered hourly rate will apply for attending hearings. Maintenance of current and up-to-date project files and supporting the Project Board process in accordance with good practice is part of normal Stage Services and is deemed included in the tendered fees.

Contractor Liquidation/Termination [All Disciplines]

Reasonable costs associated with Contractor Liquidation/Termination including the preparation of Tender Documents for residual works (including detailed schedules of work completed to date), pre-qualification

of replacement Contractors and completing a second Tender process as to procure a replacement contractor will apply. Where such charges cannot be recouped against the Performance Bond (The default is the fees should be recovered against the performance bond). (The appropriate tendered hourly rate will apply for attending hearings.)

The cost of administering termination of Contractor (**including extension of the contract for up to 3 months**) is part of Stage Services.

Licences and Copyright [All Disciplines]

Royalty-free, perpetual, non-exclusive, irrevocable, assignable license to amend/reproduce and/or use the Stage 1 Layouts (including indicative Sections and Elevations) and documents without liability to the original Designer(s) is included in consultants contract fee.