An Roinn Oideachais agus Scileanna
Department of Education and Skills

Brief For Appointment of Design Team under the Additional Accommodation Scheme

for

Scoil Naomh Cuálan

Roll Number 20451V

September 2020

BRIEF FOR APPOINTMENT OF DESIGN TEAM UNDER ADDITIONAL ACCOMMODATION SCHEME

Scoil Naomh Cuálan, Borrisoleigh, Co. Tipperary Roll No 20451V

Primary School	X
Post Primary School	

FORM TO BE COMPLETED BY SCHOOL AUTHORITY

Section 1: School Details

1.1 School Details

School Name (As registered on DoES web) :	[School Authority entry]
Address (1):	[School Authority entry]
Town-land:	[School Authority entry]
Town/City:	[School Authority entry]
County:	[School Authority entry]
Eircode	[School Authority entry]
Principal:	[School Authority entry]
School Phone:	[School Authority entry]
School e-mail:	[School Authority entry]
Patronage:	[School Authority entry]
School ownership:	[School Authority entry]

1.2 Enrolment & Staffing Levels

Current Enrolment:	[School Authority entry]	
Staffing Levels:		**Date:**
Whole time/Permanent	[School Authority entry]	
Part-time/Resource [including hrs]	[School Authority entry]	
Special Education [including hrs]	[School Authority entry]	

1.3 Upgrading/refurbishment & rental accommodation records

Details of upgrading/refurbishment work in last 10 years :	
Under SWS : (Scope, expenditure, year completed, etc.)	[School Authority entry]
Other : (Including Asbestos and Radon remediation)	[School Authority entry]
Details of rental accommodation:	
Number of teaching spaces and type :	[School Authority entry]
Rental started:	

Section 2: Site Details

2.1 Site

Ownership of site:	[School Authority entry]
Size of Site:	[School Authority entry] Approx.
Comment: (e.g. shape- long/narrow/irregular, etc.)	[School Authority entry]
Is Additional Land Required:	
Is Additional Land available:	

2.2 School Boundary & Road Frontage Details

General Description:	[School Authority entry]

2.3 Traffic Management/Parking

Details of existing Traffic system (general commentary):	[School Authority entry]

2.4 Play Areas

Hard play areas (general commentary)	[School Authority entry]
Is it necessary to locate extension over existing play areas?	[School Authority entry]

Does the School have Playing Pitches (soft)?	[School Authority entry]

2.5 Ground Conditions/Topography

General Comment : (Implications for current Project and in particular restrictions on possible locations for extension)	[School Authority entry] (E.g. is the site sloping, steeply sloping, generally level, etc.)
Surveys/Sub-soil Investigation	To be procured by the Design Team. The cost of surveys to be funded by DoES

2.6 Site Drainage & Service Utilities

Foul Water Drainage:	**Septic Tank? (Yes/No)** [School Authority entry]
	Percolation Area? (Yes/No) [School Authority entry]
	Public Foul Sewer? (Yes/No) [School Authority entry]
Surface Water Drainage	**Public Sewer? (Yes/No)** [School Authority entry]
General commentary on main services:	The Design Team to assess capacity of existing main services, e.g. gas, water, electricity, fire main, etc.

2.7 Site Plan

Include School Site Plan showing all buildings (With Number of Storeys**) in Appendix B.**

Indicate location of all prefabs on the site and also which are to be removed as part of this project.

Indicate the extent of the School site with a red line.

Section 3: Building Fabric Details

(Generally not relevant to Additional Accommodation Scheme.)

Section 4: Building Services

4.1 School Building(s) Building Services: Information as supplied by the School

Existing Heating systems	1.	Oil	[School Authority entry]
	2.	Gas	[School Authority entry]
	3.	Electricity	[School Authority entry]
Additional information in relation to building services		[School Authority entry]	

The Design Team to assess the capacity of all main services.

Section 5: Summary Technical Recommendations

5.1. Planning, Site & Building Recommendations

5.1.1 General Description of School and Site

[School Authority entry]

5.1.2 The Brief for the Project

The Brief for the project is to design and procure additional accommodation for the school as set out in the Schedule of Accommodation in Appendix A.

Except where the accommodation to be provided is for Special Needs, the accommodation is to be designed as a standalone extension. Where possible the extension should be located in a way that will facilitate a future enclosed link to the existing building.

In the case of Special Needs Accommodation the design should provide for enclosed linkage to the main circulation in the existing building. The accommodation for pupils with Special Educational needs (SEN) should be located, and designed in accordance with the requirements of TGD 026, and its addendums.

Where room for expansion is severely limited a multi-storey option must be considered.

The Design Team shall also

(i) Review car parking and set down arrangements to incorporate any adjustments necessitated by the new building.

(ii) Where the project includes the replacement of prefabricated buildings with permanent accommodation, include for removal of prefabs and reinstatement of the disturbed area.

(iii) Consider, in consultation with the School Authorities, how further expansion of the school can be accommodated and indicate at Stage 1 how this can be achieved. As part of this process, design teams will be required to provide a masterplan of relevant areas of the school site to indicate where future development could take place. This will be helpful in informing decision-making into the future. A separate masterplan drawing will be required to be submitted as part of the formal Stage 1 submission.

(iv) Ensure that the established development standards (ie; space separation distances, etc) in the relevant county development plan are adhered to.

The project will be developed in full accordance with the following standards and regulations, current at the time of tendering, which will all apply to this project:

(i) Department of Education and Skills Design Team Procedures and associated Practice Notes.

(ii) Department of Education and Skills Technical Guidance Documents (available on the Department website at www.education.gov.ie).

(iii) The Building Regulations (including Part L 2017).

5.1.3 Purpose of the Brief

(a) This Brief document is intended to inform the appointment of a full consultancy Design Team including Architect, Civil/Structural Engineer, Building Services Engineer, Quantity Surveyor and Project Supervisor Design Stage.

5.1.4 Project Governance and Communication

(a) A Stage 1 submission to the Department of Education and Skills and a project review meeting in Tullamore, attended by the School Authorities and the Design Team, will be required at the end of Stage 1 when the Brief has been analysed and options for the development (including estimated costs) have been considered and prepared. After Stage 1 the responsibility for the delivery of the project within the available funding will rest with the Board of Management/School Authority and the Design Team.

(b) While the normal project stages detailed in the Design Team Procedures stages apply to this project (i.e. Stages 1, 2a, 2b, 3, 4, and 5) the fee payment stages are based on the milestones described in the Forms of Tender and Schedule B (which is attached to the Standard Conditions of Engagement for Consultancy Services).

(c) At three points before commencing construction, written approval from the Department to move to the next stage is mandatory. As this is a devolved project, it is the responsibility of the Design Team in consultation with the School Authority to ensure compliance with these stages.

These stages are:

1. A Stage 1 – Preliminary Design Stage Report in compliance with the Design Team Procedures must be submitted to the Department. A meeting in Tullamore with the Design Team and the School Authority will be required to discuss the submission and agree any adjustments to the brief and the project budget.
2. A Stage 2A Cost Plan, updated to include any cost implications arising from planning conditions, must be submitted within 5 working days of the date of the Notice of Intention to Grant Planning Permission. This Cost Plan must be accompanied by an Architect's Report with commentary on the planning conditions as it may be necessary to issue an appeal to An Bord Pleanála in relation to any conditions that are considered to be unreasonable or particularly onerous before completing the tender documents and seeking tenders for the project.
3. When tenders have been obtained for the construction works a Tender Report must be submitted and approval to proceed obtained in writing from the Department before accepting a tender/placing a contract and commencing construction.

(d) Apart from the above three mandatory interactions, there is an onus on the Design Team to inform the School Authority of any significant deviation from the approved brief and budget at any stage in the project and a corresponding onus on the School Authority to inform the Department.

(e) The DT shall develop appropriate architectural options to demonstrate the optimal expansion of the school in accordance with the Schedule of Accommodation. The final

composition of the buildings on the site layout shall be developed to ensure coherent legibility of all buildings on the site while delivering a contemporary educational facility.

(f) The DT shall apply, in consultation with the school authority, the recommendations contained in this Brief within in the target floor area limit stated in the Schedule of Accommodation.

(g) The schedule may not include a floor area allowance for vertical circulation. Any floor area associated with this will be agreed with the DoES Planning & Building Unit (PBU) at Stage 1 with identification of the preferred design option. Any such floor area, including interface area, is deemed included in the fee proposed.

(h) A pre-planning meeting with the Planning Department of the Local Authority should take place prior to the Stage 1 meeting.

5.1.5 **Specialist Surveys**

(a) The coordination, procurement and interpretation of the specialist survey related data and services will be a function of the DT (sponsoring consultant) as will the development of any appropriate design strategy. The tendered cost of the surveys themselves will be paid for separately by the DoES as per the DoES DTPs. Anticipated specialist surveys for this project include:

- Topographical Survey
- Sub-soil Investigation
- Traffic safety audit (Stage 1-3) and mobility Management Plan (only if indicated as a requirement by the Local Authority at the pre-planning meeting)
- Asbestos Survey (if relevant)
- Architectural Heritage Impact Assessment (if relevant)
- Any other surveys shall be defined and justified by the Design Team.

(b) The DT shall address any design and programme risks arising from the early consultation with the Planning Authority (PA) and the preparation and commissioning of any reports necessary in support of these consultations. These reports should form part of the Stage 1 process, as appropriate, and should be accompanied with recommendations.

5.1.6 Maintaining Existing School in Operation

(a) The DT shall develop an appropriate construction phasing and execution plan during design development to optimise delivery of the project while maintaining the existing school in operation in situ during construction. Additional temporary accommodation shall be avoided, or where shown to be necessary, shall be kept to an absolute minimum.

(b) Where temporary accommodation is unavoidably required for decant purposes, the DT will be responsible for quantifying the amount needed, in consultation with the school authority and obtaining statutory compliance (Planning Permission, Building Regulations, Health & Safety, BC(A)R including acting as Assigned Certifier) associated with the temporary accommodation element of the project as part of their overall service

(c) Where the Schedule of Accommodation identifies Interim Temporary Accommodation to be provided ahead of the permanent extension, the DT will be responsible for obtaining statutory compliance (Planning Permission, Building Regulations, Health & Safety, BC(A)R including acting as Assigned Certifier) and the fees for the provision of this accommodation will be calculated as described in the Letter of Invitation to Tender.

5.1.7 Specific Requirements with regard to Siteworks

(a) The DT will be required to review car-parking, set down area and hard play areas. Any parking or hard play areas displaced by the new building shall be replaced.

5.1.8 Alternative Options and Optimum Scheme

(a) The DT will be expected to develop the project in line with the recommendations herein. If, during architectural planning an alternative solution, or solutions, become apparent the DT shall develop such alternatives for comparison purposes, in consultation with the school authority, and present them along with the options herein.

(b) The DT will be expected to develop design options to Stage 1 of the current DoES Design Team Procedures (DTP-2012), in accordance with DoES Technical Guidance Documents (TGD's), National Building Regulations, and project norms. Optimum design solution to be agreed at Stage 1 and developed through the remaining DTP stages, in accordance with DoES Technical Guidance Documents (TGD's), National Building Regulations, Local Authority Planning & Development Guidelines and project norms generally.

5.1.9 Visiting the Site

(a) Tendering Consultants are advised to visit the site and familiarise themselves with the issues before submitting a tender.

5.1.10 Specific Requirements – Compliance Pack Submission

(a) Upon Substantial Completion and at project handover, the DT is required to provide to the Employer/ Client, in duplicate, the following;

(1) Property Registration Authority compliant Folio & Map of the school site
(2) Grant of Planning Permission
(3) Relevant Certificates of Compliance with Planning (Architects & Engineers)
(4) BCAR Certificate and evidence of registration with Building Control Authority
(5) Fire Safety Certificate
(6) Disability Access Certificate
(7) BER Certificate & Advisory Report
(8) Substantial Completion Certificate

Please Note: Only original documents will be accepted for all of the above.

In all cases original documents will be issued to the Client/property owner and the duplicate copies issued to the Department of Education & Skills (if the minister not the Client/property owner) or School Board of Management (if the School/patron is not the Client/property owner).

Payment of final Stage 4 Professional Fees will be contingent on the provision of all of the above documentation.

5.2 Building Services Recommendations

5.2.1 General Brief for Building Services

(a) M&E building services for the proposed project shall comply in full with the Department's TGDs and the Building Regulations.

(b) As part of the Stage 1 report the Building Services Consulting Engineer shall include proposals on options to provide mains services (heat, power, water, etc.) to the new accommodation. Options shall include advantages and disadvantages, and cost implications of (i) extending the existing heating system to service the new accommodation or (ii) providing a standalone heating system to service the new accommodation. Rainwater recovery and cold water storage shall be similarly considered in the context of extending existing systems or providing new.

5.2.2 Deviations from TGDs

(a) Where deviations from the TGDs are proposed they must be identified, commented on together with an indication of any associated costs and justified by both the school authority and the DT at the Stage 1 meeting with the DoES Technical Staff. A decision will be made at this meeting on whether or not to revise the M&E brief to include these works.

5.2.3 Daylighting and Overheating

(a) Responsibility for compliance with the DoES norms for daylighting and overheating as outlined in the DoES TGDs will lie with the Architect on the DT. The Building Services Consulting Engineer will be expected to assist him or her on these matters and should allow for providing any necessary modelling of daylight and overheating calculations

5.2.4 Works to Existing Buildings

(a) No work to be undertaken to the existing M&E services except for

(i) Linking of life safety and protection systems, PA system and Wi-Fi system to the new building.

(ii) The Building Services Consulting Engineer will be expected to survey the site with a view to identifying any existing underground M&E services.

(iii) Liaise with the local ESB at an early stage in the design process regarding the adequacy of the existing supply to serve the new building.

(iv) Assess the location of the existing ESB meter and main switchboard location in relation to any proposed new buildings and comment on their suitability.

5.2.5 Existing ICT equipment in accommodation being demolished, e.g. Prefabs.

(a) The school authority will be responsible for disconnecting any existing ICT equipment (such as data projectors/interactive whiteboards and other ICT equipment) in accommodation to be demolished (e.g. in prefabs). It will also be responsible for its installation in the new school building. All works associated with this will not form part of the building contract.

Signed on behalf of the Board of Management / Trustees / School Authority		**Date:**	

Appendix A
Schedule of Accommodation

SCOIL NAOMH CUÁLAN, BORRISOLEIGH,CO TIPPERARY
ROLL NUMBER 20451V
SCHEDULE OF ADDITIONAL ACCOMMODATION

Description of Space	No. of spaces	Area (m^2)	Total Area
Classroom(s) including WCs & storage	3	80.0 m2	240.0 m2
SET Room	2	15.0 m2	30.0 m2
SUB-TOTAL			**270.0 m2**
Universal Access Toilet	1	4.5 m2	4.5 m2
Staff Toilets	2	3.5 m2	7.0 m2
Electrical	1	2.0 m2	2.0 m2
SUB-TOTAL			**283.5 m2**
Circulation area	21.00%		59.5 m2
Internal Partitions	7.00%		19.8 m2
TOTAL			**362.9 m2**
Special Needs Accommodation			
Central Activities Space		80.0 m2	
Classroom - Safe Base		70.0 m2	
Classroom - Safe Base		70.0 m2	
Toilets and Shower Area 1 x Toilet / Shower for Assisted Users 1 x Independent Use 1 x Ambulant Disabled		19.2 m2	
Small Safe Place 1		12.0 m2	
Small Safe Place 2		12.0 m2	
Multi-Sensory Room		20.0 m2	
Staff Toilets		10.0 m2	
Storage		25.0 m2	
Cleaner Store / Linen / Sluice		5.0 m2	
Office		20.0 m2	
Sub Total		**343.2 m2**	
Internal Walls & Partitions 7%		24.0 m2	
Circulation 21%		72.1 m2	
Total Special Needs			**439.3 m2**

SUB-TOTAL (Mainstream Accommodation + Special Needs Accommodation)			**802.2 m2**
Staircases (assume two storey, 25m2 per stairs per floor)	0	50.0 m2	**0.0 m2**
Lift (assume two storey, 10m2 per stairs per floor)	0	20.0 m2	**0.0 m2**
Vertical Circulation to be agreed at Stage 1 if required.			
GROSS FLOOR AREA			**802.2 m2**
GROSS FLOOR AREA (Rounded Off)			**802.0 m2**
External			
Secure hard and soft play area		200.0 m2	
Sensory Garden		100.0 m2	
Parking spaces		6	

This schedule of accommodation is considered to be the optimum provision for this project and assumes reasonable building and site conditions. Where the Design Team can demonstrate that these conditions do not exist, a pragmatic, cost optimal approach will have to be taken, which may result in adjustments to the above schedule. Any adjustments proposed must be detailed and explained in the Stage 1 submission. In all cases the Department will have the final say, and where adjustments are required and approved this will be confirmed in the Stage 1 approval. Where the site constraints are so great as to severely compromise the provision of the required additional accommodation, a pre-Stage 1 submission to the Department may be required in order to avoid unnecessary abortive design work.

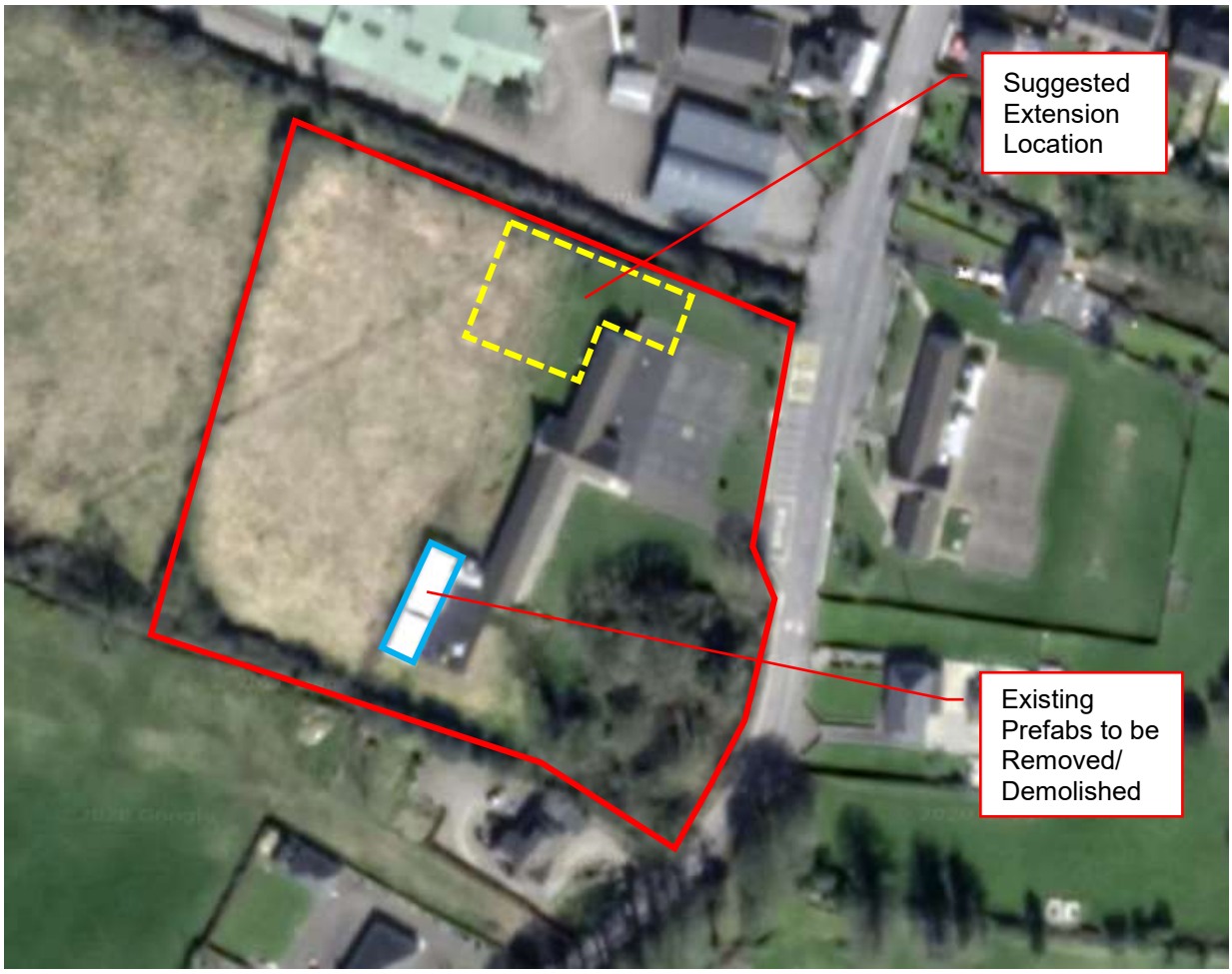
Buildings for Demolition			
Description of Space	**No. of spaces**	**Area (m^2)**	**Total Area (m^2)**
Existing Prefabs	1	190.0 m2	190.0 m2
TOTAL FLOOR AREA TO BE DEMOLISHED			**190.0m2**

<u>Please Note:</u> All associated substructures, underground services, etc., shall be removed and the site shall be reinstated following demolition/ removal of the above accommodation.

Appendix B
Drawings, Site layout plan, etc.



Aerial View – Existing Site Layout (Google Maps – September 2020)



Aerial View – Suggested Site Layout

[School Authority entry; include indicative floor plans if available,]

END