Comhairle Contae Mhaigh Eo
Mayo County Council

Mayo County Council

Briefing Document

Relating to the Formation of

Construction Related Consultancy Services Frameworks

For the provision of

Technical Services

In line with

EC Procurement Directives

INTRODUCTION

Mayo County Council intends to establish Multiple Principle Service Consultancy Frameworks for construction related technical services comprising the following disciplines:

- **Civil & Structural Engineering Services.**
- **Mechanical, Electrical & Building Engineering Services**
- **Quantity Surveying Services**

The Frameworks, once established, will consist of a limited number of pre-qualified applicants for each discipline, who will tender for Housing projects, Refurbishment and other projects of a general nature of value up to €20,000,000 for a period of three years from January 2027, with an option to extend by a further 12-month period at the discretion of Mayo County Council.

To apply for inclusion on the above frameworks, interested parties must complete the relevant service *QC1 Part 1* Suitability Assessment Questionnaire, complete the Declaration at *QC Part 2*, and return both documents together with all necessary Appendices (*A/ B1/ B3*), plus the completed Health & Safety Declaration *MF2.4*, plus supporting documentation and evidence as requested in the questionnaire.

The documents above can be downloaded from the eTenders contract notice.

Submissions should be returned on the eTenders Portal marked **"Tender-Suitability Assessment for the provision of C&S/ M&E or QS Services Framework 2027-2030''** – on or before 5pm on the designated deadline eTenders date.

WORK CATEGORIES:

The Capital Projects for which consultancy services on a partial and/or full-service basis may be required are as follows:

- New Social Housing Developments and refurbishment/ energy retrofitting of existing housing developments
- New Civic Buildings – to include libraries, offices, fire stations, theatres, community centres etc)
- Refurbishment/conservation of Local Authority Civic Buildings.

This list is not exhaustive but is being provided as an indication of the envisaged projects that may arise during the lifetime of the frameworks. Other projects may also be included at the discretion of the Mayo County Council.

SELECTION PROCESS

EU rules governing selection are as set out in the EC Directives.

Restricted procedures - This is a 2-stage selection process.

Stage 1: Suitability Assessment (pass/fail) will be based on the above documentation submitted by the Applicant. Applicants who do not reach the minimum pass/fail requirements will be rejected. All other applicants will go forward to Stage 2, which is the competitive stage.

Stage 2: Each of the applicants (per discipline) selected during Stage 1 will be invited to submit a tender for a housing project to be carried out under this framework. The applicants submitting the 6 most competitive valid bids will form the framework while the applicant that submits the most competitive valid bid will be awarded the contract for the works. Applicants submitting the seventh to tenth most competitive bids will form a supplemental panel.

FRAMEWORK CONDITIONS

1. These frameworks will apply from January 2027 to January 2030, with an option to extend by a 12-month period at the discretion of Mayo County Council.

2. It is intended that the frameworks will be used to procure consultants to carry out Housing projects, Refurbishment projects and other projects of a general nature up to €20,000,000 (note: this figure is indicative only and contracts above this limit may be procured under this framework if the Council deems it appropriate) over a 3 year period commencing as stated above.

3. Once admitted to the frameworks, unless otherwise stated in the tender documents for individual projects, consultancies will be awarded on the basis of lowest valid tender received subject to the Council's assessment that the bid received is sufficient to provide a satisfactory delivery of the service.

4. If any of the 6no. firms admitted to the frameworks fails to submit a valid tender when requested to do so then the Council may, at its absolute discretion, remove that firm from the main framework and place it in the lowest ranked position on the supplemental panel. The highest ranked firm from the supplemental panel will then be co-opted into the main framework.

5. Over the course of the frameworks the performance of each consultant may be assessed on the basis of:
    a. Completing the project on time
    b. Completing the project to the quality specified
    c. Completing the project within the terms of the tender sum.
    d. Other criteria that the Council deems appropriate**

    If the Council is not satisfied with the outcome of any such assessment it may, at its absolute discretion, permanently remove that consultant from the relevant framework.

    ***It should be noted that the performance of the Service Consultant is paramount and time critical*.

6. Notwithstanding item no 3 above, when awarding a contract the Council will take into account the overall existing workload and performance of any consultant on the framework and, at the Councils absolute discretion, may award a consultancy to a consultant other than the one who submitted the lowest tender if it considers that the consultant's current workload is excessive.

7. Please note that qualification for inclusion on a Framework will under no circumstances guarantee that a participant will be awarded any contract.

8. At all times during the Framework Period, the Consultant must hold a valid Tax Clearance Certificate and current Professional Indemnity, Employers & Public Liability Insurances (to levels demanded by the original competition).

9. The standard Conditions of Engagement for Consultant Services (Technical) will apply to all service appointments arising.

CONFIDENTIALITY

The contracting authority undertakes to use its best endeavours to hold confidential any information provided in the proposal submitted, subject to the contracting authority's obligations under law including the Freedom of Information Act, 1997. The Freedom of Information Act (FOI) came into operation for Local Authorities on 21st October 1998 (amended 2003). If you consider any of the information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to FOI requests, be examined in the light of the exemptions provided for in the FOI Act.