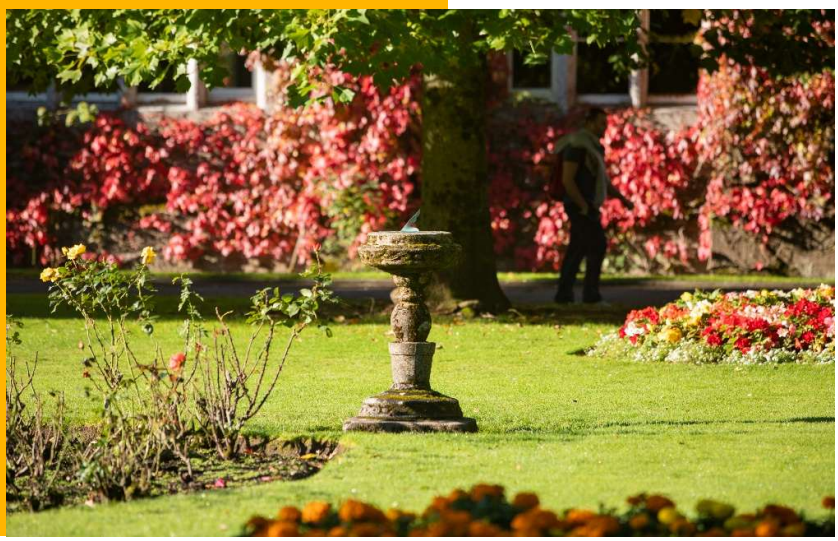
APPOINTMENT OF AN INTEGRATED DESIGN TEAM FOR CORK UNIVERSITY BUSINESS SCHOOL NEW BUILDING

PQQ

INFORMATION MEMORANDUM



UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

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CUBS CORK UNIVERSITY BUSINESS SCHOOL

UCC Coláiste na hOllscoile Corcaigh University College Cork, Ireland

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1.0 IMPORTANT NOTICE

This Information Memorandum has been prepared for the purpose of providing certain information to shortlisted candidates.

In no circumstances shall University College Cork, (UCC), its servants and/or agents incur any liability or responsibility arising out of or in respect of the issue of this Information Memorandum. Any costs associated with the submission of a response to this competition are the sole responsibility of the entity submitting a response (a "Candidate") and will not be reimbursed.

The Information Memorandum is being made available by UCC to Candidates on the terms set out in this document. The purpose of this Information Memorandum is to provide potential Candidates with the information to complete their submission. The information set out in this document is supplemented by other documents.

All reasonable care was taken to ensure that the material set out in this Information Memorandum and in all of the accompanying documents is true and accurate in all material respects as at the time of issue. However, no warranty or representation is given as to the accuracy or completeness of this material. Neither UCC, nor any of its professional advisors accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out.

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UCC reserves the right to amend these documents and any information contained herein.

None of the information set out herein will constitute a contract, or part of a contract, or an offer to enter into a contract, between UCC and any Candidate. Nothing in these documents is, nor shall be relied upon as, a promise or representation as to UCC's

ultimate decision in relation to the award of any contract. However, UCC reserves the right to take such steps as it considers appropriate, including but not limited to: changing the basis of, or the procedures (including the timetable) relating to, the competition; abandoning the competition (or any part of it) at any time prior to a formal written contract being executed by and on behalf of UCC; procuring the services by alternative means.

No legal relationship or other obligation shall arise between any Candidate and UCC unless and until a contract has been entered into.

Irish law is applicable to this competition. The Irish courts shall have exclusive jurisdiction in relation to any disputes arising from this competition

2.0 INTRODUCTION

2.1 OVERVIEW TO UCC

UCC is a comprehensive research-based globally oriented university with over 25,000 students, 3,500 staff and over 220,000 alumni worldwide. Our student body includes 5,000 international students from over 100 countries. UCC draws its identity from a diverse spread of community, education, health service, industry, arts and heritage relationships. We have developed an extensive range of partnerships worldwide which continue to inform our curriculum and our research.

UCC's research and innovation activities are a major asset to the city region and a key enabling platform for economic development. With aggregate research spend of over €100 million a year, and with 30% of this coming from non-exchequer sources and industrial partners, UCC has a powerful blend of basic and applied research, much of which is focused on real world problems. The University's research is globally connected and involves more than 4,000 collaborating entities across 140 countries globally.

The 2018 report, The Economic and Societal Impact of University College Cork identified the total economic impact (Gross Value Added) of UCC is €853million per annum. That impact means that UCC generates €2.3million per day for the Irish economy, producing a return of €5.68 for every €1 of State investment. The impact generated by expenditure is €727million annually and the fiscal contribution including taxes and social insurance contributions amounts to a further €125million each year.

The University is ambitious in its objectives for growth and world leading innovation, with its vision detailed in its Strategic Plan 2023 to 2028 "Securing our Future" supporting the national Higher Education strategy and Project Ireland 2040. Develop our capital program informed by the UCC Campus Masterplan and our carbon-neutral goals, where existing buildings and grounds are optimised. We aim to provide world-class facilities to support the academic mission of our 21st-century campus, which provides flexible and inclusive teaching, learning and research facilities. We will build on our digital capability and excellence to enable a more agile, responsive institution that is ready for the rapid pace of change in the digital age. New, refurbished and revitalised physical facilities and services will enhance the working and learning environment for staff and students and attract visitors and guests to engage with the University. The new Office of Sustainability and Climate Action will ensure that the imperative of sustainability underpins all plans and actions to reimagine and reform our work practices and physical and digital spaces by 2028.

We will continue our journey of carbon reduction to achieve our public sector 2030 target and move towards a net zero carbon impact by 2040. This will involve an ambitious, targeted program of capital development and refurbishment of the existing physical and digital estate, complemented by new or reformed working, learning and teaching practices and recognition initiatives and supports.

UCC is a globally ranked university and attracts a proportionately higher number of top school leavers compared to other universities. As a comprehensive University, UCC offers programmes across all disciplines and professions including the arts, humanities, social sciences, business, law, engineering, architecture, science, food science, medicine, dentistry, pharmacy, nursing, and clinical therapies. The underlying vision of the University's academic strategy is that of a Connected University, with enhanced synergy between teaching, research, and innovation, which offers a distinctive educational experience, promoting lifelong and life-wide learning.

2.2 OVERVIEW TO UCC BUILDINGS & ESTATES

The University's Buildings and Estates Office takes responsibility for the planning, management and physical development of the University's estate, ensuring it is fit for purpose to meet the ambitious strategic aims and objectives of the University's Strategic Plan.

Our Mission Statement is – "To provide an integrated and efficient range of facilities services* which enhance the estate and support the University's objectives".

*Services include security services, cleaning, postal services, room bookings, building and landscape maintenance, environmental management (commuter planning, energy, waste management etc.) capital development, property/space management & heritage services

The management of the Buildings and Estates office is the responsibility of the Director of Buildings and Estates. The Buildings & Estates Office provides a diverse range of facilities management services including Estates Master planning, major capital development, property portfolio management, buildings maintenance, grounds and landscape management, utilities and energy management, minor works projects, security, event support, postal services, cleaning, room bookings, heritage services etc. We established a local Facilities Management team for the Western Campus area and work closely with university subsidiaries. The overall estate comprises of circa 280,000m^2 of buildings, 88 hectares of grounds and property, and 139 individual buildings.

The Buildings and Estates Office is responsible for the delivery of the exciting capital programme which varies year on year, but which has involved capital expenditure of over €500m during the last fifteen years. The University is planning a major capital development programme with a range of major academic and support projects. The University also plans to significantly expand its student accommodation provision.

2.3 BACKGROUND AND VISION TO CUBS - NEW FACILITY.

2.3.1 Introduction

University College Cork (UCC) intends to develop a new purpose-built facility for Cork University Business School (CUBS) on the site of the existing Perrott's Avenue car park, adjacent to College Road and within the main university campus.

The proposed development forms a key component of the University's long-term academic infrastructure strategy and supports the continued development of CUBS as an internationally recognised, triple-accredited business school. The completed development shall comprise of approximately 7,250 sqm of accommodation and will provide a modern academic environment supporting innovative teaching, research, executive education, entrepreneurship and industry engagement. The building will act as the focal point for the School and provide accommodation that is flexible and capable of responding to future educational practices including highly collaborative, digital and AI-enabled learning. Sustainability, accessibility, operational efficiency and value for money will be embedded within all aspects of the design.

The new CUBS building will deliver an enhanced student and staff experience and ensure that the school remains positioned to thrive in a world that needs business, workers and citizens to change, be more responsible, more innovative, and do better.

The project is expected to become a landmark academic building and an important gateway destination within the UCC campus.

2.3.2 Strategic Context

CUBS' inclusion in a new 5-year University capital development plan, approved by Governing Authority (GA) in March 2026, reflects UCC's long-term vision to enhance teaching and learning environments, expand research capacity, and deliver modern, inclusive facilities that meet the needs of a growing and diverse university community. The development of a new home for CUBS supports these ambitions by providing accommodation capable of addressing both current and future educational requirements.

The project will help to enhance student recruitment, support postgraduate growth, increase international visibility, strengthen industry engagement and improve research competitiveness.

2.3.3 Project Vision & Project Objectives

The University's vision is to create a world-class business school building that embodies academic excellence, innovation, sustainability, entrepreneurship and global engagement, while also providing value for money.

The project supports institutional objectives relating to academic excellence, internationalisation, research performance and sustainability. The building is intended to support the continued development of CUBS as one of the world's best business schools and to maintain its triple-accredited status by addressing existing accommodation deficits.

The building should become:

- A centre for business education.
- A destination for collaboration.
- A beacon of human-AI interaction.
- A catalyst for innovation.
- A hub for engagement.
- A showcase for sustainability.

A flexible asset capable of supporting future educational transformation

Refer to Design Brief for Project Objectives

2.3.4 Site and Site Context

Site Location

The selected site is located at the existing Perrott's Avenue car park, adjacent to College Road and with proximity to existing CUBS facilities in the O'Rahilly Building.

The site is approximately 0.9793 acres and currently functions as a surface-level car park providing visitor and permit parking, with a capacity of approximately 117 spaces. Along Perrott Avenue, the site is flanked by a number of UCC-owned buildings, including academic, administrative, and support facilities that form part of the historic campus edge.

The site's strategic location allows strong integration with existing campus facilities, easy access for students and staff, visibility from key campus routes and improved public realm quality.

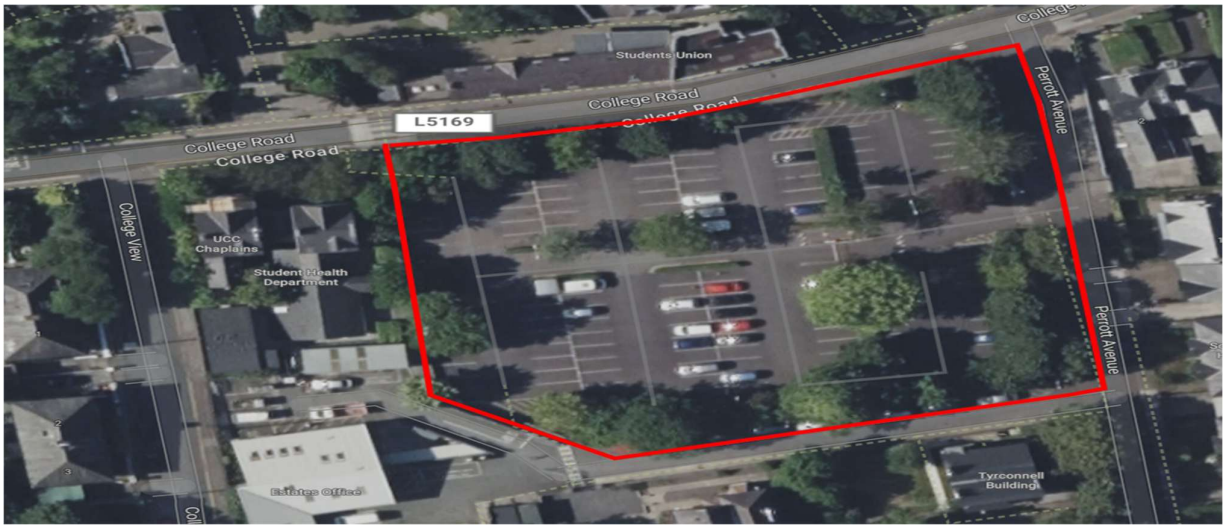


Figure 1: Site Location

Urban Design Context

The Design Team shall carefully consider existing campus character, adjacent residential properties, building scale and massing, landscape setting, public realm opportunities and biodiversity enhancement.

The design should respond appropriately to its surroundings while expressing the aspirations of a contemporary global business school.

2.3.5 Design Requirements and Principles

Refer to Design Brief for Design Requirements and Principles

2.3.6 Schedule of Accommodation

Refer to Preliminary Schedule of Accommodation attached in Design Brief per summary hereunder

Overall category	**Total area (m²)**
Learning & Teaching	1,624
Specialist Teaching & Research	486
Adaptive Learning Space	310
Collaboration, Breakout & Study Spaces	825
Dean's Suite	262
Office & Shared Working Spaces	926
Reception	30
Restaurant & Student Micro Kitchen	182
Ancillary Spaces	2,025
Total scheduled accommodation	**6,670**
Enclosed Plant Room & Plant Stairs & Internal Walls/Columns	580
Total Area	**7,250**

Figure 2: Preliminary Schedule of Accommodation Summary

2.3.7 Stakeholder Engagement

The Design Team should develop and implement a comprehensive stakeholder engagement strategy to ensure the building design reflects the needs, aspirations, and expectations of all key stakeholders. Engagement should include consultation with University Leadership, staff, students, alumni, industry partners, neighbours, and

potential donors, ensuring their perspectives inform the design process, strengthen stakeholder buy-in, and support the successful delivery of a building that meets academic, community, and strategic objectives.

2.3.8 Philanthropic Opportunities

The Design Team should identify and incorporate opportunities for building and facility naming, donor recognition, and corporate partnership visibility throughout the development. The design should provide flexible and high-quality solutions for acknowledging philanthropic contributions, corporate sponsorship, and strategic partnerships in a manner that enhances the identity of the Business School while maintaining an appropriate and professional architectural aesthetic.

Recognition opportunities may include naming rights for the building, key facilities and spaces, donor walls, digital recognition displays, and integrated branding elements that support fundraising, stakeholder engagement, and long-term partnership development.

2.3.9 Summary

The completed development should establish a lasting physical expression of the ambitions of Cork University Business School and support the University's academic mission for decades to come.

The success of the project will be evaluated against a range of strategic, operational, and long-term outcomes, including the achievement of core project objectives, high levels of student satisfaction, positive accreditation results, enhanced research performance, stronger industry engagement, strong sustainability performance, demonstrable value for money, and the building's ability to adapt to future educational, technological, and organisational needs.

Overall, the building should deliver lasting benefits to students, staff, industry partners, and the wider University community while remaining flexible and relevant over time.

2.4 PUBLICITY, PR & LOGOS

Funding for this project is being provided under Project Ireland 2040. The project team shall ensure that the referencing requirements under Project Ireland 2040 are observed in full. Please see the Department of Public Expenditure & Reform Guidelines to Project 2040 Identity and visit the website www.gov.ie/2040 for further information.

In addition to complying with the aforementioned DPER guidelines, the project team shall be required to provide photographic evidence that the Project Ireland 2040 signage is displayed during the implementation phase of the project.

3.0 THE CONTRACT

3.1 INTEGRATED DESIGN TEAM APPOINTMENT

This competition relates to the procurement of an Integrated Design Team to provide consultancy services for the delivery of the new CUBS building on Perrott's Avenue.

3.1.1 Procurement and Delivery Strategy

UCC intends to deliver the development through a single-stage design and build works procurement using the standard **Public Works Contract for Building Works Designed by the Contractor (PW-CF2)**, preceded by structured preliminary market consultation.

The Integrated Design Team shall develop the project brief, coordinated design proposals and Works Requirements, obtain planning permission, and coordinate with UCC's separately appointed Quantity Surveyor in developing the cost plan. The design and tender documentation shall sufficiently define UCC's requirements for accommodation, functionality, quality, performance and sustainability, together with the allocation of design responsibilities, while allowing appropriate scope for contractor design development and innovation.

The Design Team shall develop an exemplar design demonstrating compliance with the applicable fire safety and accessibility requirements. The design and build contractor shall be responsible for completing the detailed design and preparing and submitting the applications for, and obtaining, the Fire Safety Certificate and Disability Access Certificate.

3.1.2 Preliminary Market Consultation and Early Contractor Input

The Integrated Design Team shall lead, manage and document preliminary market consultation on behalf of UCC in accordance with Regulations 40 and 41 of the European Union (Award of Public Authority Contracts) Regulations 2016. Consultation shall take place before commencement of the main works procurement and shall be publicised through an appropriate e-Tenders notice, including a Prior Information Notice where appropriate.

Consultation may include industry briefings, questionnaires, structured workshops and meetings with main contractors, specialist subcontractors, manufacturers and suppliers. Its purpose shall be to obtain practical early input on buildability, modern methods of construction, structural and servicing strategies, site access and logistics, construction sequencing, programme, long-lead items, market capacity, procurement packaging and cost risks.

The Design Team shall prepare consultation material, facilitate engagement, assess responses and submit a report with recommendations to UCC, incorporating input from the separately appointed Quantity Surveyor and Carbon Coordinator as

appropriate. Agreed findings shall inform the coordinated design, cost plan, risk register, programme and Works Requirements.

Appropriate records, confidentiality arrangements and disclosure of relevant information shall be maintained to ensure transparency, equal treatment and the avoidance of unfair competitive advantage. Participation in consultation shall not confer preferential status in the subsequent works competition.

This approach is intended to obtain practical market input before tender, retain competition on the overall works price and support the award of a coordinated design and build contract within the approved project budget.

Separate early procurement of specialist packages is not envisaged. Should consultation identify a potential benefit from a formal contractor pre-construction appointment, the Design Team shall advise UCC on its implications. Any such appointment would be subject to a separate UCC decision, an appropriate procurement process and the necessary approvals.

3.1.3 Works Procurement and Post-Contract Services

The main works will be competitively tendered as a single design and build contract, with specialist packages procured and managed by the successful main contractor.

The Integrated Design Team's services shall include preparation of the technical works tender documentation and technical assessment of tenders, coordinated with UCC's separately appointed Quantity Surveyor, who will provide the corresponding pricing documentation and commercial assessment services.

Following award of the works contract, the Integrated Design Team will remain appointed by UCC and will not be novated to the contractor. Its services shall include provision of the Employer's Representative, Assigned Certifier, technical advice and monitoring through construction, commissioning, handover, the Defects Period and contract close-out.

Post-contract services shall include:

- Reviewing contractor design submissions for compliance with the Works Requirements.
- Undertaking planned site inspections and reporting on quality, progress and non-compliance.
- Providing technical input to the assessment of payment applications, proposed changes and contractual claims.
- Reviewing contractor programmes and advising on progress, delay and completion risks.
- Reviewing testing and commissioning proposals and results and witnessing specified tests.
- Reviewing as-built information, operation and maintenance manuals, warranties, training arrangements and other handover documentation.
- Inspecting outstanding works and defects and monitoring their rectification.
- Supporting contractual certification and final account close-out within each provider's appointed scope.

Contractual instructions, determinations and certificates shall be issued by the Employer's Representative within the authority provided under the works contract. The Design Team shall coordinate with UCC's separately appointed Quantity Surveyor on payment assessments, change control, claims, expenditure forecasts and final account close-out.

Contractor design reviews shall be undertaken in accordance with the works contract and shall not relieve the contractor of its design or construction responsibilities.

The detailed scope, allocation of responsibilities, consultation deliverables, inspection requirements and fee provisions will be defined in the **Stage 2 Design Team Request for Tenders** and associated Schedule of Services.

3.1.4 Integrated Design Team Structure

The Design Team will be procured through an integrated team approach, with the Architect acting as Integrated Design Team Lead and Lead Consultant for stages (i) to (v).

The **principal service providers** required to form part of the Integrated Design Team are:

- Architectural Services (AS).
- Civil and Structural Engineering Services (CSE).
- Mechanical and Electrical Engineering Services (MEP).
- Project Supervisor Design Process (PSDP).
- Energy Efficient Design Coordinator (EED).

UCC will issue separate Standard Conditions of Engagement for Consultancy Services (Technical) to each principal service provider.

The **specialist skill providers** required to form part of the Integrated Design Team, as detailed in the Suitability Assessment Questionnaire, are:

- Geotechnical Engineering Services (GES).
- Traffic and Transportation Services (TT).
- Environmental Engineering Services (EES).
- Fire Engineering Services, including support for a fire-compliant exemplar design and subsequent technical monitoring. The Fire Safety Certificate application shall be undertaken by the D&B contractor.
- Employer's Representative (ER).
- Assigned Certifier (AC). The Design Certifier shall be provided by the D&B contractor.
- Disability Access Consultancy Services, including support for an accessibility-compliant exemplar design and subsequent technical monitoring. The Disability Access Certificate application shall be undertaken by the D&B contractor.
- Ecology Services (ECOL).
- Landscape Architectural Services (LS).
- Planning Consultancy Services (PS).
- Acoustic Consultancy Services (ACS).
- Building Energy Rating Assessor (BER).

- Energy Consultancy Services (EC).
- Embodied Carbon and Life Cycle Assessment input, as required within each discipline's scope.
- BIM Coordinator.
- BREEAM Assessor and associated specialist assessment services.

Specialist skills may be provided within a multidisciplinary practice or through sub-consultants to a principal service provider. Applicants shall identify the proposed provider for each specialist role, whether the service is provided in-house or by a sub-consultant, and the principal service provider responsible for its delivery.

Each principal service provider shall be responsible for managing and coordinating its specialist skill providers. All Integrated Design Team members shall cooperate with the Lead Consultant and each other and provide information and documentation in sufficient time to enable coordinated delivery of the services.

If a member seeks additional fees arising from the poor performance or delay of another Integrated Design Team member, UCC reserves the right, in accordance with the applicable appointment conditions, to recover resulting losses from the member responsible.

3.1.5 Separately Appointed Services

UCC will separately procure the following services, which will report directly to UCC and form part of the overall project team:

- Quantity Surveying Services.
- Carbon Coordinator Services.

These services do not form part of this Integrated Design Team appointment. The Lead Consultant and all other Integrated Design Team members shall cooperate and coordinate with these providers as active members of the overall project team.

The Quantity Surveyor shall use the applicable OGP and CWMF cost and carbon reporting templates. All Integrated Design Team members shall provide the quantities, specifications, design information and other discipline-specific inputs required to support this reporting and the work of the Carbon Coordinator.

The provision of these inputs and associated coordination shall be included in the service providers' tendered fees and shall not attract additional fees.

3.1.6 Employer's Representative

The successful Integrated Design Team shall provide a suitably qualified and experienced individual to fulfil the role of Employer's Representative for the works contract in accordance with PW-CF2 and the applicable CWMF requirements.

The ER shall be provided as a specialist skill provider under a principal service provider's appointment. The role shall be dedicated, and the nominated individual shall not undertake any other function, design or otherwise, on the project.

3.1.7 Project Supervisor Design Process

The successful Integrated Design Team shall provide a competent and adequately resourced PSDP to undertake the duties required under the Safety, Health and Welfare at Work (Construction) Regulations 2013, as amended.

The PSDP's services shall address the design process throughout the project, including contractor design development during construction. The Integrated Design Team shall cooperate with the contractor's designers and the Project Supervisor Construction Stage in fulfilling their respective duties.

3.1.8 Building Control and Certification

The successful Integrated Design Team shall provide a suitably qualified and registered individual to fulfil the role of Assigned Certifier under the Building Control Regulations, as amended.

The Assigned Certifier shall undertake the applicable inspection, coordination and certification duties, including preparation and implementation of the Inspection Plan, coordination of inspection inputs and supporting certification, and execution of the Assigned Certifier's part of the Certificate of Compliance on Completion.

The D&B contractor shall provide the Design Certifier and shall procure the design certificates, ancillary certificates, calculations, inspection records, as-built information and other supporting documentation required from its designers, specialists and subcontractors.

The D&B contractor, as Builder, shall execute the Builder's part of the Certificate of Compliance on Completion and cooperate with the Assigned Certifier in completing the statutory submission process. Each Integrated Design Team member shall provide certification and supporting information appropriate to its own appointed scope.

The detailed allocation of certification responsibilities shall be set out in the Stage 2 appointment documents and subsequently reflected in the works tender documentation.

3.1.9 Participation in Competing Teams

The Lead Consultant may participate in one pre-qualification submission only. Any other service provider may participate in a maximum of two teams.

Candidates shall identify any team member participating in more than one submission and confirm that all affected teams have been informed.

Candidates shall maintain effective confidentiality arrangements and prevent the exchange of commercially sensitive information between competing teams. Participation in multiple teams shall not result in collusion, information leakage or distortion of competition.

3.1.10 Building Information Modelling

The design of the new CUBS facility shall be developed using Building Information Modelling (BIM). All Design Team members shall have the BIM capability and compatible software necessary to fulfil their appointed responsibilities.

UCC's information requirements, including the BIM Employer's Information Requirements document, will be issued at Stage 2.

A nominated individual shall fulfil the BIM Coordinator role within the Integrated Design Team. Each principal service provider shall identify responsibility for BIM delivery within its organisation and cooperate in producing coordinated project information.

The detailed BIM responsibilities, information deliverables, exchange requirements and interfaces with the D&B contractor will be defined at Stage 2.

3.1.11 Sustainability and Green Public Procurement

UCC is committed to green and sustainable procurement in accordance with applicable Government policy, including *Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027*, and relevant OGP and EPA guidance and criteria.

The Design Team shall incorporate appropriate environmental requirements into the design and procurement documentation, including technical specifications, quality criteria and contract requirements relevant to the project.

The building shall comply with Part L of the Building Regulations, having regard to Technical Guidance Document L 2022 – Conservation of Fuel and Energy: Buildings Other Than Dwellings, and any amendments, replacement requirements and transitional provisions applicable to the project.

The design shall minimise energy demand through passive design, a high-performance building envelope and efficient building services, supported by renewable energy systems. Compliance shall be demonstrated using the applicable Non-Domestic Energy Assessment Procedure (NEAP).

At Stage (i) – Feasibility, the Integrated Design Team shall establish and agree with UCC measurable targets for energy demand, operational energy use, carbon emissions and renewable energy contribution. The assessment shall distinguish minimum regulatory requirements from UCC's project performance targets and evaluate opportunities to exceed the statutory minimum.

The Design Team shall assess the implications of the revised Energy Performance of Buildings Directive, including the zero-emission building requirements for new buildings owned by public bodies from 1 January 2028, and incorporate the requirements applicable to the project programme into the design strategy and Works Requirements.

The project shall achieve **BREEAM "Excellent" as a minimum**. A BREEAM Assessor and the specialist services necessary to support certification shall be included in the proposed team.

The Mechanical and Electrical Engineering service provider shall lead coordination of BREEAM certification and the BER assessment, supported by the Architect and other Design Team members. The Works Requirements shall define the contractor's obligations for implementation, evidence provision and support for final certification.

The Integrated Design Team shall provide embodied carbon and life cycle assessment inputs within its respective disciplines and coordinate with UCC's separately appointed Carbon Coordinator.

3.1.12 Appointment Conditions and Project Governance

The appointments shall use the CWMF **Standard Conditions of Engagement for Consultancy Services (Technical), COE1**, in the edition identified in the Stage 2 tender documents.

The first payment of consultancy fees shall be conditional on execution of the relevant appointment agreements and provision of the required collateral warranties for all sub-consultants using Model Form MF 2.3.

The Construction Contracts Act 2013 shall apply to the appointments to the extent provided by that Act.

A Project Board and Standing Conciliator arrangements shall be established for the works contract in accordance with the applicable CWMF requirements. The Integrated Design Team shall support these arrangements within its appointed scope.

The services and deliverables shall be appropriate to delivery under PW-CF2 and shall be fully detailed in the Stage 2 Schedule of Services. The applicable standard forms and guidance are available from the Capital Works Management Framework website.

3.1.13 UCC Design Requirements and Stakeholder Engagement

The project design shall comply with applicable legislation, standards, recognised international best practice and UCC's project-specific requirements.

UCC's policies and technical requirements will be included in the Stage 2 tender documents. These will include requirements relating to Access Control, Building Management Systems, CCTV, Structured Cabling, Accessible WCs and Designing Autism Friendly Spaces.

The Architect, as Lead Consultant, shall coordinate design reviews with UCC, end-users and facilities management personnel at each design stage. The Design Team shall record decisions, coordinate agreed changes and demonstrate their incorporation into the design and Works Requirements.

The completed facility shall demonstrate high standards of sustainability, operational efficiency, accessibility, durability, maintainability and low maintenance.

4.0 INSTRUCTIONS TO CANDIDATES

4.1 TENDERING TIMELINE

UCC expects to complete this competition in accordance with the indicative timetable set out below. The dates provided are preliminary only and may be subject to change at UCC's absolute discretion.

Key Milestones	Planned date
OJEU Contract Notice published	20th November 2026
Closing date for receipt of queries (Noon)	11th December 2026
Closing date for receipt of SAQ's (Noon)	21st December 2026
Selection of firms completed and notification of outcome of evaluations	29th January 2027

Table 1- Key Milestones

4.2 PRE-QUALIFICATION STAGE (STAGE 1)

This stage involves the shortlisting of Candidates on the basis of the selection criteria set out in the SAQ. The intention is that a maximum of **Six (6)** Candidates will be short-listed and invited to the second stage of the competition (provided that sufficient numbers are qualified and meet the minimum criteria) from those participating in this first stage of the competition.

4.3 TENDER STAGE (STAGE 2)

On conclusion of the pre-qualification stage of the competition, shortlisted Candidates will be invited to submit tenders. The Contract will be awarded to the highest ranked Tenderer on the basis of the application of the award criteria that will be set out in the Invitation to Tender document (the "ITT") subject to compliance with all relevant pre-conditions as determined by UCC.

No commitment of any kind, contractual or otherwise shall exist until a Letter of Acceptance for the Contract has been executed by or on behalf of UCC. Any notification of preferred bidder status by UCC shall not give rise to any enforceable rights by the relevant Tenderer.

4.4 AMBIGUITY, DISCREPANCY, ERROR, OMISSION

If a Candidate becomes aware of any ambiguity, discrepancy, error or omission in or between these PQQ documents, it must immediately notify UCC, even after the Deadline for Queries (as defined below) has passed.

4.5 CLOSING DATE AND TIME FOR RECEIPT OF PQQ SUBMISSIONS

The latest date for receipt of PQQ submissions is **noon on the 21st of December 2026** ("the PQQ Closing Date"). Late submissions will not be accepted.

Candidate's must submit one (1) soft copy (in PDF Format) of their Pre-Qualification Submission which must include a completed SAQ and all supporting documents through the e-tenders portal only for the attention of:

Mr Tim Cronin
Capital Projects Officer,
Buildings & Estates Office,
University College Cork,
College Road,
Cork

Candidates should not provide, at this stage, any information other than that requested. University College Cork (UCC) will not consider any additional information as part of the evaluation process. It is stressed that returned documentation will not be evaluated if they are in any form other than that required.

It is the applicant's responsibility to ensure that all the necessary information is supplied and that it is accurate.

Submissions must be in English only.

4.6 EXTENSION OF DEADLINE FOR RECEIPT OF PQQ SUBMISSIONS

UCC may, at its absolute discretion, extend the PQQ Return Date. Any extension will be notified in writing.

4.7 QUERIES & CLARIFICATIONS

Every effort has been made to ensure that this document contains all the necessary information for Candidates to participate in this Competition. If you require clarification of any aspects of this document, you may direct enquiries only to the 'Questions and Answers' facility available on **www.etenders.gov.ie** **by noon on 11th December, 2026** (the "Deadline for Queries"). Queries received after the Deadline for Queries will not be responded to. Replies will be circulated via e-tenders to all parties that have registered an interest in the Competition on e-tenders.

Where appropriate, questions may be amalgamated. Candidates should note that UCC will not make responses or clarifications to individual Candidates privately and that queries received by phone or other email addresses will not be responded to.

If a Candidate believes a query and/or its response relates to a confidential or commercially sensitive aspect of its submission it must mark the query as

"Confidential" and state, the reason(s) why. If UCC, at its absolute discretion, is satisfied that the query and/or its response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response shall be kept confidential, subject to any obligations under law. If a Candidate has designated the query as confidential or commercially sensitive, and UCC decides that the response should be sent to all Candidates, UCC will so notify the Candidate concerned, who will have the option of withdrawing the query. UCC may still issue any information it considers appropriate to all Candidates following withdrawal of the query.

UCC reserves the right to issue or seek written clarifications in relation to any PQQ Submission.

UCC reserves the right to update or alter the information contained in the PQQ Documents at any time up until the Closing Date by notice to Candidates by email. In the event of such updates or alterations, UCC reserves the right to postpone the Submission Deadline so as to allow Candidates sufficient time to respond.

4.8 RELIANCE ON RESOURCES

Where, in order to prove its financial, economic and technical standing, a Candidate relies on the resources of entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, but not limited to, for example, reliance on a parent company's resources), it must provide evidence that it has available to it the resources of those entities or undertakings which are necessary for the performance of their contractual duties. For example, a written undertaking from such an entity confirming that it will provide the necessary support will suffice. If sufficient evidence is not provided, the Candidate will be evaluated based on its own financial, economic and technical standing. A contractual commitment may be required prior to execution of this Contract.

4.9 GROUP TENDERS/CONSORTIUM

A Pre-Qualification Submission may be submitted by groups of companies (a consortium) or individually. However, a Candidate cannot make a submission in its own right and also as part of a consortium. Each Candidate is limited to one submission only.

In the case of a consortium, the Pre-Qualification Submission must be submitted as a single integrated application which will be evaluated and marked as a single application. UCC will deal with all matters relating to the competition through the Lead Consultant only, who will carry overall responsibility for the delivery of the services under the Contract irrespective of whether or not tasks are to be performed by group/ consortium members. A group submission must clearly set out:

a) the identity of the Lead Consultant;

b) the names of all group/consortium members who will be involved in the provision of the services; and

c) a description of the role to be fulfilled by each group/consortium member.

The Lead Consultant shall be responsible for the delivery of the services by the group/consortium and shall assume all duties, responsibilities, costs and liabilities associated with the position of Lead Consultant.

Should a consortium be awarded the Contract, each company in the consortium shall be jointly and severally liable to UCC for the performance of any Services Contracts awarded to it submissions should make clear which companies are proposed to be members of the consortium and which are to be sub-contractors. Any change in relation to consortia and sub-contracting after the Candidate has submitted its submission must be notified to UCC. Candidates should note that such changes my result in disqualification of that group

4.10 CHANGES TO SUBMISSIONS

A Candidate may not make any changes to the information in its Submission without the written consent of UCC. Such consent must be sought from UCC in writing and UCC may decide at its absolute discretion, whether to accept or reject the change.

5.0 EVALUATION PROCEDURE

The process for evaluating submissions is outlined below. Candidates' prequalification Questionnaires and supporting documentation will be evaluated in accordance with the criteria as set out in Articles 45 to 52 of Council Directive 2004/18/EC.

5.1 STAGE 1 PREQUALIFICATION STAGE EVALUATION

The Stage 1 prequalification stage evaluation will be assessed in two parts. The first part will be assessed on a Pass/ Fail basis as detailed in the SAQ QC1 under the following headings:

- European Single Procurement Document.
- 3.2 Professional and Trade Register.
- 3.3 Financial and Economic Standing as 3.3a to 3.3g of SAQ. (Declaration)
- 3.4 e Average Annual Manpower.
- 3.4 h Environmental Management Measures

Failure of the Candidate to meet the minimum requirements of the Pass/Fail criterion will result in the Candidate's elimination from the competition.

The second part of the process will be assessed on a qualitative basis as detailed in the SAQ QC1 under the following headings:

- 3.4 Technical Capability as 3.4a to 3.4d of SAQ. (See weightings hereunder).

The following is the relative weighting of the selection criteria.

Criterion – Technical Capability	**Weighting**
3.4a Qualifications -Managerial	15%
3.4b Qualifications -Personnel	20%
3.4c Services over the past 7 years	60%
3.4d Quality Assurance	5%

Table 2 - Selection Criteria

Each Principal Service Provider will be given a weighted score for the above selection criteria as follows:

Criteria	**Architecture -30%**	**Civil and Structural - 25%**	**Mechanical and Electrical- 25%**	**Project Supervisor Design Process- 10%**	**Energy Design Co-Ordinator- 10%**
3.4a Qualifications - Personnel	4.5%	3.75%	3.75%	1.5%	1.5%
3.4b Qualifications - Managerial	6%	5 %	5%	2%	2%
3.4c Services over the past 7 years	18%	15%	15%	6%	6%
3.4d Measures For Ensuring Quality	1.5%	1.25%	1.25%	0.5%	0.5%
Total.	30%	25%	25%	10%	10%

Table 3 – Assessment Marks

5.2 METHODOLOGY FOR MARKING

The qualitative criterion for items 3.4a to 3.4d at Stage 1 will be marked using the following methodology. Each question will be marked out of 100% and the allocated percentage will then be applied against the allocated mark and an overall score calculated for the Candidate.

The Candidates considered to have the highest technical merit in each criterion being assessed (or sub-criterion, where used) will be given the maximum marks available for that criterion (or sub-criterion, where used). All other Candidates will be marked for each criterion (or sub-criterion where used) relative to the Candidate assessed as having the highest technical merit for that criterion (or sub-criterion, where used). Each Candidate's quality marks for each criterion shall be totalled at the end of the assessment process.

Assessment	**%**	**Interpretation**
Excellent	91-100	Comprehensive response, demonstrating extensive experience, qualifications, expertise and systems as applicable. Description fully supported.

Very Good	81-90	Response demonstrates very good experience, qualifications, expertise and systems as applicable. Description is strongly supported.
Good	71-80	Response demonstrates good experience, qualifications, expertise and systems as applicable. Description is well supported.
Satisfactory	61-70	Response demonstrates some experience, qualifications, expertise and systems as applicable. Description is supported.
Acceptable	50-60	Response demonstrates limited experience, qualifications, expertise and systems as applicable. Description is partially supported.
Unacceptable	0-49	No response or unacceptable information provided.

Table 4 - Scoring Matrix

Any Candidate:

(i) not passing on a 'pass / fail' criterion, or
(ii) achieving less than 40% of the maximum marks on any individual 'qualitative' criterion (i.e. items 3.4a to 3.4d of the SAQ); or
(iii) achieving less than 50% of the total available qualitative marks, will be excluded from further consideration. After the application of weightings, the score will be rounded to the nearest whole number.

5.3 ADDITIONAL REQUIREMENTS DURING SHORT-LISTING

To assist in the evaluation of the Submissions, UCC may require selected Candidates to attend an interview to clarify any outstanding issues arising from their responses.

5.4 PROGRESSION TO TENDER STAGE

Upon completion of the evaluation outlined above, UCC will rank the Candidates and identify a maximum of 6 Candidates that will be invited to tender for Stage 2 contingent on 6 Candidates meeting the minimum standards. UCC reserve the right to increase the number of candidates shortlisted in the event of a tie between the lowest ranked 6th place Candidates.

Candidates that are not selected to progress to the Tender stage will be advised at this time.

STAGE 2 TENDER STAGE– AWARD PROCESS FOR INFORMATION PURPOSES ONLY

A detailed explanation of the tender evaluation process will be provided in the ITT documents issued at Stage 2 of this competition.

The proposed criterion for marking Stage 2 and the proposed weightings to determine the Most Economically Advantageous Tender will be developed at stage 2.

5.5 DOCUMENTS INCLUDED

1. PQQ Information Memorandum.
2. CUBS RFT 2026 Design Brief & SOA Final
3. QC1-Part 1 Information for Applicants, Project Particulars and Suitability Assessment Questionnaire for each principal service provider.
4. QC1-Part 2 Applicants Details and Declaration for each principal service provider.
5. European Single Procurement Document for each principal service provider.
6. Appendix B1 for each principal service provider.
7. Appendix B3 for each principal service provider.
8. Supplement to 3.4a & B Management & Personnel for each principal service provider.
9. Arbitration Rules – AR1.
10. Information Note on GDPR in relation to Public Works Contract and Conditions of Engagement.
11. Standard Conditions of Engagement for Consultancy Services (Technical). Document reference COE-1 v.2j 30 September 2024.
12. Checklist of Enclosures.

6.0 GENERAL CONDITIONS

The general conditions outlined below are specific to University College Cork and take precedent over the PQQ should any discrepancy arise.

6.1 COMPLIANCE

UCC's Authority's decision on whether a submission is compliant will be final.

If a Submission fails to comply in any respect with the requirements set out in the Documents, or is ambiguous, UCC shall be entitled at its absolute discretion (but shall not be obliged) to take such action as it considers appropriate, including (but not limited to):

a. rejecting the relevant Submission as non-compliant; and

b. without prejudice to UCC's right to reject the Submission:

(i) meeting with, raising issues and/or seeking clarification from the Candidate in respect of the relevant Submission,

(ii) requesting the Candidate to provide UCC with information or items which have not been provided or have been provided in an incorrect form,

(iii) waiving a requirement which, in the opinion of UCC, is minor, procedural or non-material; and/or

(iv) Amending the relevant requirement of the Documents and inviting Candidates to adjust their Pre-Qualification Submission on the basis of such revised requirement.

6.2 FREEDOM OF INFORMATION

UCC undertakes to use its best endeavours to hold confidential any information provided by Candidates as part of this procedure, subject to its obligations under law, including, in particular, the Freedom of Information Act, 2014. UCC reserves the right to discuss aspects of the Candidate's Pre-Qualification Submissions with its advisors and any relevant authorities where UCC considers such discussion necessary or appropriate.

Should any Candidate wish that any information supplied by that Candidate as part of this process not be disclosed because it is commercially sensitive, confidential or otherwise exempt, the Candidate must, when providing this information, clearly identify the specific information it does not wish to be disclosed and clearly specify the reasons for its exemption.

UCC accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such obligations.

Candidates must note that it is not sufficient to include a statement of confidentiality encompassing all the information provided in the Pre-Qualification Submission.

UCC will use its best endeavours to consult with the Candidate about sensitive information before making a decision on any freedom of information request received.

6.3 CONFLICTS OF INTEREST

Any conflicts of interest or potential conflict of interest on the part of a Candidate, individual employees, agents, or subcontractors of a Candidate must be fully disclosed to the UCC as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, UCC may invite Candidates to propose means by which the conflict might be removed UCC will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Candidate from the competition or terminating any contract with a Candidate

6.4 PUBLICITY

No publicity regarding this competition is permitted unless and until UCC has given its prior written consent to the relevant communication.

6.5 CONFIDENTIALITY

All documentation, information or other materials disclosed or furnished by UCC to Candidates during the course of this competition:

a) are furnished for the sole purpose of replying to this competition only;
b) may not be used, communicated, reproduced or published for any other purpose without the prior written permission of UCC;
c) shall be treated as confidential by the Candidate and any third parties (including subcontractors) engaged or consulted by the Candidate; and
d) must be returned or destroyed if and when so requested by UCC.

6.6 TAX CLEARANCE

It is a pre-condition to the execution of the Contract that the relevant Candidates shall for the Term comply with all EU and domestic taxation law and requirements.

Prior to the execution of the Contract, the relevant Candidates shall be required to produce a Tax Clearance Certificate or PPSN/Tax reference number and tax clearance access number from the Irish Revenue Commissioners.

6.7 EMPLOYMENT LAW

Candidates shall be solely responsible in law for the employment, remuneration, taxes, immigration and work permits of all personnel retained for the provision of the Services.

6.8 INTERFERENCE AND INDUCEMENT TO PURCHASE

Any effort by a Candidate to unduly influence UCC, a member of its staff or any other relevant persons in the course of this competition shall result in that Candidate's Pre-Qualification submission is being rejected.

6.9 INDUSTRY TERMS USED IN THIS RFT

Where reference is made to a particular item, source, process, trademark, or type in this brief then all such references are to be given the meaning generally understood in the relevant industry and operational environment.

6.10 GENERAL

All information supplied by Candidates may be treated as contractually binding on the Candidates if accepted by UCC.

UCC may cancel this public procurement competition (or part thereof) at any time for any reason prior to the Contract being executed.

UCC will not be responsible for any costs, expenses, charges or losses incurred by Candidates in the preparation of Submissions of any other associated work effort concerning this competition.

Candidates should study the contents of this RFT carefully, including the information and documents contained in the Appendices.

Submissions will be evaluated in their own right. No recognition will be given to information previously submitted.

UCC reserves the right, without notice, to terminate the process or change any part of the Competition including the time limits and the procedures for the competition. In such circumstances, UCC and its advisors shall not be liable to any persons as a result thereof.

Candidates should be aware that Irish legislation applies in matters such as Official Secrets, Data Protection, Employment, Equality and Health & Safety.

Data Protection (GDPR)-We wish to draw your attention to the UCC revised Data Protection Policy on the UCC website. This policy has been comprehensively revised and updated in light of GDPR. It is a statement of the University's commitment to

protect the rights and privacy of individuals in accordance with the Data Protection legislation. It sets out responsibilities for all managers, employees, contractors and anyone else who can access or use personal data in their work for the University. This policy will be adhered to as part of this procurement process. Please also see attached Information Note on GDPR in relation to CWMF Standard Conditions of Engagement.

The laws of Ireland shall apply to this competition and shall be subject to the exclusive jurisdiction of the Irish courts.