Appendix E - Tender Proposal Form_GPP

Tender Proposal Form for Consultancy Services for small projects (Maximum 4 Pages to be completed by applicant for Criteria 1 to 3)

Project Title:	**RFT9554383 - Project C1216– Invitation to Tender for Architect Consultancy Services (with bought in services) - Green Devolved Project at Further Education and Training College Templemore, Richmond, Templemore, Co. Tipperary E41 FF98 Roll Number 72470T**
Consultancy Discipline:	
Name & address of Tendering firm:	
Insert date of Mandatory Site Visit:	
Telephone:	Company email:
Authorised Representative:	
Telephone:	email:

The minimum standard for a pass mark on each of the following criteria is 40%. Tenderers who fail to get a pass mark on any one criterion will be excluded. Refer to Essential Elements of Scope *

Criterion 1 – Service to be provided [20 marks plus 5 Marks for Environmental &Sustainability Approach]

- A comprehensive schedule of services applied, and resources provided and allowed for in tendered fee).
- Provide Name of the qualified person within the firm who will undertake the work and a list of relevant services required (including M&E, Civil Structural Engineer, Quantity Surveying & Energy Reporting) which will be bought in, including confirmation of the names of those service providers and that their services will be provided by qualified professionals in the relevant discipline.
- Comment on Assigned Certifier Role Required / Not Required
- Refer to 'Essential Elements in Scope of Service' for the minimum level of service required

- **Environmental and Sustainability Approach:** Tenderers should outline how environmental considerations will be integrated into the delivery of the service, demonstrating awareness of the obligations placed on public bodies under Green Public Procurement. The response should show how regulatory requirements may influence project approach, including consideration of carbon impacts, resource efficiency and lifecycle thinking. Tenderers should also describe how environmental performance of products or materials would be assessed where relevant.

Criterion 2 – Competency of firm to carry out work [20 marks plus 5 Marks for Environmental & Sustainability Approach]

- Provide brief commentary on why the firm is competent to carry out the works and the skills they will bring to the project and the experience they have of delivering projects within the past 7 years

  Projects must be of a: (1) Similar size (2) Nature (3) Complexity
- **Environmental and Sustainability Approach:** Tenderers should demonstrate relevant experience of delivering projects where environmental performance formed part of the brief, particularly within a public sector context. The response should outline how environmental expertise is embedded within the organisation, including staff capability, qualifications or training. Tenderers should also describe how environmental responsibilities are managed at an organisational level.

Criterion 3 – Project Delivery [15 marks plus 5 Marks for Environmental Compliance & Sustainability Management During Delivery]

- Confirm how the firm will deliver the project: On time (Indicative programme) and Within budget
- Without adversely affecting the operation of the centre /future expansion

- **Environmental Compliance and Sustainability Management During Delivery:** Tenderers should describe how environmental requirements will be managed during contract delivery, including governance, monitoring and reporting arrangements. The response should demonstrate how compliance risks are identified and controlled throughout the project lifecycle. Tenderers should also outline how data quality is assured and how learning from previous projects informs future delivery.

Criterion 1 – Service to be provided 25 Marks [20 out of 25 marks for Service to be provided] **Write within this section in the space provided below:** **Tipperary ETB requirements** • A comprehensive schedule of services to be provided and resources to be applied and allowed for in the tendered fee). • Provide Name of the qualified person within the firm who will undertake the work and a list of relevant services required (including M&E, Civil Structural Engineer, Quantity Surveying & Energy Reporting) which will be bought in, including confirmation of the names of those service providers and that their services will be provided by qualified professionals in the relevant discipline. • Comment on Assigned Certifier Role Required / Not Required • Refer to 'Essential Elements in Scope of Service' for the minimum level of service required **[5 out of 25 marks for Environmental Compliance and Sustainability Management for Service to be provided]** • Tenderers should outline how environmental considerations will be integrated into the delivery of the service, demonstrating awareness of the obligations placed on public bodies under Green Public Procurement. The response should show how regulatory requirements may influence project approach, including consideration of carbon impacts, resource efficiency and lifecycle thinking. Tenderers should also describe how environmental performance of products or materials would be assessed where relevant.	Marks

Criterion 2 – Competency of the firm to carry out the work 25 Marks [20 out of 25 marks for Competency of the firm to carry out the work] **Write within this section in the space provided below:** **Tipperary ETB requirements** • Provide brief commentary on why the firm is competent to carry out the works and the skills they will bring to the project and the experience they have of delivering projects within the past 7 years Projects must be of a: (1) Similar size (2) Nature (3) Complexity **[5 out of the 25 marks for Environmental Compliance and Sustainability Management on Competency of the firm to carry out the work]** • Tenderers should demonstrate relevant experience of delivering projects where environmental performance formed part of the brief, particularly within a public sector context. The response should outline how environmental expertise is embedded within the organisation, including staff capability,	Marks

qualifications or training. Tenderers should also describe how environmental responsibilities are managed at an organisational level.	

Criterion 3 – Project Delivery 20 Marks [15 out of 20 marks for Project Delivery] **Write within this section in the space provided below:** **Tipperary ETB requirements** • Confirm how the firm will deliver the project: - On time (Indicative programme) - Within budget - Without adversely affecting the operation of the centre /future expansion **[5 out of the 20 marks for Environmental Compliance and Sustainability Management During Delivery]** • Tenderers should describe how environmental requirements will be managed during contract delivery, including governance, monitoring and reporting arrangements. The response should demonstrate how compliance risks are identified and controlled throughout the project lifecycle. Tenderers should also outline how data quality is assured and how learning from previous projects informs future delivery.	Marks

Signed on behalf of

Name of Tenderer:

Signature of authorised person:	(Principal or Director)
Name of authorised person and position in firm:	
Date:	

Essential Elements in Scope of Service to be included in Tender" sets out the basic scope of service required to be covered in the tendered fee. It is a guide to tendering consultants on the minimum level of service required but does not relieve tenderers from the requirement to describe the scope of service they intend to provide and resources included in the tender to deliver the service

* **ESSENTIAL ELEMENTS IN SCOPE OF SERVICE TO BE INCLUDED IN TENDER**

1. A specified and suitably qualified and experienced person to be the contact person for the duration of the project.
2. This specified person to be the Design Team Leader and financial controller of the entire project.
3. The Design Team Leader to liaise with and update the Client on a regular and ongoing basis from the commencement of the project.
4. Design Team Procedures for Small Works (TGD007, 7th Edition October 2021) to be complied with.
5. Detailed programme for the project from conception to completion to be prepared by the appointed consultant and discussed and agreed with the School Authorities at the commencement of the services.
6. Sketch and conceptual designs in accordance with DoE Technical Guidance Documents to be presented to the School Authorities for approval.
7. For all devolved grant projects apart from Summer Works and Emergency Works projects, a detailed submission to the DoE, in a specified format, setting out the scope of the project and detailed costs, is required at the end of Stage 2a and before seeking planning permission (see TGD007). Written approval is required from the DoE before proceeding to the next stage.
8. Where planning permission is required, planning application documentation to be presented to the School Authorities and approval sought prior to submission to the Local Authority.
9. Tender documentation based on completed design to be prepared and presented to the School Authorities before seeking tenders. Completed design includes all structural design and building services design. Transferring design responsibility to tendering contractors for structural elements or for building services is not acceptable.
10. Preliminary Health and Safety Plan to be prepared by the PSDP in consultation with the School Authorities and included as part of the tender documents.
11. Where the Building Control (Amendment) Regulations (BC(A)R) apply to the project, the Design Team Leader will act as Design Certifier and Assigned Certifier.
12. The Inspection Plan required by BC(A)R to be prepared by the Assigned Certifier, discussed with the School Authorities and included in the tender documents.
13. Before seeking tenders confirm that the project scope and cost remains within the scope and cost approved at Stage 2a, or, where this is not the case, explain and justify any proposed adjustment to the project scope and cost. Written approval is required from the DoE before proceeding to tender stage.
14. Tenders for the works to be returned to the school and opened in the presence of the Design Team Leader and representatives of the School Authorities.
15. Before commencing construction confirm that the project scope and cost remains within the scope and cost approved at Stage 2a (or Stage 2b if DoE approval for an adjustment was given), or, where this is not the case, explain and justify any proposed adjustment to the project budget. Written approval is required from the DoE before proceeding to construction.

16. During construction, site meetings, attended by the Design Team Leader, to be scheduled every 2 weeks for the duration of the project.

17. A full set of as-built construction drawings (electronic and hard copy) to be given to the School Authorities as part of the Safety File on completion.

18. Detailed operation and maintenance manuals to be given to the School Authorities as part of the Safety File and explained.

19. Final account to be completed and given to the School Authority within 2 months of Substantial Completion of the works (one month if the Short Form of Contract is used).

Note:
The above constitutes essential elements of the required service only and is not a comprehensive scope of service. The essential elements are deemed to be included in every tender.

To achieve a high mark for this criterion, tendering consultants must give a comprehensive schedule of the services to be provided together with details of resources (i.e. hours and rates per hour) to be applied to deliver the services. These resources must be related to the tendered fee.

GREEN PUBLIC PROCURMENT ELEMENTS OF SCOPE AS APPLICABLE PER PROJECT

Tenderers should demonstrate how energy and sustainability obligations applicable to public bodies will be addressed through their service delivery. Responses should reflect professional judgement and an understanding of the regulatory context.
Tenderers should:

- Describe their energy and sustainability methodology and how it is tailored to the specific project scope
- Demonstrate awareness of public sector climate and green procurement obligations and how this influence service delivery including but not limited to the Climate Action Plan, Green Public Procurement Strategy 2024-27, Energy Performance of Building's Directive, Construction Products Regulations
- Explain their approach to energy performance assessment, including how options are evaluated and recommendations developed
- Outline how low-carbon solutions are considered at design and specification stage, where relevant
- Describe how lifecycle thinking informs decision-making, including consideration of operational and long-term impacts
- Explain their approach to heating system selection and energy-related equipment, including end-of-life considerations where relevant
- Demonstrate how product and system performance claims are verified using appropriate documentation or data sources such as but not limited to CE Marks, Energy Labels
- Outline how energy and environmental data will be collected, checked and validated
- Describe their approach to supporting client reporting obligations under the SEAI's Monitoring and Reporting system, including "comply or explain" requirements where applicable
- Explain how sustainability performance is monitored during project delivery
- Outline any internal governance or management systems used to manage energy and sustainability risks including but not limited to ISO 14001