BRIEF REQUIREMENTS AND SCOPE OF SERVICES

Architect Led Design Team
For the delivery of Building Fabric and Mechanical Services Upgrade for FET Centre, Ballyshannon, College Road, Ballyshannon F94 DN30

Building Fabric and Mechanical Services Upgrade Project

As noted in the Letter of Invitation to Tender, the procurement relates to the appointment of an Architect Led Design Team for the delivery of a Building Fabric and Mechanical Services Upgrade for Donegal ETB FET (the Contracting Authority) on behalf of FET Centre Ballyshannon, College Road, Ballyshannon. Tender Candidates are to include for within their tender submission, full Design Team services relating to the delivery of the project from outline design to completion to include design, planning, procurement of works contractor, contract administration, inspections and certification.

The below must also be noted, without limitation:

- All required work required to comply with the Building Control (Amendment) Regulations 2014 is included in the scope of service, including the role of Assigned Certifier to be carried out by the Design Team Leader.
- The role of PSDP is included in the scope of services of the SPDT.
- Works are to comply with the Green Public Procurement Strategy and Action Plan.

The Architect Led Design Team shall have the necessary professional experience, competence, and specialist training to specify, inspect and certify the works.

The project will entail the following elements:

- Pump existing wall cavities with loose bead insulation to the complete building.
- Replacement of all fenestrations with energy efficient triple glazed fenestrations.
- Upgrade roof insulation.
- Installation of a new air source heat pump and associated mechanical upgrades and controls.
- Installation of roof mounted Photo Voltaic panels, inverter, battery storage and associated works.

It is envisaged that the Architect Led Design Team consists of the following design consultants, without limitation, Architectural (lead consultant), Fire Safety Consultant, Disability Access Consultant, Civil/Structural Engineering Consultant, Building Services (Mechanical & Electrical) Engineering Consultant, Quantity Surveyor and Project Supervisor for the Design Process (PSDP).

The existing building is single storey of traditional construction with a tiled pitched roof. It has a gross area of approximately 688 m²



Front elevation



Front elevation and entrance,



Rear and side elevations

The scope of services for the Architect Led Design Team is detailed as follows, without limitation:

- Comply with 'Appendix 1 – Scope of Service for Design Team',
- a specified and suitably qualified and experienced person to be the contact person for the duration of the project (Lead Architect),
- the Design Team Leader to liaise with and update the Client on a regular and ongoing basis from the commencement of the services,
- detailed programme for the project from conception to completion to be prepared by the appointed consultant and discussed and agreed with the Contracting Authority at the commencement of the services,
- review of existing information & statutory requirements relevant to the building, confirmation on whether planning permission is required or not.
- procure all necessary building & site investigations, tests, surveys and studies required on behalf of the Contracting Authority.
- Preliminary Health and Safety Plan to be prepared by the PSDP in consultation with the Contracting Authority and included as part of the tender documents,
- tender documentation based on completed design to be prepared and presented to the Contracting Authority. Completed design includes all Fire Safety, Disability Access, Civil/Structural design and Building Services design (this list is not exhaustive).
- seek written approval from the DETB prior to proceeding to tender, through the Clients representative,
- before commencing construction confirm that the project scope and cost remains within the scope and cost approved, or, where this is not the case, explain and justify any proposed adjustment to the project budget. Written approval is required from the DETB before proceeding to construction (Task Order 2).
- perform the role of Employer's Representative under the Contract (PW-C, 6
- obtain warranties / guarantees from suppliers and contractors.
- Architect to lead the BC(A)R process as Assigned Certifier.
- during construction, site meetings, attended by the Design Team Leader, to be scheduled every 2 weeks for the duration of the project (ad-hoc as required),
- certify all works completed
- compile handover file (certification, Safety File, O&M manuals, etc.) for issue to the Contracting Authority,
- a full set of as-built construction drawings (electronic and hard copy) to be given to the Contracting Authority as part of the Safety File on completion, to be provided in pdf and cad format,
- detailed operation and maintenance manuals to be given to the Contracting Authority as part of the Safety File and explained,
- manage the resolution of snagging issues during the defects liability period.
- Final account to be completed and given to the Contracting Authority within 1 month of Substantial Completion of the works,

- The Design Team will be expected to source all available data from the ETB to enable a detailed consideration of the schedule of accommodation in advance of a brief validation meeting. This will include all data available within the existing building file, inclusive of surveys, site investigations and the existing site Masterplan, where available, and the ETB's first iteration of its Estate Strategy. It is expected that the Design Team will undertake all due diligence in the validation of the spatial requirements of the ETB.
- The Design Team will be required to supply the ETB with monthly updates on the project progression in a format provided by the ETB, based on advice from SOLAS.
- The principles of Universal Design are to be incorporated into the design is the design and composition of both the external and internal environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of age, size, ability or disability.
- The Requirements of Technical Guidance Document M - Access and use 2022 are to be carefully considered in the context of the potential provision of a Changing Places Facility within the scheme.
- The proposed materials to be used and embodied carbon component in the design are to be carefully considered, locally sourced where possible, reflect the locality, the use of the building and the ethos of the institute.
- The Maximum Import Capacity (MIC) should be investigated and the maximum available capacity from the network should be determined.
- The mechanical and electrical services strategy should be identified and used to inform the schedule of accommodation. All plant rooms (internal and external), services routes 5 and risers should be clearly identified on the schedule of accommodation. This information should be produced prior to and for discussion at the Brief Validation meeting.
- A complete schedule of Room Layout Drawings and Associated Data Sheets will be prepared for each room within the development for submission at Stage 2b, inclusive of all fixed and loose furniture, equipment, fittings and building services. The Room Layout Sheets will be updated on completion to reflect the as-built conditions and will be transferred to the end-user in accordance with the conditions below.
- The new Building Information Modelling (BIM) requirements of the Capital Works Management Framework (CWMF).
- On completion of construction, all design data, inclusive of all surveys, reports, and all BIM/CAD as-built drawings and models in their native format are to be transferred to the ETB by the Design Team and included digitally within the building file. Fund

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.

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:

- Department of Education and Skills Design Team Procedures and associated Practice Notes;
- Department of Education and Skills Technical Guidance Documents and School Design Guides, (available on the DoES website at www.education.ie);
- The Building Regulations (including Part L 2017).