

## Chris Lowe

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**From:** procurement LDA  
**Sent:** Thursday 30 January 2020 16:29  
**To:** procurement@lda.ie  
**Subject:** LDA Request for Mini-Tender - Architect led Design Team - Central Mental Hospital, Dundrum, Dublin 14  
**Attachments:** Request for Mini-Tender Architect Led DT Services CMH Dundrum.pdf; Appendix 1 Form of Tender.pdf; Appendix 1 Form of Tender.docx; App. 2 Pricing and Resource Breakdown.xlsx; Appendix 3 Resource Allocation Schedule.pdf; Appendix 3 Resource Allocation Schedule.docx; Appendix 4 01 Dundrum LAP Issues Paper 2018 Pre-draft Submission (14 Dec. 2018).pdf; Appendix 4 02 Draft Urban Design Principles Presentation (09 October 2019).pdf; Appendix 4 03 Civil Engineering Desktop Study (August 2019) (1).pdf; Appendix 5 Design Team Services Outline Brief.pdf; Appendix 6 Detailed Scope Architect Led Design Team.pdf

**Dear Framework Members,**

Pursuant to Sub-Clause 6(7) of the Framework Agreement, you are hereby invited to submit a Mini-Tender in respect of Architect Led Design Team Services as set out in the attached documents.

**Attached documents:**

- **Request for Mini-Tender Architect Led DT Services Central Mental Hospital, Dundrum**
- **Appendix 1 – Form of Tender** (*pdf and word version*)
- **Appendix 2 – Pricing and Resources Breakdown** (*excel version*)
- **Appendix 3 – Resource Allocation Schedule** (*pdf and word version*)
- **Appendix 4 – Additional Project Information**
  - 01 Dundrum LAP Issues Paper 2018: Pre-draft Submission (14 Dec. 2018)
  - 02 Draft Urban Design Principles (09 October 2019)
  - 03 Civil Engineering Desktop Study (August 2019)
  - 04 Site aerial video link - <https://youtu.be/FF08xRcMx-c>
  - 05 Site survey link - <https://murphysurveys.sharefile.com/d-s1c89c17e81548d09>
- **Appendix 5 – Outline Brief Architect Led Design Team**
- **Appendix 6 – Detailed Scope Architect Led Design Team**

**Deadline for Receipt of Mini-Tender:**

Applicants are required to submit their response by email only by **17:00 hrs 28 February 2020** to [procurement@lda.ie](mailto:procurement@lda.ie) only.

Applications will only be accepted at this email address. Mini-Tender submissions to be emailed with subject line which must clearly state the following **“Mini-Tender for Central Mental Hospital Dundrum, Design Team Services”**

**Closing Date for Queries:**

Queries to be submitted by email only by **17:00 hrs 14 February 2020** to [procurement@lda.ie](mailto:procurement@lda.ie) only.

We would ask that you confirm by 6 February 2020 that you intend/do not intend to submit a tender.

Yours faithfully,

**Barry Chambers**  
Development Manager

On behalf of the **Land Development Agency**

## REQUEST FOR MINI-TENDER

By email only to [Framework Member's email address]

<b>Client</b>	Land Development Agency ('LDA')
<b>Project</b>	Central Mental Hospital, Dundrum, Dublin 14
<b>Request under Framework Agreement entitled:</b>	Multi Framework Members Framework Agreement for provision of Architect Led Design Team Services of 06 September 2019
<b>Date of Request</b>	30 January 2020
<b>Closing Date for Queries</b>	Queries to be submitted by email only by <b>17:00 hrs 14 February 2020</b> to <a href="mailto:procurement@lda.ie">procurement@lda.ie</a> only.
<b>Deadline for Receipt of Mini-Tender</b>	Applicants are required to submit their response by email only by <b>17:00 hrs 28 February 2020</b> to <a href="mailto:procurement@lda.ie">procurement@lda.ie</a> only.  Applications will only be accepted at this email address.  Mini-Tender submissions to be emailed with subject line which must clearly state the following " <b>Mini-Tender for Central Mental Hospital Dundrum, Design Team Services</b> "
<b>Date for Post Mini-Tender Presentation</b>	Applicants will be requested to attend for a presentation to articulate the content of their submission on 5 March 2020 (one hour time slot tbc)

Dear Framework Members,

Pursuant to Sub-Clause 6(7) of the Framework Agreement, you are hereby invited to submit a Mini-Tender in respect of the following Services:

### (i) Project Details

The Central Mental Hospital is a mental health facility housing forensic patients. The site extends to approximately 11.3 ha and is unique in that it is an entirely enclosed site, surrounded by mostly 5 metre high walls which disconnect the site from the surrounding housing and open space.

There are a number of existing buildings on site including the Central Mental Hospital itself which dates from 1852, a church, a former infirmary, a former farm, a number of ancillary buildings providing support and administrative functions, etc. It is intended to decant the residents to a new purpose built facility in St Ita's, Portrane, Co Dublin in Q3 2020. This will facilitate the redevelopment of the subject site and the creation of an entirely new neighbourhood, capable of setting its own character.

The site is located c.800m north of Dundrum Village. Windy Arbour Luas Stop (Green Line) is 450 metres approx. to the west.

The site is bound to the north by a low rise residential development called Mulvey Park which consists of two storey houses, to the west by Dundrum Road off which is the existing single access point, to the east by one and two storey houses on Friarsland Road and to the south by Rosemount Estate open space and the rear gardens of Larchfield Road.

The neighbouring land uses are primarily residential, limited village centre mixed uses, educational and open space.

Under the Dun Laoghaire Rathdown County Development Plan 2016 – 2022 the subject lands are located within Zoning Objective A - *“To protect, and/or improve residential amenity”* and the subject lands also have the objective “INST” which aims *“To protect and provide for Institutional Use in open lands”*.

A draft Local Area Plan for Dundrum (to include the subject lands) is currently being prepared by Dun Laoghaire Rathdown County Council.

There are no Protected Structures on the site, However, there are 5 structures that are listed on the National Inventory of Architectural Heritage (NIAH). According to NIAH one structure is of National importance, two are of Regional importance and the other two are of Local importance. The buildings are mostly clustered to the north of the site, close to the boundary with Mulvey Park.

It is considered that the delivery of a new neighbourhood development on the subject lands is appropriate and accords with the surrounding pattern of development. The principal aims of any eventual redevelopment of these lands will be to achieve a sustainable residential development while ensuring the essential setting of the lands and the integrity of the main buildings are retained. As a requirement of the “INST” zoning and in order to promote a high standard of development a comprehensive masterplan will be required to accompany a planning application. Such a masterplan must adequately take account of the built heritage and natural assets of the site.

The lands provide a unique opportunity to transform this inward looking site into a new, welcoming, sustainable urban community with a distinctive identity which will be integrated into the wider community of Dundrum.

The optimum development, design and planning strategies will be determined and finalised once the professional teams are appointed and the project is progressing through the various stages. In advance of this, the following provides some initial context for tenderers;

- While the optimum residential unit mix and number and ancillary uses will be determined as part of the detailed design process, cognisant of planning policy requirements, tenderers are requested to tender on the basis of a proposed

development of approximately 1,300 no. new build residential units and a community facility; refurbishment and redevelopment of the original Central Mental Hospital to provide for approximately 200 residential units or a similar floor area of commercial development (based on the adaptive reuse of the buildings of heritage importance) subject to detailed design and conservation and the refurbishment of the original church and infirmary buildings for adaptive reuse.

- The planning strategy will be determined during the early stages of *Stage 1b Preliminary Design and Planning Application Stage*. Tenderers are requested to tender on the basis of applying via a single Strategic Housing Development application.
- Tenderers should note the requirement to include for a full EIAR (including all associated surveys and reports)

**Refer to Appendix 4 for the following further information:**

- 01 Dundrum LAP Issues Paper 2018: Pre-draft Submission (14 Dec. 2018)
- 02 Draft Urban Design Principles Presentation (09 October 2019)
- 03 Civil Engineering Desktop Study (August 2019)
- 04 Site aerial video link - <https://youtu.be/FF08xRcMx-c>
- 05 Site survey link - <https://murphysurveys.sharefile.com/d-s1c89c17e81548d09>

**Design Team Appointment and Tendered Fees**

The LDA intend to appoint a single Architect led Design Team to the site by way of this competition.

Given that the LDA's site strategy will evolve over time, the extent and scope of services required will evolve over time also. To take account of this the mini-tender is structured to include (1) a fixed fee for the known scope of services and (2) a schedule of percentage fees to cover potential additional future services and to allow, at a point(s) in the future, a fixed fee to be agreed for these services with the design team.

Refer to *Appendix 5 Outline Brief* for the specific details, but in summary a fixed fee is to cover services up to planning application. The schedule of percentages fees covers potential services that may be required beyond this point.

**Project Timeline:**

The anticipated timeline for the project is as follows:

- Stage 1a Feasibility, Urban Design / Masterplan and Outline Design Stage and Stage 1b Preliminary Design and Planning Application: c.12 months
- Stage 2 Detailed Design and Statutory Approvals (up to commencement of procurement competition for delivery): TBC
- Stage 3 Tender Action, Evaluation and Award: TBC

- Stage 4 Construction Stage: TBC
- Stage 5 Handover: TBC

All timings are indicative and are subject to final agreed program. Every effort will be made to reduce the program where appropriate.

Given the scale of the proposed development, it is not practicable at this point to estimate delivery timelines for Stages 2 - 5. It is envisaged that all Project Stages will be carried out expeditiously and within normal market delivery timeframes.

In the event that services are required post lodgement of a planning application(s) and pre grant of planning permission(s) these will be charged on a time basis at the tenderers hourly rate.

## **(ii) Scope of Services Required**

The Architect Led Design Team is to comprise;

- (a) Architectural Services (incl. design team lead, master planner / urban designer; conversation architect, fire safety design services, disability access design services, employer's representative for the Works Contract – if traditional contract basis, design certifier and assigned certifier services as defined under the Building Control (Amendment) Regulations 2014).
- (b) Civil & Structural Engineering Services,
- (c) Mechanical and Electrical Engineering Services
- (d) Quantity Surveying Services,
- (e) Landscape Architectural Services,
- (f) Project Supervisor for the Design Process,
- (g) Planning & Environmental Consultant,
- (h) Traffic Management Services, and
- (i) Other ancillary design and consultancy services as required (e.g. Archaeologist, Arborist, Topographical surveys, Building Surveys (measured and condition) of existing buildings, Landscaping Visual Impacts Assessment & Graphics (including verified views and CGIS); Sunlight and Daylight Impact Studies and Report; Wind report).

The architectural services consultant will be the Design Team lead and will act as the single point of contractual responsibility, with the remaining key disciplines providing collateral warranties for the benefit of the Contracting Authority

Refer to Appendix 5 for the outline brief and Appendix 6 for the detailed scope of services.



**It must be noted that the LDA reserves the right to terminate the contract at any point throughout the process.**

### (iii) Award Criteria

Tenderers should ensure that they have submitted sufficient relevant information to allow their Mini-Tenders to be assessed under each of the award criteria set out below.

The contract will be awarded on the basis of the most economically advantageous Mini-Tender in terms of the following criteria, rules and weightings:

	Criteria	Weighting	Maximum Score	Minimum Score Required
<b>A</b>	<b>Ultimate Cost</b>	<b>30%</b>	<b>3000</b>	<b>n/a</b>
<p><i>Tenderers are required to outline their cost proposal by completing and signing the attached Form of Tender (Appendix 1) and completing the attached Pricing &amp; Resource Breakdown (Appendix 2)</i></p> <p><i>The Ultimate Cost will be determined as follows</i></p> <ul style="list-style-type: none"> <li><i>(I) LDA will apply the tenderers tendered percentage fee rates to the notional construction cost values, leading to a notional lump sum fee for percentage fee charges;</i></li> <li><i>(II) The fixed lump sum fee for services (properly tendered) will be added to a) above</i></li> <li><i>(III) The total figure obtained from a) and b) above will be the overall notional ultimate cost for the purpose of assessment.</i></li> </ul>				
<b>B</b>	<b>Resourcing of the Project / Technical Merit of the Team</b>	<b>35%</b>	<b>3500</b>	<b>1750</b>
<p><i>Tenderers are required to complete the attached Resource Allocation Schedule (Appendix 3) indicating the personnel proposed for the Project. This Schedule will be assessed in respect of the quality and balance of resourcing offered. Tenderers shall include the following;</i></p> <ul style="list-style-type: none"> <li><i>• Project Team Organisation Chart identifying consultants / sub-consultants making up the team and the key personnel.</i></li> <li><i>• CVs of the key personnel proposed for delivery of the contract, to include, relevant qualification and training, length of time with the company and time in current position, information with dates regarding expertise and experience (highlighting that with the current company or previous employers). <u>Maximum of 2 x A4 page per person.</u></i></li> <li><i>• A narrative identifying for the following disciplines (<u>only</u>):</i> <ul style="list-style-type: none"> <li><i>○ Architectural Design (excluding Design Certifier, Assigned Certifier, DAC, Fire, PSDP services),</i></li> </ul> </li> </ul>				



- *Masterplan and Urban Design services*
- *Civil Engineering (i.e. site development / civil works, exclude structural works),*
- *Mechanical and Electrical Engineering*
- *Planning Consultant*
- *Conversation Architect*

*the key personnel proposed for delivery of the project, including their responsibilities, relevant previous experience and the benefits that each of the personnel will bring to ensuring the successful delivery of the project. Maximum of 8 x A4 page.*

*Information included in the breakdown of Tender Sum in the Pricing & Resource Breakdown submitted with the Tender will form part of the assessment of this criterion.*

<b>C</b>	<b>Execution Methodology – for Stages 1a &amp; 1b (only)</b>	<b>35%</b>	<b>3500</b>	<b>2000</b>
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Tenderers are required to submit their project-specific proposal, for Stages 1a & 1b for the effective delivery of the project up to Stage 2, management of the Design Team, liaison with Stakeholders, liaison with the Client’s Property Advisor and other Advisors. *There is a strict page limit of 16 x A4 pages for this Criteria. However, tenderers are free, if they so wish, to include drawings or sketches as appendices. Note for any appendices included, their project-specific relevance and appropriateness should be clearly demonstrated – generic material will not be considered.*

- Tenderers must include how the Architect led Design Team consultants propose to deliver thorough feasibility studies and a fully detailed masterplan to realise the full potential of this landmark site.
- Tenderers must include how they propose to ensure the preliminary design and planning application process are delivered on budget and on time in accordance with the programme, design brief and quality parameters agreed with the Contracting Authority.
- Tenderers must explain the communication strategies that the Architect led Design Team will adopt for engagement with external stakeholders, in conjunction with the LDA’s appointed consultants, to deliver satisfactory outcomes for the Contracting Authority.
- Tenderers must outline what they believe are the key special attributes of the site and the likely challenges for this Project and how this will inform their Execution Methodology.
- Tenderers must outline (in narrative format as opposed to a Risk Register) their perceived list of internal and external project-specific risks and proposed mitigation measures.
- Tenderers must outline their proposed design solutions for the adaptive re-use for the existing buildings / structures of heritage interest on the site.

NOTE 1: **The Mini-Tender must comply with the requirements of this Request for Mini-Tender and the provisions of Clause 8 of the Framework Agreement (Fixed Terms for Call-Off Contracts).**

NOTE 2: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B) and (C) in order to avoid elimination from the competition.

Qualitative criteria will be scored using the following baseline scoring system:

Score	Meaning	Interpretation
<b>90 – 100%</b>	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
<b>80 – 89%</b>	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
<b>70 – 79%</b>	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
<b>60 – 69%</b>	Good	A good response demonstrating good understanding offering assurance to client – well supported.
<b>50 – 59%</b>	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
<b>Less than 50% is unacceptable</b>		

Marks between the base lines outlined above can be awarded where responses so merit additional marks.

NOTE 3: The lowest cost tender that also meets all of the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula. The lowest price mark which can be obtained is zero. Fractions of points shall be rounded to the nearest whole mark.

Cost for the tender being evaluated	A
Lowest Cost from a Bona Fide Tender	B
Maximum Points available for Cost	3,000
Formula employed	$3,000 \times (1 - (0.5 \times [(A-B)/B]))$

NOTE 4: Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

NOTE 5: Award of contract may be subject to attendance at a clarification and verification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting.

NOTE 6: Tenderers should note that the Contracting Authority reserves the right to confirm that the financial and technical capacity of the tenderer is valid and unchanged prior to the award of any contract.

NOTE 7: If the Contracting Authority considers the tender submission to be commercially unsustainable or otherwise problematic considering the tendered price or any other financial matter (including proposed hours), the tenderer shall be invited to provide clarification to the Contracting Authority in respect of all elements of the tender submission that the Contracting Authority deems relevant. Any failure to satisfactorily comply with such a request, or to satisfactorily address the Contracting Authority's concerns, may, at the discretion of the Contracting Authority, result in the elimination of the tender in question based on it being considered abnormally low.

#### **(iv) Mini-Tender Validity Period**

Framework Members are required to keep their Mini-Tender open for acceptance by the Client for a period of 6 months from the Deadline for Receipt of Mini-Tenders.

#### **(v) Submission Requirements**

**Applicants are required to submit their response by email only by 17:00 hrs 28 February 2020 to [procurement@lda.ie](mailto:procurement@lda.ie) only. Applications will only be accepted at this email address.**

**Submissions emailed to [procurement@lda.ie](mailto:procurement@lda.ie) with subject line which must clearly state the following “Mini-Tender for Central Mental Hospital Dundrum, Design Team Services”**

Applicants who fail to use this label should be aware that their response may be opened before the deadline for receipt of tenders and may be rejected by the LDA. Note the responsibility for the correct labelling and arrival of the response to the correct address to the project remains with the applicant.

Applicants' response should include the required information as noted below;

##### Criteria A:

- Form of Tender (*appendix 1*)
- Pricing & Resource Breakdown (*appendix 2*)

##### Criteria B:

- Project Team Organisation Charts

- Resource Allocation Schedule (*appendix 3*)
- CVs of the personnel proposed for delivery of the contract
- Narrative on key personnel

Criteria C:

- Execution Methodology

#### **(vi) Procedure for queries**

All queries regarding this Request for Mini-Tender should be emailed to [procurement@lda.ie](mailto:procurement@lda.ie) no later than 17:00 hrs 14 February 2020.

#### **(vii) Call-Off Contract Terms and Conditions**

In accordance with Sub-Clause 6(3) of the Framework Agreement, if the LDA accepts the Mini-Tender submitted in response to this Request, the LDA and the Framework Members shall enter into a contract in accordance with the Call-Off Contract Terms and Conditions set out in Schedule 11 of the Framework Agreement.

#### **(viii) Standstill Period**

The LDA estimates that the value of this Call-Off Contract does exceed the EU Threshold, so a standstill period as defined in Sub-Clause 7(2) of the Framework Agreement will apply to the award of this Call-Off Contract.

Yours faithfully,

**Barry Chambers**  
Development Manager

On behalf of the **Land Development Agency**

**Appendices (attached):**

**Appendix 1 – Form of Tender**

**Appendix 2 – Pricing & Resource Breakdown**

**Appendix 3 – Resource Allocation Schedule**

**Appendix 4 – Additional Project Information**

- 01 Dundrum LAP Issues Paper 2018: Pre-draft Submission (14 Dec. 2018)
- 02 Draft Urban Design Principles (09 October 2019)
- 03 Civil Engineering Desktop Study (August 2019)
- 04 Site aerial video link - <https://youtu.be/FF08xRcMx-c>
- 05 Site survey link - <https://murphysurveys.sharefile.com/d-s1c89c17e81548d09>

**Appendix 5 – Outline Brief Architect Led Design Team**

**Appendix 6 – Detailed Scope Architect Led Design Team**

## APPENDIX 1 – FORM OF TENDER

**THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS.**

**Failure to sign this Form of Tender will invalidate the offer.**

<b>To:</b>	<b>The Contracting Authority</b>
<b>From:</b>	
<b>Re:</b>	<b>Request for Mini-Tender for Architect Led Design Team Services – Central Mental Hospital, Dundrum</b>

I/We have examined the mini-tender documentation and hereby offer to provide the services in accordance with the Framework Agreement, the details contained within the Request for Mini-Tender Document and the attached Pricing & Resource Breakdown.

### Fixed Lump Sum Fee:

<b>Fixed Lump Sum Fee</b>	<b>Total Fee proposed (Excluding VAT)</b>		<b>Total Fee proposed (Including VAT)</b>	
<b>Proposed Total Fixed Lump Sum Fee. (To include all expenses). Site feasibility, urban design / master planning, outline &amp; preliminary design, planning application for entire site in accordance with the Outline Brief document and Project Stages 1a &amp; 1b of the Scope of Services.</b>	€		€	
<b>Pricing &amp; Resource Breakdown is attached:</b>	<b>YES</b>		<b>NO</b>	

**Tendered Percentage Fees:**

Percentage Fee* relating to the following:	Percentage Fee*	Notional Construction Cost	Notional Lump Sum Fee
<p>Project implementation of a to be determined no. of units of the residual scheme development on a traditional contract basis (i.e. Employer designed, with the Architect acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover &amp; defects period – in line with the Planning Permission granted and project <b>Stages 2-5 of the Scope of Services</b>. Assume a Construction Cost of circa €25m with indicative programme duration of circa 27 months (excl. Defects period)</p>	%	€50,000,000	€
<p>Project implementation of a to be determined no. of units of the residual scheme development on a Design &amp; Build contract basis (with the Project Manager acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover &amp; defects period – in line with the Planning Permission granted and project Stages 2-5 of the Scope of Services. Assume a Construction Cost of circa €50m with indicative programme duration of circa 27 months (excl. Defects period)</p>	%	€50,000,000	€
<b>Notional Lump Sum Fee (sum of the two items above):</b>			<b>€</b>
<p>* Note: Where fees are tendered as a percentage calculation, and provision of these services is to proceed, it will be the intention to convert the percentage to a lump sum fixed fee at an agreed appropriate stage but no later than Client sign off on the detailed cost plan for the project or phase thereof. The basis for a fee percentage shall be the agreed estimated Construction Cost (Ex. VAT) for the works.</p>			

*The construction costs above are notional and provide no guarantee of work to be awarded under this Call-Off Contract. They are being used purely to enable assessment of the notional cost for the Call-Off Contract.*

**Applicants should note that the rates submitted in any mini-tender under the framework agreement may be the same, or lower, but not higher, than those provided as part of their framework agreement tender submitted (*Clause 8 of the Framework Agreement - Fixed Terms for Call-Off Contracts*).**

**I/We confirm that I/we**

- In relation to daily/hourly fees and percentage fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer open for acceptance by you for a period of 6 months from the date of deadline for submission of Mini-Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Mini-Tender you may receive,
- Agree that the percentage fees stated are maximum prices for the duration of the Call-Off Contract
- Have included all costs associated with each stage in the Stage Fee and agree that the LDA may terminate the Call-Off Contract at any point throughout the process.
- Have read and thoroughly examined the Mini-Tender Document,
- Fully understand the Mini-Tender Document and the LDA's requirements,
- Undertake to treat the details of this Request to Mini-Tender, its Tender and any subsequent negotiations as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the Call-Off Contract has been established between the Contracting Authority and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the services required under the contract,
- Have included all elements necessary for the performance of the specified services, which are either expressly stated in the Mini-Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Mini-Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.,



<b>Signed:</b>			
<b>Name (in Capital Letters):</b>			
<b>On behalf of:</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email:</b>		<b>Date:</b>	

# Fixed Lump Sum Fee - Pricing & Resource Breakdown – Central Mental Hospital, Dundrum

(Excel and PDF version of this document to be returned with tender)

Request for Mini-Tender for: **Architect Led Design Team Services – Central Mental Hospital, Dundrum**  
 For: **Land Development Agency**

NB. It is stressed that the breakdown of the Fixed Price Lump Sum Fee will be used for tender assessment purposes only. The successful tenderer will be required to provide the services required (as detailed in the Service Requirements Document) for the lump sum fee quoted.

Tenderers are required to provide a detailed breakdown of the Fixed Price Lump Sum Fee by completing the following information in respect of each of the personnel proposed to deliver the services, as well as any additional cost items (Only green cells to be inputted):

**Please Note:** The Hourly Rate for all Personnel proposed must be inclusive of all expenses (including but not limited to, travel and subsistence, administration, etc)

**Tenderers to add lines for additional project personnel or items as applicable**

Personnel Name(s)	Role for this project	Stage 1a:				Stage 1b:			
		Feasibility, Research Development and Outline Design				Preliminary Design and Planning Application Stage			
		No. hours	hourly rate	Sub-Total Cost	% time	No. hours	hourly rate	Sub-Total Cost	% time
	<b>Architectural Services</b>	0		€0.00		0		€0.00	
	Principal Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	Masterplanning Architect / Urban Designer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Senior Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	Associate Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	Assistant Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	Design Certifier			€0.00	#DIV/0!			€0.00	#DIV/0!
	Assigned Certifier			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Civil &amp; Structural Engineering</b>	0		€0.00		0		€0.00	
	Principal Civil & Structural Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Senior Civil & Structural Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Associate Civil & Structural Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Assistant Civil & Structural Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Mechanical &amp; Electrical Engineering</b>	0		€0.00	#DIV/0!	0		€0.00	#DIV/0!
	Principal Mechanical & Electrical Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Senior Mechanical & Electrical Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	Assistant Mechanical & Electrical Engineer			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Quantity Surveying</b>	0		€0.00	#DIV/0!	0		€0.00	#DIV/0!
	Senior Quantity Surveyor			€0.00	#DIV/0!			€0.00	#DIV/0!
	Junior Quantity Surveyor			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Landscape Architect</b>	0		€0.00	#DIV/0!	0		€0.00	#DIV/0!
	Senior Landscape Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	Associate Landscape Architect			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>PSCS/PSDP</b>	0		€0.00	#DIV/0!	0		€0.00	#DIV/0!
	PSDP			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Planning &amp; Environment</b>	€0.00		€0.00		€0.00		€0.00	
	Senior Planning Consultant			€0.00	#DIV/0!			€0.00	#DIV/0!
	Senior Environmental/Sustainability Consultant			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Traffic Management</b>	€0.00		€0.00	#DIV/0!	€0.00		€0.00	#DIV/0!
	Senior Traffic Management Consultant			€0.00	#DIV/0!			€0.00	#DIV/0!
	<b>Other</b>	€0.00		€0.00	#DIV/0!	€0.00		€0.00	#DIV/0!
	TBC			€0.00	#DIV/0!			€0.00	#DIV/0!
	TBC			€0.00	#DIV/0!			€0.00	#DIV/0!
	<i>Please enter additional cost items under this discipline if required</i>			€0.00	#DIV/0!			€0.00	#DIV/0!
				Lump Sum				Lump Sum	
	<b>Sub-Total</b>	0		€0.00		0		€0.00	
	<b>Total Hours</b>	<b>0</b>							
	<b>Fixed Price Lump-Sum Fee:</b>	<b>€0.00</b>							

Role	Description	Hourly Rate (Eur)
<b>Architectural Services</b>		
Principal Architect	- a degree in architecture or equivalent professional qualification, and - a minimum of 12 years post qualification experience on projects similar in nature, scale and complexity	
Masterplanning Architect / Urban Designer	- a degree in architecture or equivalent professional qualification, and - a minimum of 10 years post qualification experience working on projects similar in nature scale and complexity	
Senior Architect	- a degree in architecture or equivalent professional qualification, and - a minimum of 10 years post qualification experience working on projects similar in nature scale and complexity	
Associate Architect	- a degree in architecture or equivalent professional qualification, and - a minimum of 7 years post qualification experience	
Assistant Architect	- a degree in architecture or equivalent professional qualification, and - a minimum of 5 years post qualification experience	
Design Certifier		
Assigned Certifier		
<b>Civil &amp; Structural Engineering</b>		
Principal Civil & Structural Engineer	- a degree in Civil/Structural Engineering or equivalent professional qualification, and - a minimum of 12 years post qualification experience on projects similar in nature, scale and complexity	
Senior Civil & Structural Engineer	- a degree in Civil/Structural Engineering or equivalent professional qualification, and - a minimum of 10 years post qualification experience working on projects similar in nature scale and complexity	
Associate Civil & Structural Engineer	- a degree in Civil/Structural Engineering or equivalent professional qualification, and - a minimum of 7 years post qualification experience	
Assistant Civil & Structural Engineer	- a degree in Civil/Structural Engineering or equivalent professional qualification, and - a minimum of 5 years post qualification experience	
<b>Mechanical &amp; Electrical Engineering</b>		
Principal Mechanical & Electrical Engineer	- a degree in Mechanical/Electrical Engineering or equivalent professional qualification, and - a minimum of 12 years post qualification experience on projects similar in nature, scale and complexity	
Senior Mechanical & Electrical Engineer	- a degree in Mechanical/Electrical Engineering or equivalent professional qualification, and - a minimum of 10 years post qualification experience working on projects similar in nature scale and complexity	
Assistant Mechanical & Electrical Engineer	- a degree in Mechanical/Electrical Engineering or equivalent professional qualification, and - a minimum of 5 years post qualification experience	
<b>Quantity Surveying</b>		
Senior Quantity Surveyor	- a relevant degree equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity scale and complexity	
Junior Quantity Surveyor	- a relevant degree or equivalent professional qualification, and - a minimum of 7 years post qualification experience	
<b>Landscape Architect</b>		
Senior Landscape Architect	- a relevant degree or equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity	
Associate Landscape Architect	- a relevant degree or equivalent professional qualification, and - a minimum of 7 years post qualification experience	
<b>PSCS/PSDP</b>		
PSDP	- a relevant degree or equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity	
<b>Planning &amp; Environment</b>		
Senior Planning Consultant	- a relevant degree or equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity	
Senior Environmental/Sustainability Consultant	- a relevant degree or equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity	
<b>Traffic Management</b>		
Senior Traffic Management Consultant	- a relevant degree or equivalent professional qualification, and - a minimum of 12 years post qualification experience working on projects similar in nature scale and complexity	
<b>Other</b>		
TBC		
TBC		
TBC		

## Tendered Percentage Fees - Central Mental Hospital, Dundrum

(Excel and PDF version of this document to be returned with tender)

Request for Mini-Tender for: Architect Led Design Team Services – Central Mental Hospital, Dundrum

For: Land Development Agency

Percentage Fee* relating to the following:	Percentage Fee*
<b>Central Mental Hospital</b>	
Project implementation of the residual scheme development (No. of Units to be determined) on a <u>traditional contract basis</u> (i.e. Employer designed, with the Architect acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover & defects period – in line with the Planning Permission granted and project Stages 2-5 of the Scope of Services. Assume a Construction Cost of circa €25m with indicative programme duration of circa 27 months (excl. Defects period)	
Project implementation of a to be determined No. of Units of the residual scheme development on a <u>Design &amp; Build contract basis</u> (with the Project Manager acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover & defects period – in line with the Planning Permission granted and project Stages 2-5 of the Scope of Services. Assume a Construction Cost of circa €50m with indicative programme duration of circa 27 months (excl. Defects period)	
* Note: Where fees are tendered as a percentage calculation, and provision of these services is to proceed, it will be the intention to convert the percentage to a lump sum fixed fee at an agreed appropriate stage but no later than Client sign off on the detailed cost plan for the project or phase thereof. The basis for a fee percentage shall be the agreed estimated Construction Cost (Ex. VAT) for the project.	

Outline how Tendered Percentage Fees are split across Stages (note should Total to 100%)

Stage 2	Stage 3:	Stage 4:	Stage 5:	Total	
Detailed Design Stage (up to commence)	Tender Action, Evaluation & Award	Construction Stage	Handover	Handover	Rows F to J Should Total 100%
				0%	100%
				0%	100%

## APPENDIX 3 – RESOURCE ALLOCATION SCHEDULE

[Tenderers to add lines for additional project personnel as applicable]

Name of Tenderer:		
Role	Personnel Involved (please name)	CV's attached
<b>Nominated Account Manager</b>		
<b>Architectural Services</b>		
Principal Architect		
Masterplanning Architect / Urban Designer		
Senior Architect		
Associate Architect		
Assistance Architect		
Design Certifier		
Assigned Certifier		
<b>Civil &amp; Structural Engineering</b>		
Principal Civil & Structural Engineer		
Senior Civil & Structural Engineer		
Associate Civil & Structural Engineer		
Assistant Civil & Structural Engineer		
<b>Mechanical &amp; Electrical Engineering</b>		
Principal Mechanical & Electrical Engineer		
Senior Mechanical & Electrical Engineer		
Assistant Mechanical & Electrical Engineer		
<b>Quantity Surveying</b>		
Senior Quantity Surveyor		
Junior Quantity Surveyor		
<b>Landscape Architect</b>		
Senior Landscape Architect		
Associate Landscape Architect		
<b>PSCS/PSDP</b>		
PSDP		
<b>Planning &amp; Environment</b>		
Senior Planning Consultant		
Senior Environmental/Sustainability Consultant		
<b>Traffic Management</b>		
Senior Traffic Management Consultant		

Tenderers must guarantee that the above personnel shall be fully available or that any proposed change to the above allocation will be agreed in writing with the Contracting Authority. Where a given staff member is not able to do the work indicated, the tenderer must provide a substitute of similar qualifications and experience who is acceptable to the Contracting Authority.



## **Outline Brief**

**For the**

**Purposes of Architect led Design Team Procurement**

**Central Mental Hospital, Dundrum, Dublin 14**

30 January 2020

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## 1 Introduction

The purpose of this outline brief is to give sufficient information to facilitate the procurement of the proposed Architectural led Design Team appointment in the delivery of new neighbourhood development at the site of the Central Mental Hospital (CMH), Dundrum, Dublin 14.

The Architect led Design Team will be required to liaise with stakeholders, lead with feasibility, conceptualise strategic urban design & master planning analysis, and submit the planning application for the site in the initial appointment stages.

The Architect led Design Team will be responsible for production of detailed urban design / masterplan solutions for the best fit approach for sustainable site development and vision while being sensitive to the surrounding environment. The urban design analysis shall be based on comparable examples in both the national and international context.

### 1.1 Background & Project Details

The Central Mental Hospital (CMH) is a mental health facility housing forensic patients. The site extends to approximately 11.3 ha and is unique in that it is an entirely enclosed site, surrounded by mostly 5 metre high walls which disconnect the site from the surrounding housing and open space.

There are a number of existing buildings on site including the Central Mental Hospital itself which dates from c.1852, a church, a former infirmary, a former farm, a number of ancillary buildings providing support and administrative functions, etc. It is intended to decant the residents to a new purpose built facility in St Ita's, Portrane, Co Dublin in [REDACTED]. This will facilitate the redevelopment of the subject site and the creation of an entirely new neighbourhood, capable of setting its own character.

The site is located c.800m north of Dundrum Village. Windy Arbour Luas Stop (Green Line) is 450 metres approx. to the west.

The site is bound to the north by a low rise residential development called Mulvey Park which consists of two storey houses, to the west by Dundrum Road off which is the existing single access point, to the east by one and two storey houses on Friesland Road and to the south by Rosemount Estate open space and the rear gardens of Larchfield Road.

The neighbouring land uses are primarily residential, limited village centre mixed uses, educational and open space.

Under the Dun Laoghaire Rathdown County Development Plan 2016 – 2022 the subject lands are located within Zoning Objective A - "To protect, and/or improve residential amenity" and the subject lands also have the objective "INST" which aims "To protect and provide for Institutional Use in open lands".

A draft Local Area Plan for Dundrum (to include the subject lands) is currently being prepared by Dun Laoghaire Rathdown County Council.

There are no Protected Structures on the site, however, there are 5 structures that are listed on the National Inventory of Architectural Heritage (NIAH). According to NIAH one structure is of National Importance, two are of Regional Importance and the other two are of Local Importance. The buildings are mostly clustered to the north of the site, close to the boundary with Mulvey Park.

It is considered that the delivery of a new neighbourhood development on the subject lands is appropriate and accords with the surrounding pattern of development. The principal aims of any eventual redevelopment of these lands will be to achieve a sustainable residential development while ensuring the essential setting of the lands and the integrity of the main buildings are retained. As a requirement of the "INST" zoning and in order to promote a high standard of development a comprehensive masterplan will be required to accompany a planning application. Such a masterplan must adequately take account of the built heritage and natural assets of the site.

Section 33  
Commercially  
Sensitive



The lands provide a unique opportunity to transform this inward looking site into a new, welcoming, sustainable urban community with a distinctive identity which will be integrated into the wider community of Dundrum. The optimum development, design and planning strategies will be determined and finalised once the professional teams are appointed and the project is progressing through the various stages. In advance of this, the following provides some initial context for tenderers;

- While the optimum residential unit mix and number and ancillary uses will be determined as part of the detailed design process, cognisant of planning policy requirements, at this point a proposed development of approximately 1,300 no. new build residential units, a community facility; refurbishment and redevelopment of the original Central Mental Hospital to provide for approximately 200 residential units or a similar floor area of commercial development (based on the adaptive reuse of the buildings of heritage importance) is envisaged subject to detailed design and conservation and the refurbishment of the original church and infirmary buildings for adaptive reuse.
- The planning strategy will be determined during the early stages of *Stage 1b Preliminary Design Stage*. Tenderers are requested to tender on the basis of applying via a single Strategic Housing Development application.

## 2 Site/Overall Project Brief Requirements

The Architectural led Design Team will be appointed to deliver project at the site of the Central Mental Hospital (CMH), Dundrum, Dublin 14.

Further details in relation to the project requirement are outlined below. These are to be read in conjunction with the detailed scope of services document enclosed with the Request for Mini-Tender

It is noted that the overall CMH site area measures approximately 11.3Ha, which is demonstrated graphically as follows:-



Fig. 1 Site Location

During the initial stages of the appointment, the Architect led design team is to consider the options available in relation to site feasibility and testing of the various development models in the context of urban design and master planning for the proposed development.

Development of CMH is intended to comprise of the deep retrofit of the existing structure premises listed on the National Inventory of Architectural Heritage (NIAH) to provide approximately 200 residential units, and/or other mixed use as defined by the design team during Stage 1 based on the adaptive reuse / intervention of the buildings of, or directly adjacent to, heritage importance. Furthermore, the CMH site will combine the demolition of structures which are not of heritage interest and development of new build accommodation.

The proposed Contracting Authority's brief is a target circa 1,300 units in the interest of sustainable development for the CMH site.



Section 28  
Commercially  
Sensitive

**Guidance Information:**

The following information in relation to the site at the Central Mental Hospital (CMH), Dundrum, Dublin 14 is provided as reference information only and is not intended to be prescriptive of a detailed project brief:-

1. Dundrum LAP Issues Paper 2018: Pre-draft Submission (14 Dec. 2018)
2. Draft Urban Design Principles Presentation (09 October 2019)
3. Civil Engineering Desktop Study (August 2019)
4. Site aerial video link - <https://youtu.be/FF08x0cMx-c>
5. Site survey link - <https://murphysurveys.sharefile.com/d-s1c89c17e81548d09>

### 3 Consultant Brief Requirements

This section outlines the elements of the project which shall be priced by the Architect led Design Team in terms of Fixed Price Lump Sum fees for initial stages / phases of the project and percentage fees for subsequent stages / phases noted below.

The below descriptive scope is for pricing guidance only. The more detailed anticipated service scope relevant to each project stage is set out within the Scope of Services document (Appendix 6)

Initially, an entire site feasibility study, urban design analysis and masterplan with associated planning permission for the entire site is to be conducted by the Architect led Design Team. The Architect led Design Team appointment is to be conducted for the CMH site shall comprise of the following distinct phases.

**Based on a lump sum fixed fee to reflect the following:-**

- Collation and review of current information relating to the site;
- Feasibility, urban design / masterplan analysis, outline / preliminary design and Planning Permission for entire site, in accordance with project Stages 1a & 1b of the Scope of Services, to include:
  - o Undertaking of feasibility studies, urban / sub-urban design & analysis, masterplan and reporting with recommendations for the development of the overall site;
  - o Participation / engagement with stakeholders in terms of urban design / master planning;
  - o Design development for lodgement of Planning Permission for the overall site development, including associated stakeholder engagements;
  - o Consideration of and recommendations in relation to site access routes for future occupation / development to include engagement with the various stakeholders – preparation of risk assessment and budget costings on recommendations;
  - o Responding to queries during the Planning process;

**Implementation based on tendered rates and percentage fees for all-inclusive services:-**

In the event that services are required post lodgement of the planning application and pre-grant of planning permission, the extent of these services may be agreed with the LDA on a time basis at the tenderers hourly rate.

Subsequent phases of the development and delivery of the residual scheme services are to be priced as percentage fees under the below implementation options, all in accordance project Stages 2-5 of the Scope of Services:

Services for project implementation includes, but is not limited, to the following:

- Detail design development;
- Statutory Approvals (e.g. DAC / FSC) including associated stakeholder engagements & taking into consideration and inclusion of future provisions,
- Procurement strategy/planning and implementation via both Design & Build and traditional (Employer designed) Contractual routes;
- Employers Representative & Team Monitoring role during project implementation,
- Inspections & certifications in accordance with BC(A)R,
- Handover and Defects period.

**Option 1:**

Project implementation of the residual scheme development (No. of Units to be determined) on a traditional contract basis (i.e. Employer designed, with the Architect acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover & defects period – in line with the Planning Permission granted and project Stages 2-5 of the Scope of Services.  
Assume a Construction Cost of circa €50m with indicative programme duration of circa 27 months (excl. Defects period).

**Option 2:**

Project implementation of a to be determined No. of Units of the residual scheme development on a Design & Build contract basis (with the Project Manager acting as Employers Representative) – detailed design and statutory approvals, tender action, evaluation and award, construction, handover & defects period – in line with the Planning Permission granted and project Stages 2-5 of the Scope of Services.  
Assume a Construction Cost of circa €50m with indicative programme duration of circa 27 months (excl. Defects period).

Note: The Contracting Authority reserves the right not to proceed with any or all of the above options.

#### 4 Mini-tender Timelines

- Date of issue of Request for Mini-tender: **30<sup>th</sup> January 2020**;
- Closing date for Queries: **14<sup>th</sup> February 2020**;
- Deadline for receipt of Mini-tender: **28<sup>th</sup> February 2020**;

#### 5 Post-Tender Presentation / Interview

Candidates will be requested to attend a presentation to articulate the content of their tender submission. The presentations shall take place on **Wednesday, 5<sup>th</sup> March 2020** with a one hour long time slot dedicated to each candidate.

Primary consultants only will be requested to attend.

It is noted that the presentation will not be assessed as part of the Tender evaluation. Tenderers should note that assessment of Tender submissions will commence after all the presentations have been completed.

#### 6 Tendered Fees

Where fees are tendered as a percentage calculation it will be the intention to convert the percentage to a lump sum fixed fee at an agreed appropriate stage but no later than Client sign off on the detailed cost plan for the project or phase thereof. The basis for a fee percentage shall be the agreed estimated Construction Cost for the project.

#### 7 Consultant Team Appointments

The Contracting Authority intend to appoint a single Architect (Architect led Design Team) to the project by way of this competition.

#### 8 Building Requirements

##### **8.1 Key Considerations**

The buildings will require the following minimum design life:

- All Structural elements and system elements including Floors, Walls / Wall Claddings and Roof Structures – 60 years minimum design life required;
- External Completions: Roof coverings, Windows and Doors – 30 years minimum design life required;
- HVAC & Mechanical Services – 25 years minimum design life required;
- Electrical Services – 25 years minimum design life required;
- In accordance with all Building Regulations and all other Statutory requirements.

##### **8.2 Architectural Services – Masterplan and Urban design**

The CMH site is a key opportunity in terms of urban design and must take cognisance of the creation of a sustainable community and integration with the surrounding spaces. In this regard urban design must prioritise place-making in the streetscape and comply with the Design Manual for Urban Roads and Streets (DMURS).

##### **8.3 Landscaping**

Landscaping design must be considered in context of maintenance requirements over the lifespan of the proposed development and suitability for the scheme implemented. Design and co-ordination of the interfaces between green areas/public realm, road/cycle/pedestrian network, infrastructure and utilities and services plots where relevant are key design objectives.

## 9 Procurement Considerations for the Design Team

The design team will need to include as part of their service for the procurement of the following specialised services as necessary. The Contracting Authority will reimburse the specialist services as appropriate. The following sampler list is non exhaustive:

- Archaeology;
- Heritage Impact Assessment;
- Asbestos;
- Site Investigation / Ground Investigation Surveys;
- Waste Acceptance Criteria Assessment;
- Waste Management;
- Test Trenching;
- Arborist / Tree Survey and tree impact assessment;
- Biodiversity & Ecology Surveys;
- Invasive Plants;
- GPR Survey;
- CCTV Survey;
- Drainage Records;
- Water Supply Records;
- Flood Risk Assessment;
- Traffic Counts;
- Road Safety Audit;

## 10 Programme

Reporting by the design team to follow the stage submissions. Stage 1 in particular is envisaged to require a number of workshop sessions with the Client in attendance.

The lead Architect will be responsible for establishing the Project Timeline and ensuring all design team parties are on track to meet the agreed dates.

The anticipated timeline for the initial contract is as follows:

### Project Stage

#### Indicative timeframe

--

Total overall duration for:

- Stage 1a – Feasibility, Urban Design / Masterplan and Outline Design Stage;
- Stage 1b – Preliminary Design and Planning Application Stage;

c.12 months

--

Stage (2): Detailed Design and Statutory Approvals (*up to commencement of procurement competition for delivery*)

Stage (3): Tender Action, Evaluation and Award

Stage (4): Construction Stage

Stage (5): Handover & Defects Period

TBC

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All timings are indicative and are subject to final agreed program. All effort will be made to reduce the programme where appropriate.

Given the scale of the proposed development, it is not practicable at this point to estimate delivery timelines for Stages 2 - 5. It is envisaged that all Project Stages will be carried out expeditiously and within normal market delivery timeframes.







Professional Services  
Architect Led Design Team for  
Land Development Agency

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Central Mental Hospital, Dundrum,  
Dublin 14

30 January 2020

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# **1 Services Required**

## **1.1 Overview**

This scope of the services document covers the feasibility, master-planning, preliminary design, planning application, detailed design, procurement of works contractor(s), contract administration, works supervision, handover and defects liability period of work stages of the project as more particularly described in section 1.3 below. It is noted that the initial service requirements for the appointed Architect led Design Team for this project will be up to the issue of the Planning Application (completion of Stage 1b). Services required in the event of engagement post lodgement of the planning application are also identified within this scope of services document.

The Architect led Design Team will be responsible for providing all planning and construction-related technical advice, including Master-planning design services to the Contracting Authority in respect of the project.

The Architect led Design Team will be required to liaise with the Client's Property Advisors and relevant appointed consultants, as required in the delivery of their services. The Architect led Design Team will be required to progress site feasibility studies, detailed urban design studies and master planning demonstrating vision while being sensitive to the surrounding environment. The Architect led Design Team consultants will be required to provide services included in this Scope of Services document for the work stages described in section 1.3 below, inclusive of the Stage Services set out in Section 2 below.

Candidates will be requested to attend for a presentation following submission to articulate the content of their tender proposal.

This Scope of Services document is to be read in conjunction with the Outline Brief and the Tender documents issued with this tender.

## **1.2 Team Disciplines**

The Architect led Design Team services will cover the following disciplines:

### **1.2.1 Architectural Services**

The Project Architect will be the Design Team Leader and will be required to provide all of the professional Architectural services (including the specialist skills listed below) as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the Project. Specialist skills required are:

- a) Conservation Architect
- b) Fire Safety Design Services
- c) Disability Access Design Services
- d) Employer's Representative for the Works Contract
- e) Assigned Certifier services as defined under the Building Control (Amendment) Regulations 2014
- f) Design Certifier services as defined under the Building Control (Amendment) Regulations 2014
- g) Landscaping & Visual Impact Assessment (LVIA) and Graphics (including verified views

and CGIS)

h) Topographical surveys and Measured Building Surveys of existing buildings,

The Architectural services consultant will be the design team leader and will act as the single point of contractual responsibility, with the remaining key disciplines providing collateral warranties for the benefit of the Contracting Authority.

The Architect shall take all instructions from, and engage with, the Client and the Client's appointed representative, and shall act on behalf of the Client throughout the project.

### **1.2.2 Architectural Services - Masterplan and Urban Designer**

The aim of the CMH site development is to create a vibrant and varied community to provide residential & support facilities with links to the surrounding areas. In addition environmental improvements to ensure linkages with the surrounding locality is a further key objective with the creation of strategic urban open spaces etc.

Consultants are asked to:

- Act as consultant for the design master plan for the development of these lands, to include new housing, new open spaces and new community facilities; provide such drawings, 3-D models and views and reports as required to describe the plan; and participate in public display and presentations to the relevant stakeholders.
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Examine and make recommendations for working with the proposed mix of tenure on the lands to create a sustainable model going forward. Advise on the distribution of tenures.
- Develop an integrated urban design strategy covering local transportation, cycling, movement and parking; streetscape and the public realm; place-making; boundaries and edges; integration of features; retention of trees and enhancement of tree planting; appropriate materials and building forms;
- Identify urban design characteristics for each block/zone within the masterplan lands.
- Provide a public realm design guide for use throughout the Masterplan areas
- advise on phasing and social sustainability issues;
- consideration of residential mix, form, massing and density
- consideration of Social Sustainability
- consideration of energy requirements and efficiencies / sustainable dwellings
- Vehicular, cycle and pedestrian access to and from the site
- Transportation, movement and parking are to be designed, so far as possible in accordance with the Design Manual for Urban Roads and Streets (DMURS) published by the Department of the Environment.
- Designers should advise and make design proposals generally for place making and public realm improvements generally;
- Liaise with residual team members to examine impact / limitations of the scheme vis-à-vis existing utilities and services.

The Master Planning / Urban Designer will be required to work closely with all members of Architect led Design Team and the Client's appointed consultants.

### **1.2.3 Civil & Structural Engineering Services**

The Civil/Structural Engineer shall provide all of the professional engineering services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the Project.

The Civil & Structural Engineer will be required to work closely with the Design Team Lead and the Quantity Surveyor on the cost implications of their element of the Project during all project stages and to adopt an efficient design approach.

### **1.2.4 Mechanical & Electrical Engineering**

The Mechanical & Electrical Engineer shall provide all of the Mechanical & Electrical services consultancy services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the Project.

The M&E Engineer will be required to work closely with the Design Team Lead and the Quantity Surveyor on the cost implications of M&E services during all project stages and to adopt an energy efficient design approach.

### **1.2.5 Quantity Surveying Services**

The Quantity Surveyor shall provide all of the professional quantity surveying services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the Project. The Quantity Surveyor shall engage directly with and act on behalf of the client, or the Client's appointed representative, to ensure accurate cost planning and ongoing monitoring of expenditure to ensure that the project is executed within the approved budget.

The Quantity Surveyor will be required to work closely with all members of the Design Team in relation to the cost implications of design during all project stages with respect to the project budget.

### **1.2.6 Landscape Architectural Services**

The Landscape Architect shall provide all of the professional landscape architectural services as necessary to comply with the Client instructions and to ensure a satisfactory completion of the Project.

The Landscape Architect will be required to work closely with the Design Team Lead and the Quantity Surveyor on the cost implications of their element of the Project during all project stages and to adopt an efficient design approach.

### **1.2.7 Project Supervisor for the Design Process**

The Project Supervisor for the Design Process shall provide all of the professional PSDP services as necessary to comply with their responsibilities under the Safety, Health & Welfare at Work (Construction Regulations) 2013, the Client instructions and to ensure a satisfactory completion of the Project.

The PSDP will be required to work closely with the Design Team Lead and the Quantity Surveyor on the cost implications of their element of the Project during all project stages and to adopt an efficient approach.

### **1.2.8 Planning and Environmental Consultancy Services**

The Planning and Environmental Consultant shall provide all of the professional services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the project. Specialist skills required as follows / associated with the following:

- a) Expert planning advices
- b) Contaminated Land & Remediation Specialist / Construction & Demolition Waste Management Plan (C&D WMP)
- a) Asbestos Specialist
- b) Noise Specialist
- c) Air Quality Specialist
- d) Ecologist
- e) Mammal Expert
- f) Ornithologist
- g) Sunlight and Daylight Impact Studies and Report
- h) Wind report
- i) Appropriate Assessment Screening and if required Natura Impact Statement.
- j) Environmental Impact Assessment and/or Statement
- k) Ecological Impact Assessment

The Environment Consultant will be required to work closely with the Quantity Surveyor on the cost implications of their element of the Project during all project stages and to adopt an energy efficient.

#### **1.2.9 Traffic & Transport Services**

The Traffic & Transport Consultant shall provide all the professional consultancy services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the project.

The Traffic & Transport Consultant will be required to work closely with the architect to ensure that traffic management, parking and traffic impact considerations (including before and after analysis) are incorporated in the overall design.

The Traffic & Transport Consultant will be required to work closely with the Quantity Surveyor on the cost implications of their element of the Project during all project stages and to adopt an efficient design approach.

#### **1.2.10 Archaeology Services**

The Archaeologist shall provide all of the professional services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the project.

#### **1.2.11 Arborist Services**

The Arborist shall provide all of the professional services as necessary to comply with the Client's instructions and to ensure a satisfactory completion of the project

### **1.3 Works Packages**

The Design Team will be required to provide all required professional services for Stages (1a) and (1b) up to the issue of the Planning Application, and in the event of services required post lodgement of the planning application, Stages (2) through to (5) of the Conditions of Engagement, in summary:

Stage 1(a): Feasibility, Urban Design / Masterplan, and Outline Design Stage

Stage 1(b): Preliminary Design and Planning Application Stage

- Stage (2): Detailed Design and Statutory Approvals (*up to commencement of procurement competition for delivery*)
- Stage (3): Tender Action, Evaluation and Award
- Stage (4): Construction Stage
- Stage (5): Handover & Defects Period

Further details in relation to the required Consultancy Scope of Services for Stages (1) through to (5) is provided in Section 2 (Stage Services) below.

#### **1.4 Contract Management and Roles**

The Project Architect will act as design team leader and will be responsible for coordinating the architect led Design Team (for example assisting design team members to coordinate their services in regard to content and timing and resolving any coordination conflicts) and is also the main consultant for the majority of the design work. The Project Architect shall take overall responsibility of the design team and be wholly responsible for the provision of consultancy services provided by the design team.

#### **1.5 Safety, Health & Welfare**

The architect led design team shall address all issues related to health and safety that may be associated with the design and works and shall perform its duties in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013, including the oversight of all Client obligations under the regulations.

#### **1.6 Building Control (Amendment) Regulations 2014**

The Architect or its nominee will be appointed as Assigned Certifier under the Building Control (Amendment) Regulations 2014 and will also be required to sign the Design Certificate in accordance with those Regulations.

The other Design Team members will be required to perform their duties as ancillary certifiers in accordance with the Department of the Environment, Community and Local Government's "Code of Practice for Inspecting and Certifying Buildings and Works" (February 2014). A copy of this Code can be found at:

[www.environ.ie/en/Publications/DevelopmentandHousing/BuildingStandards/FileDownload,38154,en.pdf](http://www.environ.ie/en/Publications/DevelopmentandHousing/BuildingStandards/FileDownload,38154,en.pdf)

The design team will be responsible for undertaking all activities required by designers for compliance with the Building Control (Amendment) Regulations 2014.

The design team will exercise all reasonable skill, care and diligence to ensure that the buildings are designed and constructed in accordance with the relevant requirements of the Building Regulations. The persons assigned by them should be competent for the work they undertake.

All design team members will provide services in accordance with the Building Control Regulations 2014 as set out in the Code of Practice for Inspecting and Certifying Buildings and Works (2014):

- (a) design their respective elements of work in accordance with the applicable requirements of the Second Schedule to the Building Regulations;



- (b) provide the Design Certifier with the necessary plans, specifications and documentation that is required for lodgement at commencement stage;
- (c) arrange to provide sufficient information to the Assigned Certifier to enable them to fulfil their role;
- (d) as agreed with the Assigned Certifier, carry out work inspections which are pertinent to their elements of the Design, and liaise with the Assigned Certifier in terms of this and the required ancillary certification;
- (e) notify the Assigned Certifier of their proposed inspection regime for inclusion in the overall Inspection Plan;
- (f) provide the Ancillary Certificates when required by the Assigned Certifier and Design Certifier; and
- (g) maintain records of inspection.

### **1.7 Building Information Modelling (BIM)**

Notwithstanding all other requirements noted within this detailed scope document, the use of Building Information Modelling (BIM) is not a mandate for the project.

## 2 Stage Services

The following services which apply to the project are required by each member of the Architect Led Design Team to deliver the project through each of the project Stages (1a) and (1b) up to the issue of the Planning Application, and in the event of services required post lodgement of the planning application, Stages (2) to (5).

### 2.1 Stage 1a – Feasibility, Urban Design / Masterplan & Outline Design Stage

#### 2.1.1 Architectural Services

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives.
- Take instructions from Client and obtain Client approvals on all occasions.
- Liaise with the Client / Client's appointed representative(s) to review Client procedures and design standards to ensure adherence by the Design Team;
- Liaise with Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief including Sketch Proposals and Cost Analysis to achieve brief in advance of design
- Update and re-issue written project brief
- In consultation with the Design Team, assist the Client's appointed representative(s) to produce a Detailed Project Programme upon appointment setting out how the Project will be delivered within the required time period or by the required delivery date, and maintain this programme throughout the project lifecycle;
- Concept development;
- All liaison with the Masterplan and Urban Designer Architect and production of solutions for the best fit approach to sustainable development and vision while being sensitive to the surrounding environment;
- Assessment of risks in context of urban design and proactively lead on workshops with the design team as necessary to assess the mitigation measures to be implemented, and progress the implementation of these mitigation measures;
- Advise the Client on any potential considerations with regard to third party engagement (i.e. boundaries, access, wayleaves, etc.) which may exist requiring legal attention;
- Investigate all possible grant schemes/funding support available to the client in relation to the refurbishment / adaptive re-use of existing premises for retention and make recommendations to the client;
- Make applications for the grant schemes/funding support where relevant on behalf of the Client and administer the applications as so necessary;
- Liaise with the Client / Client's Property Advisors / Client's appointed representative(s) as required to progress site feasibility studies and masterplans;
- In consultation with the Client's professional advisers and project stakeholders to develop the feasibility and possible capacity of the site for the proposed scheme undertake the following:
  - Present a project process plan for the feasibility stage for discussion and approval by the Client;

- Collect and analyse baseline information;
- Carry out urban design, landscape and ecological analysis;
- Develop a series of design and site layouts options;
- Incorporate, in both the brief and design, any relevant comments provided by the stakeholders;
- Feasibility testing and development of site capacities;
- Review alternative design and construction approaches and cost implications;
- Ensure alignment with Client Strategies;
- Incorporate findings from consultation, engagement, surveys and investigations into the masterplans, as appropriate;
- Lead the design team to review new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to achieve best practice design and construction solutions where relevant to the proposed project. Such engagement to include workshops and reporting if required to feed into sustainable and economic feasibility recommendations for the development;
- Manage the design team during this stage;
- Master planning, feasibility studies, condition surveys and funding proposal documentation support;
- Condition and sustainability report preparation;
- Survey existing buildings / structures on site to ascertain condition, dimensions, levels etc. or any required information to progress the design (including external survey for landscape design), following which determine scope of works, advise Client on any implications of works and report for Client review/agreement;
- Implement surveys of existing facilities, measured building surveys and prepare all relevant drawings of the existing building and associated infrastructure.
- Review current Statutory Consents, Local Authority area development plans and Authority masterplans in place in relation to the development site(s) to ensure proposals comply and amend/advise as required;
- Preparation of conservation documentation as required and incorporate input from Conservation Architect into relevant documentation.
- Advise the Client and the design team of all duties and responsibilities arising from the existing, planned and anticipated statutory regulations;
- Consultation on the acquisition of Statutory Approvals including Planning submission, Fire Safety Certification, Disability Access Certification, commuting, landscape, infrastructure and other development related matters;
- Draft lines of responsibility between all design team members including inputs and lines of communication, reporting formats and programme each work task;
- Implement as required meetings with design team to gather all information necessary to begin the design process.
- Coordinate and direct the inputs from other consultants throughout the period of the project.
- Design coordination and management of the Architect led design team is the responsibility of the Architect;
- Review outline designs to ensure compliance with obligations and Building Regulations;
- Architect to administer a File-Share Transfer Protocol system for all members of the Design Team, Client and Client's appointed representative(s) to share relevant and large documents, including

- hosting the location for the Building Information Model (BIM) if required;
- Develop schedule of works necessary to advance the initial phase of the works if required when agreed with the Client in advance - example: strip-out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main Contractors. The Architect is to carry out the role of Employers Representative for the works.
- If agreed with the Client, develop a scope of works including drawing and specifications for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main Contractor(s) complete the works within the required timescale.
- Provide weekly short form progress reports to Client & the Client's appointed consultants (as relevant) and monthly reports (presented at monthly client meeting attended by all Design Team members) during this phase;
- Agree the change procedure with the Client and manage / report on same.
- Coordinate Client interface on a continual basis.
- Contribute to design risk assessments as required.
- Compile Stage 1a report coordinated with input from all design team consultants and obtain Client Approval.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.1.2 Architectural Services – Architectural Services Masterplan and Urban Designer**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from the Design Team Leader & Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Consult with the design team consultants to develop proposals in relation to the site which address the need to create a vibrant and varied community providing residential & support facilities with links to the surrounding areas ;
- Consult with the design team consultants to develop proposals in relation to the environmental

improvements to ensure linkages with the surrounding locality is a further key objective with the creation of strategic urban open spaces etc.;

- Act as consultant for the design master plan for the development of these lands, to include new housing, new open spaces and new community facilities; provide such drawings, 3-D models and views and reports as required to describe the plan; and participate in public display and presentations to the relevant stakeholders.
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Examine and make recommendations for working with the proposed mix of tenure on the lands to create a sustainable model going forward. Advise on the distribution of tenures.
- Develop an integrated urban design strategy covering local transportation, cycling, movement and parking; streetscape and the public realm; place-making; boundaries and edges; integration of features; retention of trees and enhancement of tree planting; appropriate materials and building forms;
- Identify urban design characteristics for each block/zone within the masterplan lands.
- Provide a public realm design guide for use throughout the Masterplan areas
- Advise on phasing and social sustainability issues;
- Consideration of residential mix, form, massing and density
- Consideration of Social Sustainability
- Consideration of energy efficiencies / sustainable dwellings
- Vehicular, cycle and pedestrian access to and from the site
- Transportation, movement and parking are to be designed, so far as possible in accordance with the Design Manual for Urban Roads and Streets (DMURS) published by the Department of the Environment.
- Designers should advise and make design proposals generally for place making and public realm improvements generally;
- Existing services – engagements with utilities providers:
  - Gas, electricity, telecommunications services, mains water, surface water and foul water services may be found in the adjoining roads. The presence of these services will be confirmed by the master-planning team, their suitability for connection ascertained and, if necessary, diversions or alternative service routes planned.
  - It will be a requirement that each residential unit is provided with broadband, telephone and TV connections in addition to mains, surface and foul water services; electricity and gas mains supply.
  - Mains water and Foul water services will be subject to application to Irish Water. Surface water service will be subject to application to Dun Laoghaire Rathdown County Council Water Services.
  - Gas and Electricity services will be subject to applications to an Bord Gáis and ESB respectively.
- Advise the Client / lead Architect on any potential considerations with regards third party engagement (i.e. boundaries, access, wayleaves, etc.);
- Liaise with the project team to assess risks in context of masterplan and urban design, and attend workshops with the design team as necessary to assess and implement mitigation measures;
- Such other services:
  - as are reasonable:

- incidental to the services identified above in relation to this element of the masterplan and urban design stage; and or
  - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.1.3 Mechanical & Electrical Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from the Design Team Leader & Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage;
- Liaise with the Design Team Leader, contribute to a coordinated Detailed Project Programme as required;
- Liaise with Design Team Leader to review Client procedures and design standards to ensure adherence;
- Liaise with the Design Team Leader and Design Team Members to coordinate design elements;
- Carry-out utility availability desk-top studies;
- Survey and report on existing installation conditions and issue recommendations
- Investigate all possible grant schemes available to the client in relation to the refurbishment / adaptive re-use of existing premises for retention and make recommendations to the client;
- Make applications for the grant schemes on behalf of the Client and administer the applications as so necessary;
- Advise on technical guidelines, including NZEB compliance;
- Master-planning, feasibility studies, condition surveys and funding proposal documentation support;
- Condition and sustainability report preparation;
- Attend site visits to review existing facilities identified for refurbishment / adaptive re-use as agreed with the Client.
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process.

- Assist the Design Team Leader and participate with consultations to the Client's professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme including the following:
  - Assist with formulation of a project process plan for the feasibility stage and present to the Client for discussion and approval;
  - Collect and analyse baseline information;
  - Assist with urban design analysis and attend workshops as necessary;
  - Assist with development of a series of design and site layouts options
  - Incorporate, in both the brief and design, any relevant comments provided by the stakeholders;
  - Feasibility testing and development of site capacities;
  - Review alternative design and construction approaches and cost implications
  - Ensure alignment with Client Strategies;
  - Incorporate findings from consultation, engagement, surveys and investigations into the masterplans, as appropriate;
  - Support the Architect, and other design team members, with feasibility strategies for the Project including attendance and participation in workshops, reporting and recommendations;
- Develop outline Electricity, Gas, Water, communication infrastructure in line with the Clients requirements
- Provide cost valuation support to design team and value engineering activities
- Advise on cost implications of various options and any alternative design as required.
- Develop a schedule and if necessary a BOQ for works necessary to advance the initial phase of the works - example: strip out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.
- Advise on tendering procedures
- Develop a schedule for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.
- Contribute to design risk assessments as required.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.4 Civil & Structural Engineering Services**

- Obtain permission from the Client/ Design Team Leader to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Liaise with the Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Liaise with the Design Team Leader, contribute to a coordinated Detailed Project Programme as required;
- Liaise with the Design Team Leader and Design Team Members to coordinate design elements;
- Carry-out site condition and ground contamination desk-top studies;
- Coordinate and Prepare as required Flood Risk Assessment, Engineering Services Report, Mobility Management Plan, Traffic & Transportation Assessment, Construction & Environmental Management Plan;
- Surveys – progress any required surveys required to progress design including survey & report on existing structure & infrastructure
- Attend site visits to review existing facilities identified for refurbishment / adaptive re-use as agreed with the Client.
- Investigate all possible grant schemes available to the client in relation to the refurbishment / adaptive re-use of existing premises for retention and make recommendations to the client;
- Make applications for the grant schemes on behalf of the Client and administer the applications as so necessary;
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process.
- Assist the Design Team Leader and participate with consultations to the Client’s professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme including the following:
  - Assist with formulation of a project process plan for the feasibility stage and present to the Client for discussion and approval;
  - Collect and analyse baseline information;
  - Assist with urban design analysis and attend workshops as necessary;
  - Assist with development of a series of design and site layouts options
  - Incorporate, in both the brief and design, any relevant comments provided by the stakeholders;
  - Feasibility testing and development of site capacities;
  - Review alternative design and construction approaches and cost implications
  - Ensure alignment with Client Strategies;
  - Incorporate findings from consultation, engagement, surveys and investigations into the masterplans, as appropriate;
  - Support the Architect, and other design team members, with feasibility strategies for the Project including attendance and participation in workshops, reporting and recommendations



- Liaise with Design Team Leader to review Client procedures and design standards to ensure adherence;
- Develop outline structural infrastructure and building opening requirements
- Audit existing infrastructure, potential strengthening and replacement requirements
- Master-planning, feasibility studies, condition surveys and funding proposal documentation support;
- Condition and sustainability report preparation;
- Generate options to meet outline requirements
- Develop outline design drawings and issue to the design team in a timely manner
- Prepare cost estimates for the structural services and issue to Quantity Surveyor & Design Team Leader;
- Draft a strategy for structural infrastructure
- Advice on compliance with Building Regulations / other statutory requirements
- Report on existing installations
- Develop schedule of works as necessary to advance the initial phase of the works - example: strip out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.
- Develop a schedule for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.
- Contribute to design risk assessments as required.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.5 Quantity Surveying Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Liaise with the Design Team Leader, contribute to a coordinated Detailed Project Programme as required;

- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Liaise with Design Team Leader to review Client procedures and design standards to ensure adherence;
- Investigate all possible grant schemes available to the client in relation to the refurbishment / adaptive re-use of existing premises for retention and make recommendations to the client;
- Make applications for the grant schemes on behalf of the Client and administer the applications as so necessary;
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Attend site visits to review existing facilities identified for refurbishment / adaptive re-use as agreed with the Client;
- Assist the Design Team Leader and participate with consultations to the Client's professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme including the following:
  - Assist with formulation of a project process plan for the feasibility stage and present to the Client for discussion and approval;
  - Collect and analyse baseline information;
  - Assist with urban design analysis;
  - Assist with development of a series of design and site layouts options
  - Incorporate, in both the brief and design, any relevant comments provided by the stakeholders;
  - Feasibility testing and development of site capacities;
  - Review alternative design and construction approaches and cost implications
  - Ensure alignment with Client Strategies;
  - Incorporate findings from consultation, engagement, surveys and investigations into the masterplans, as appropriate;
  - Support the Architect, and other design team members, with feasibility strategies for the Project including attendance and participation in workshops, reporting and recommendations
- Prepare order of magnitude costs and associated cash flow, review with design team and with Client;
- Co-ordinate all procurement including enabling, main contract, fit-out and Client direct wrap up works;
- If funding is less than the design cost plan provide recommendations for scope reductions and liaise with the Design Team leader and design team to progress these recommendations;
- Provide cost valuation support to design team and value engineering activities
- Advise on cost implications of various options and any alternative design as required.
- Develop a schedule and if necessary a BOQ for works necessary to advance the initial phase of the works - example: strip-out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.
- Advise on tendering procedures;
- Develop a schedule and if necessary a BOQ for any specialist area of work required to be procured

in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.

- Contribute to design risk assessments as required.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Quantity Surveyor would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.6 Landscape Architectural Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the development and preparation of Project Brief in consultation with the Design Team Leader.
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Liaise with the Design Team Leader, contribute to a coordinated Detailed Project Programme as required;
- Contribute to the development of best practice design & construction solutions for successful delivery of affordable permanent occupancy residential units;
- Contribute to the examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project brief and budget.
- Assist with urban design analysis and attend workshops as necessary;
- Contribute to the preparation of a full and complete statement of the Client's functional, aesthetic and operational requirements for the Project.
- Advise and assist the Design Team Leader / Quantity Surveyor in developing the Project Budget;
- Contribute to preliminary cost estimates and Outline Cost Plan for the project and assessment against the agreed budget.
- Contribute to design risk assessments as required.
- Carry out design review with reference to functionality, efficiency, sustainability, commercial

liability, economy, whole life costs and suitability for financing, sale or lease, as may be required.

- Site appraisal and report – Carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
- Advise the Design Team Leader on work breakdown structure and procurement strategy for the Project, having due regard to the Project Brief, the capabilities of the Client organisation, characteristics of the Project (urgency, complexity, size), market conditions and the Client's requirements on risk allocation.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.
- Contribute to the Scheme Design and general design Specification in accordance with the Project Brief.
- Comply with design production programmes set by the Design Team Leader.
- Contribute to pre-planning and any other necessary statutory or regulatory consultation as required.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
- Contribute to site investigation process, site surveys and tests, examination of availability of public utilities and associated reports.
- Assist in preparation of Stage report for Client review
- Notify milestone completion to Design Team Leader and submit invoice for payment
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, as amended, notwithstanding any inconsistent Contract contents.
- Liaise with the various design team consultants to inform the masterplan and urban design

- process, and seek & provide relevant information to inform the decision making process;
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Review any existing project Health & Safety documentation and amend/ supplement if necessary.
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Confirm compliance with PSDP duties in respect of this stage.
- Liaise with the Design Team Leader and members of the Design Team to ascertain a full understanding of design risk assessments and provide advice as required;
- Assist in preparation of Stage report for Client review.
- Assist the Design Team Leader and participate with consultations to the Client's professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme.
- Site visits as required during this stage.
- Liaise with Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Provide Health and Safety expertise and input at all stages of the Preliminary design phase of the project
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor for the Design Process would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.8 Planning and Environmental Consultancy Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Advise in relation possible grant schemes available to the client in relation to the project;
- Contribute to the development and preparation of Project Brief in consultation with the Client, Design Team and key stakeholders.
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek to provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Attend workshops as necessary to input into the urban design analysis;

- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- In consultation with the Design Team Leader, contribute to the preparation of a draft Detailed Project Programme immediately on appointment setting out how the Project will be delivered within the required time period or by the required delivery date.
- Advise and assist the Design Team Leader in developing the Project Budget.
- Contribute to preliminary cost estimate and outline cost plan for the project and assessment against the agreed budget.
- Advise the Design Team leader on potential project risks.
- Contribute to design risk assessments.
- Advise the Design Team Leader on the necessity for studies, reviews, investigations, surveys, tests or the like and coordinate the implementation of these and associated reports.
- Advise the Design Team Leader in relation to advance works requirements where applicable.
- Site appraisal and report – carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
- Assist the Design Team Leader and participate with consultations to the Client’s professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme.
- Assist with development of a series of design and site layouts options;
- Appropriate Assessment Report;
- Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Client and Design Team Leader and any other relevant sources.
- Advise on work breakdown structure and procurement strategy for the Project, having due regard to the Project Brief, the capabilities of the Client organisation, characteristics of the Project (urgency, complexity, size), market conditions and the Client’s requirements on risk allocation.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.
- Assist in preparation of Stage report for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Planning and Environmental Consultant, including associated Specialist Skills, would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings

- End of stage project review meetings
- Lessons learned sessions

### **2.1.9 Traffic & Transport Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Advise in relation possible grant schemes available to the client in relation to the project;
- Contribute to the development and preparation of Project Brief in consultation with the Client, Design Team and key stakeholders.
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Attend workshops as necessary to assist with urban design analysis;
- Prepare and assist design team with formulation of Mobility Management Plans, Traffic & Transportation Assessments, Construction & Environmental Management Plans;
- Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Client and Design Team Leader and any other relevant sources.
- Review all site requirements in order to assess potential traffic and transport solutions to facilitate the site in their occupancy;
- Advise the Design Team Leader on the necessity for studies, reviews, investigations, surveys, tests or the like and coordinate the implementation of these and associated reports.
- Carry-out (appoint and administer) required surveys and market research as is necessary;
- In consultation with the Design Team Leader, contribute to the preparation of a draft Detailed Project Programme.
- Advise and assist the Design Team Leader in developing the Project Budget.
- Contribute to preliminary cost estimate and outline cost plan for the project and assessment against the agreed budget.
- Advise the Design Team leader on potential project risks.
- Contribute to design risk assessments.
- Advise the Design Team Leader in relation to advance works requirements where applicable.
- Site appraisal and report – carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
- Assist the Design Team Leader and participate with consultations to the Client’s professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme.
- Assist with development of a series of design and site layouts options
- Advise on work breakdown structure and procurement strategy for the Project, having due regard to the Project Brief, the capabilities of the Client organisation, characteristics of the Project (urgency, complexity, size), market conditions and the Client’s requirements on risk allocation.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and

- monitor any consequential or remedial action necessary.
- Assist in preparation of Stage report for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Traffic & Transport Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.10 Archaeology Consultancy Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the development and preparation of Project Brief in consultation with the Client, Design Team and key stakeholders.
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek & provide relevant information to inform the decision making process;
- Assist the Masterplan and Urban Design Architect in the delivery of their scope of services during this stage.
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Client and Design Team Leader and any other relevant sources.
- Carry-out a desk-top study review in relation to the potential for Archaeology at the site;
- Advise the Design Team Leader on the necessity for studies, reviews, investigations, surveys, tests or the like and coordinate the implementation of these and associated reports.
- Advise the Design Team Leader in relation to advance works requirements where applicable.
- Carry-out (appoint and administer) required surveys and research as is necessary;
- Site appraisal and report – carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
- In consultation with the Design Team Leader, contribute to the preparation of a draft Detailed Project Programme
- Advise and assist the Design Team Leader in developing the Project Budget.
- Contribute to preliminary cost estimate and outline cost plan for the project and assessment against the agreed budget.



- Contribute to design risk assessments.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.
- Assist the Design Team Leader and participate with consultations to the Client's professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme.
- Assist in preparation of Stage report for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Archaeological Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / community group consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.1.11 Arborist Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the development and preparation of Project Brief in consultation with the Client, Design Team and key stakeholders.
- Liaise with the various design team consultants to inform the masterplan and urban design process, and seek to provide relevant information to inform the decision making process;
- Attend a series of works shop meetings with design team to gather all information necessary to begin the design process;
- Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Client and Design Team Leader and any other relevant sources.
- Carry-out a desk-top study review in relation to the site;
- Advise the Design Team Leader on the necessity for studies, reviews, investigations, surveys, tests or the like and coordinate the implementation of these and associated reports.
- Advise the Design Team Leader in relation to advance works requirements where applicable.
- Carry-out (appoint and administer) required surveys and research as is necessary;
- Site appraisal and report – carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
- In consultation with the Design Team Leader, contribute to the preparation of a draft Detailed

Project Programme;

- Advise and assist the Design Team Leader in developing the Project Budget.
- Contribute to preliminary cost estimate and outline cost plan for the project and assessment against the agreed budget.
- Contribute to design risk assessments.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.
- Assist the Design Team Leader and participate with consultations to the Client's professional advisers and project stakeholders (along other Design Team members) to develop the feasibility and possible capacity of the site for the proposed scheme.
- Assist in preparation of Stage report for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Arborist would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / community group consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

## 2.2 Stage 1b – Preliminary Design and Planning Application Stage

### 2.2.1 Architectural Services

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives.
- Take instructions from Client and obtain Client approvals on all occasions.
- Lead the design team consultants input to updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Utilise appropriate sustainable and environmental design concepts as agreed with the Client.
- Prepare a sustainability report for the development.
- Prepare detailed masterplan for the site(s);
- Liaise with designers to review design progress and to advise to ensure compliance with regulations and obligations;
- Demonstrate compliance with Building Regulations / other statutory requirement;
- Confirm the results of surveys have been taken into account in the outline design and Planning Application.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Prepare Planning Permission application submission, including reporting and other related services associated with the site;
- Preparation of conservation documentation as required and incorporate input from Conservation Architect into outline design drawings and Planning Application;
- Provide planning consultancy and advice throughout the design phase as required;
- In consultation with the design team, prepare and collate necessary reports required for Planning Applications.
- Provide information for the preparations of a project cost plan.
- Take leadership role of the Design Team, Coordinating and directing the inputs from other consultants throughout the period of the project
- Monitor and Report on Design plans & timelines for participation by design team members, Client and other relevant parties.
- Draft lines of responsibility between all design team members including inputs and lines of communication, Reporting formats and programme each work task.
- Provide imagery (3D images and graphics) for Planning Application;
- Provide fortnightly progress reports to Client during this phase
- Stage 1b progress report to Client prior to issue Planning Application:
  - Compile Stage 1b report coordinated with input from all design team consultants and obtain Client Approval;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design

- stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.2.2 Architectural Services – Masterplan and Urban Designer**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from the Design Team Leader & Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Consult with the design team consultants to update / develop proposals throughout this stage to further address the scope of services identified at Stage 1a taking on board, where relevant, engagements with Stakeholders;
- Act consultant on a design master plan for the development of these lands, to include new housing, new open spaces and new community facilities; provide such drawings, 3-D models and views and reports as required to describe the plan; and participate in public display and presentations to the relevant stakeholders.
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Update recommendations, if required, for working with the proposed mix and distribution of tenures on the lands to create a sustainable model going forward.
- Assist and input into the preparation of Planning Application during this stage;
- Continue engagements with utilities providers where necessary to determine existing services to/from the site;
- Advise the Client / lead Architect on any potential considerations with regards third party engagement (i.e. boundaries, access, wayleaves, etc.);
- Liaise with the project team to update risk assessments in context of masterplan and urban design, and attend workshops with the design team as necessary to assess and implement mitigation measures;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the masterplan and urban design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or

- Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.2.3 Mechanical & Electrical Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Identify Electrical, Gas, Water, communications infrastructure, Supply availability, costs etc. and arrange any specialist surveys on services to be carried out – e.g. Vibration isolation, etc.
- Liaise with the design team to input with updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Build in future flexibility as a critical design factor
- Life cycle cost assessments where appropriate such as heating, energy performance, sustainability, etc.
- Planning and negotiating with supply authorities in connection with the provision and installation of supplies as necessary.
- Prepare all coordinated outline design drawings and documentation for Planning Application
- Provide all required information to the Quantity Surveyor as necessary;
- Prepare site plans and input into detailed coordinated masterplan for Planning Application;
- Demonstrate compliance with Building Regulations / other statutory requirement
- Confirm the results of surveys have been taken into account in the Outline design and Planning documents.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents, and support the Architect, and other design team members as necessary;
- Prepare BER(s) as required;
- Prepare Planning Permission application submission, including reporting and other related services associated with the site;
- Prepare Additional / Further Information responses, planning compliance submissions and submit to authorities if required
- Provide planning consultancy and advice throughout the design phase as required
- Input as required into Stage 1b reports to the Client;
- Carry out required modelling and analysis as necessary for Planning Application;
- Demonstrate compliance with Building Regulations / other statutory requirements.

- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.2.4 Civil & Structural Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Consider relevant reports, data and information available and arrange surveys of the site as required including a survey of the existing foul and surface water drainage system (at the Client cost).
- Liaise with the design team to input with updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Liaise with the Client representative and make sure those relevant and appropriate factors from the end-users specialist functions are incorporated into the designs
- Build in future flexibility as a critical design factor
- Assess existing structure and site surveys and complete additional surveys as required e.g. vibration, isolation etc.
- Generate relevant data and reports for the design team, and review this data against scheme design and report any anomalies to the Design Team Leader / Client;
- Prepare detailed masterplan for the site;
- Demonstrate compliance with Building Regulations / other statutory requirements;
- Advice on compliance with Building Regulations / other statutory requirements;
- Confirm the results of surveys have been taken into account in the outline design and Planning Application.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents, and support the Architect, and other design team members as necessary;
- Prepare Planning Permission application submission, including reporting and other related services associated with the site;

- Input as required into Stage 1b reports to the Client;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.2.5 Quantity Surveying Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Draw up detailed budgets estimate of construction cost and building services costs
- Prepare outline cost plan and review with design team and with Client for approval prior to issue of Planning Application;
- Liaise with the design team to input with updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Provide cost valuation support to design team and value engineering activities
- Prepare costing of various options and any alternative designs required.
- Conduct on-going cost checks of the design.
- Completion of any Client or other relevant agency's financial stage report.
- Support the Architect, and other design team members as necessary in the utilisation of best practice construction methods & construction solutions where relevant, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Input as required into Stage 1b reports to the Client;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Quantity Surveyor would contemplate or infer as being required as part of this element of the design requirements for the Project.

- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.2.6 Landscape Architectural Services**

- Prepare detailed masterplan for the site;
- Prepare outline sketch design incorporating landscaping layout, accompanied by sections and elevations indicating the general character and massing of the planting. A number of options may need for approval prior to Planning Application;
- Provide all necessary Landscaping Services cost advice to the Design Team Leader / Quantity Surveyor;
- Liaise with the design team to input with updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Revise as necessary the Landscaping documentation as required to meet the Project Brief and Budget following consultation with the Design Team / Client in advance of Planning Application;
- Input as required into Stage 2a reports to the Client;
- Input into the updating of the Risk Register.
- Demonstrate compliance with Building Regulations / other statutory requirements;
- Confirm the results of surveys have been taken into account in the outline design and planning application.
- Support the Architect, and other design team members as necessary in the utilisation of best practice construction methods & construction solutions where relevant, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Prepare Planning Permission application submission documentation and drawings;
- Assist in the planning application, ensure compliance with the Planning Scheme to include all associated technical reports as required.
- Prepare and assist the design team with relevant reports to be issued for the purpose of planning permission;
- Comply with design production programmes by the Design Team to meet the agreed Programme.
- Attend to consultation and liaison with adjoining owners or interests, as required.
- Input as required into Stage 1b reports to the Client;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or



- as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.2.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, as amended, notwithstanding any inconsistent Contract contents.
- Assist in preparation of Stage report for Client review.
- Review any existing project Health & Safety documentation and amend/ supplement if necessary.
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Liaise with Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Provide Health and Safety expertise and input at all stages of the design phase of the project
- Issue a preliminary H&S plan to form part of the tender documentation.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor for the Design Process would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.2.8 Planning and Environmental Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties

and stakeholders as required.

- Liaise with the design team to input with updating / developing proposals for the site masterplan & urban design throughout this stage and assist the Masterplan and Urban Design Architect with their scope of services;
- Contribute to a project specific sustainability and energy use strategy and satisfies the Clients requirements in a cost effective manner.
- Collaborate with the Design Team in formulating recommended design solutions for Client approval and subsequent development.
- Contribute to site investigation process, site surveys and tests, examination of availability of public utilities and associated reports.
- Prepare preliminary Environmental Consultancy Services drawings and report. A number of options may need to be examined to satisfy the Client needs, Cost Limits and Planning requirements.
- Prepare and assist the design team with relevant reports to be issued for the purpose of planning permission;
- Appropriate Assessment Screening and if required Natura Impact Statement.
- Ecological Impact Assessment.
- Environmental Impact Assessment Screening for the site, in co-operation with the other design team members, a full Environmental Impact Assessment Report (to include all associated surveys and reports).
- Prepare design for Environmental elements.
- Revise as necessary the Environmental Services documentation following a review with the Design Team Leader and the Client and submit revisions for approval.
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Assist in the planning application, ensure compliance with the Planning Scheme to include all associated technical reports as required.
- Assist design team leader in the preparation of a detailed coordinated design programme for this stage.
- Assist in preparation of Stage 1b reports for Client review;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Planning and Environmental Consultancy, including Specialist Skill areas, would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings

- Lessons learned sessions

### **2.2.9 Traffic & Transport Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Advise in relation possible grant schemes available to the client in relation to the project;
- Review all site requirements in order to assess potential traffic and transport solutions to facilitate the site in occupancy;
- Prepare preliminary Traffic & Transport Services drawings and report. A number of options may need to be examined to satisfy the Client needs, Cost Limits and Planning requirements (including further Fire Safety and Disability Access requirements).
- Prepare and assist the design team with relevant reports to be issued for the purpose of planning permission;
- Provision information to the Design Team leader / Quantity Surveyor as necessary.
- Assist in preparation of Stage 1b reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Traffic & Transport Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.2.10 Archaeology Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to pre-planning, fire safety and any other necessary statutory or regulatory consultations as required.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
- Prepare preliminary Archaeology Consultancy Services drawings and report for Planning Application.
- Prepare developed sketch / outline design for Archaeological elements.
- Provide information to the Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.
- Prepare Design Risk Assessments throughout the duration of the design development stage.

- Assist in preparation of Stage 1b reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Archaeological Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Pre-planning / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.2.11 Arborist Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the Scheme Design and general design Specification in accordance with the Project Brief.
- Carry-out on site monitoring as required and formulate report upon completion;
- Contribute to pre-planning, planning application, consultations as required.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
- Prepare Arborist information for Planning Application to include drawings, designs and report with associated recommendations agreed with Local Authority.
- Provide information to the Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Assist in preparation of Stage 1b reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Arborist Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / 3<sup>rd</sup> party consultation meetings

- Design Team meetings and workshops
- Site meetings
- End of stage project review meetings
- Lessons learned sessions

## **2.3 Stage 2 – Detailed Design and Statutory Approvals**

### **2.3.1 Architectural Services**

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives.
- Take instructions from Client and obtain Client approvals on all occasions.
- After reviewing the existing Client data and consulting fully with the Client, complete detailed interior design & finalized space planning layouts.
- Develop detailed design drawings and specifications for tender.
- Utilise appropriate sustainable and environmental design concepts as agreed with the Client.
- Liaise with designers to review design progress and to advise to ensure compliance with regulations and obligations;
- Demonstrate compliance with Building Regulations / other statutory requirement;
- Detail and specify fully all elements, including compliance with the requirements of the Building Control (Amendment) Regulations 2014 and the Code of Practice for Inspection and Certifying Building and Works;
- Confirm the results of surveys have been taken into account in the outline design and Planning Application.
- Confirm the results of surveys have been taken into account in the detailed design.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Advise the Client and design team of all obligations relating best practice design & construction solutions for successful delivery of affordable permanent occupancy residential units during this stage.
- Prepare Fire Safety Certification application, Disability Accessibility Certificate application, including reporting and other related services associated with the site;
- Preparation of conservation documentation as required and incorporate input from Conservation Architect into detailed design, Statuary Approvals Applications and tender documentation;
- Preparation of conservation documentation as required and incorporate input from Conservation Architect into outline design drawings and Planning Application;
- Assess notification and final grant of Planning Permissions and review with the Design Team;
- Take due account of, prepare and respond appropriately to, the conditions of Planning permission requiring consultation with the Local Authority Fire Officer and any other officers or Local Authority Departments as necessary.
- Prepare Additional / Further Information responses, Planning Compliance submission(s) and submit to authorities if required;
- Provide planning consultancy and advice throughout the design phase as required;
- Advise the Client and Design team of all duties and responsibilities arising from existing planned and anticipated statutory regulations.
- Provide Daylight and Sunlight Analysis;
- Provide information for the preparations of a project cost plan.
- Develop schedule of works necessary, if required, to advance the initial phase of the works-

example: strip-out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.

- If agreed in advance with the Client, Develop a scope of works including drawing and specifications for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.
- Take leadership role of the Design Team, Coordinating and directing the inputs from other consultants throughout the period of the project
- Monitor and Report on Design plans & timelines for participation by design team members, Client and other relevant parties.
- Coordinate the work of all design team members in drawing up production information for tender documentation to provide a fully documented proposal for the tender evaluation phase.
- Draft lines of responsibility between all design team members including inputs and lines of communication, Reporting formats and programme each phase of the work or each phase thereof.
- Arrange sample finishes presentation for Client sign off
- Prepare and agree with the client a procurement strategy for the projects – 2 stage restricted procedures (OJEU) to be assumed;
- Produce comprehensive Works Requirements documents with input from the Design Team members;
- Coordinate a structured set of tender documents with all coordinated detailed design drawings and specifications for the works from the Design Team;
- Prepare Preliminary Inspection Plan (PIP) in consultation with the design team members in compliance with the Building Control (Amendment) Regulations 2014 and the Code of Practice for Inspection and Certifying Building and Works;
- Oversee the formulation of all tender documents, including Suitability Assessment Questionnaires (SAQ), Requests / Invitations to Tenderers, evaluation criteria, Forms of Tender and associated information documents with input from the Design Team and Client as required, and ensure fully documented proposal for shortlisting (SAQ), tendering and subsequent tender evaluation;
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Provide imagery for project promotional material – provision of 3D images and graphics;
- Provide appropriate detail drawings; 1:10;1:25;1:50 for proper detailing and analysis
- Provide fortnightly progress reports to Client during this phase
- Stage 2 Report – present to Client towards the end of stage:
  - Progress Stage 2 report on advance of tender
  - Full Stage 2 providing cost plan and pre-tender cost check;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:

- Client meetings
- Stakeholder meetings
- Local Authority / Utility provider consultation meetings
- Design Team meetings and workshops
- Site meetings
- End of stage project review meetings
- Lessons learned sessions

### **2.3.2 Architectural Services – Masterplan and Urban Designer**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from the Design Team Leader & Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Consult with the design team consultants to update Masterplan and Urban Design proposals where necessary throughout this stage;
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Update recommendations, if required, for working with the proposed mix and distribution of tenures on the lands to create a sustainable model going forward.
- Assist and input into the preparation of detailed design during this stage;
- Continue engagements with utilities providers where necessary to determine existing services to/from the site;
- Advise the Client / lead Architect on any potential considerations with regards third party engagement (i.e. boundaries, access, wayleaves, etc.);
- Liaise with the project team to update risk assessments in context of masterplan and urban design, and attend workshops with the design team as necessary to assess and implement mitigation measures;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions



### **2.3.3 Mechanical & Electrical Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Identify Electrical, Gas, Water, communications infrastructure, Supply availability, costs etc. and arrange any specialist surveys on services to be carried out – e.g. Vibration isolation, etc.
- Apply for all utility connections and maintain a utilities tracker with reports issued to the design team leader / Client as required;
- Liaise with the Client representative and make sure that relevant and appropriate requirements for the end user specialist functions are incorporated into the design.
- Build in future flexibility as a critical design factor
- Prepare pre-tender estimate for the building services and issue to quantity surveyor.
- Life cycle cost assessments where appropriate such as heating, energy performance, sustainability, etc.
- Planning and negotiating with supply authorities in connection with the provision and installation of supplies as necessary.
- Prepare all coordinated outline design drawings and documentation for Planning Application
- Prepare all coordinated design / tender drawings and specifications for the works in accordance with the relevant contracts;
- Produce comprehensive works requirements documents, all coordinated detailed design drawings and specifications for the works.
- Input to the completion of all tender documents, including Suitability Assessment Questionnaires, Requests / Invitations to Tenderers, evaluation criteria, and associated information documents as required;
- Complete detailed design of all mechanical building services
- Prepare and Complete the detailed design of all Electrical & communication building services
- Prepare detailed Mechanical & Electrical / Building Services design documents, drawings and Specifications;
- Provide all required information to the Quantity Surveyor, including detailed measured M&E schedules, in order to ensure that building service installations are incorporated into the detailed Bills of Quantities (BOQ) in accordance with ARM4, Supplement 2 or similar;
- Consider and determine the interface required between building services and the specialist equipment
- Demonstrate compliance with Building Regulations / other statutory requirement
- Confirm the results of surveys have been taken into account in the detailed design.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents, and support the Architect, and other design team members as necessary;
- Prepare BER(s) as required;
- In conjunction with other Design Team Members, prepare Fire Safety Certification application and Disability Accessibility Certificate application, including reporting and other related services associated with the site;
- Assess notification and final grant of Planning Permissions and review with the Design Team;
- Take due account of, and respond appropriately to, the conditions of Planning permission

requiring consultation with the Local Authority Fire Officer and any other officers or Local Authority Departments as necessary.

- Prepare Additional / Further Information responses, planning compliance submissions and submit to authorities if required
- Provide planning consultancy and advice throughout the design phase as required
- Input as required into Stage 2 reports to the Client;
- Carry out all modelling, preparation, testing, imaging as necessary to meeting design brief and/or operational requirements of building
- Demonstrate compliance with Building Regulations / other statutory requirements.
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Develop a schedule and if necessary a BOQ for works necessary to advance the initial phase of the works - example: strip-out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.
- Develop a schedule for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.3.4 Civil & Structural Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Consider relevant reports, data and information available and arrange surveys of the site as required including a survey of the existing foul and surface water drainage system (at the Client cost).
- Liaise with the Client representative and make sure those relevant and appropriate factors from the end-users specialist functions are incorporated into the designs
- Build in future flexibility as a critical design factor
- Generate relevant data and reports for the design team, and review this data against scheme design and report any anomalies to the Design Team Leader / Client;
- Develop detailed design production documents, drawings and specification from approved

outlined proposals in a timely manner to allow the preparation of the tender documents, Bill of Quantities and pre tender cost estimate.

- Prepare detailed design and design calculations for the site;
- Demonstrate compliance with Building Regulations / other statutory requirements;
- Advice on compliance with Building Regulations / other statutory requirements;
- Confirm the results of surveys have been taken into account in the detailed design.
- Where relevant utilise best practice construction methods & construction solutions, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents, and support the Architect, and other design team members as necessary;
- Prepare Planning Permission application submission, including reporting and other related services associated with the site;
- Prepare Fire Safety Certification application, Disability Accessibility Certificate application, including reporting and other related services associated with the site;
- Assess notification and final grant of Planning Permissions and review with the Design Team;
- Take due account of, prepare and respond appropriately to, the conditions of Planning permission requiring consultation with the Local Authority Fire Officer and any other officers or Local Authority Departments as necessary.
- Input as required into Stage 2 reports to the Client;
- Prepare all coordinated design/tender drawing and specification for the works in accordance with the relevant Contracts.
- Produce comprehensive works requirements documents, all coordinated detailed design drawings and specifications for the works.
- Input to the completion of all tender documents, including Suitability Assessment Questionnaires, Requests / Invitations to Tenderers, evaluation criteria, and associated information documents as required;
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Develop schedule of works necessary, if required, to advance the initial phase of the works.  
Example: A isolation of existing utilities to facilitate the speedy commencement of works by the main contractor.
- Develop a schedule for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the main contractor complete the works within the required timescale.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings

- Local Authority / Utility provider consultation meetings
- Design Team meetings and workshops
- Site meetings
- End of stage project review meetings
- Lessons learned sessions

### **2.3.5 Quantity Surveying Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Draw up detailed budgets estimate of construction cost and building services costs
- Prepare detailed cost plan and review with design team and with Client.
- Provide cost valuation support to design team and value engineering activities
- Life cycle cost assessments where appropriate.
- Prepare costing of various options and any alternative designs required.
- Draw up an elemental cost plan against the detailed design and take any necessary corrective steps required to meet budget catering for inflation and advise on alternatives, including value engineering exercises. Prepare and issue pre tender estimate, expenditure cash flow forecasts, including inflations predictions.
- Conduct on-going cost checks of the design.
- Advise on tendering procedure
- Provide procurement advice and input as required during the design phase.
- Prepare and finalise the Bills of Quantities (BOQ) (compatibility with the Building Information Model (BIM) if required);
- In consultation with the design team members, ensure that Building Services installations are incorporated in to the BOQ in accordance with ARM 4, Supplement 2 or similar;
- Produce comprehensive works requirements documents, and assist the Design Team Leader with incorporating all coordinated detailed design drawings and specifications for the works into a structured set of tender documents.
- Input to the completion of all tender documents, including Suitability Assessment Questionnaires (SAQ), Requests / Invitations to Tenderers, evaluation criteria, Forms of Tender and associated information documents as required to provide a fully documented proposal for shortlisting (SAQ), tendering and subsequent tender evaluation;
- Completion of any Client or other relevant agency's financial stage report.
- Develop a procurement plan for the full project including the options of minor enabling work projects and specialist procurement options
- Support the Architect, and other design team members as necessary in the utilisation of best practice construction methods & construction solutions where relevant, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Develop a schedule and if necessary a BOQ for works necessary to advance the initial phase of the works - example: strip-out of existing buildings, isolation of existing utilities and minor demolition contract to facilitate the speedy commencement of works by the main contractor.
- Develop a schedule and a BOQ for any specialist area of work required to be procured in advance of the main contract to expedite the works beginning onsite in a prompt manner to allow the

main contractor complete the works within the required timescale.

- Input as required into Stage 2 reports to the Client;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Quantity Surveyor would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.6 Landscape Architectural Services**

- Prepare detailed masterplan for the site;
- Prepare outline sketch design incorporating landscaping layout to a scale of not less than 1:200 illustrating how it is proposed to provide the areas set out in the Project brief. The plans shall be accompanied by sections and elevations indicating the general character and massing of the planting. A number of options may need to be examined to satisfy the Client requirements, cost limits and planning, fire safety, disability access and health and safety requirements. The design must be reconciled with the brief requirements. Submit outline sketch design to Client.
- Participate with the Design Team and other consultants in value engineering and life cycle costing exercises.
- In consultation with the Quantity Surveyor provide all necessary Landscaping Services cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for landscaping design options or alternative designs as required.
- Advise the PSDP, as appropriate, in the preparation of the Preliminary Health and Safety Plan, including providing Specification for materials, planting and any specialist methods or any particulars in regard to maintenance and replacement of planting to be adopted.
- Arrange for a detailed review with the Design Team Leader of the Landscape drawings and specifications, and formally confirm that they have been prepared in accordance with the Project Brief and that they are consistent with architectural drawings.
- Input as required into Stage 2b reports to the Client;
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Input into the updating of the Risk Register.
- Demonstrate compliance with Building Regulations / other statutory requirements;
- Confirm the results of surveys have been taken into account in the outline design and planning application.

- Confirm the results of surveys have been taken into account in the detailed design.
- Support the Architect, and other design team members as necessary in the utilisation of best practice construction methods & construction solutions where relevant, such as new technologies, innovative design and methods of construction, obtaining working knowledge of Green and Smart Technologies etc. to feed into sustainable and economic feasibility recommendations for successful delivery of permanent residents;
- Prepare Planning Permission application submission documentation and drawings;
- Prepare required drawings and documents for input with Fire Safety Certification & Disability Accessibility Certificate applications
- Assess notification and final grant of Planning Permissions and review with the Design Team;
- Take due account of, and respond appropriately to, the conditions of Planning permission requiring consultation with the Local Authority Fire Officer and any other officers or Local Authority Departments as necessary.
- Respond where required to Additional / Further Information requests, planning appeal process if applicable, and assessment and compliance with planning conditions (if required).
- Comply with design production programmes by the Design Team to meet the agreed Programme.
- Carry out whole life cost assessments as required in consultation with the Quantity Surveyor.
- Prepare detailed specification documentation for the works, including samples, testing, prototype and QA procedures, with particular regard to sustainability, quality and standards required.
- Prepare design and maintenance risk assessment, and provide all necessary Landscaping Services technical and design information to the PSDP for incorporation into the Pre-Tender Health & Safety Plan.
- Assist the Design Team Leader in the preparation of a report on the Detailed Design addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, key stakeholder requirements, accommodation and budget. Assist in a full design briefing to the Client.
- Conduct design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs as may be required.
- Produce comprehensive works requirements documents, all coordinated detailed design drawings and specifications for the works.
- Input to the completion of all tender documents, including Suitability Assessment Questionnaires, Requests / Invitations to Tenderers, evaluation criteria, and associated information documents as required;
- Prepare and complete Works' Contract production information including detailed Specialists' design for tender documentation, tender drawings, specifications and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation.
- Input as required into Stage 2 reports to the Client;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.

- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, as amended, notwithstanding any inconsistent Contract contents.
- Assist in preparation of Stage report for Client review.
- Review any existing project Health & Safety documentation and amend/ supplement if necessary.
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Liaise with Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Provide Health and Safety expertise and input at all stages of the design phase of the project
- Issue a preliminary H&S plan to form part of the tender documentation.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor for the Design Process would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.8 Planning and Environmental Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders as required.
- Prepare and assist the design team with relevant reports to be issued for the purpose of planning

- permission;
- Prepare design for Environmental elements.
- Revise as necessary the Environmental Services documentation following a review with the Design Team Leader and the Client and submit revisions for approval.
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Prepare Planning Compliance submission(s) and submit to authorities;
- Advise on, prepare and respond where required to Additional / Further Information requests, planning appeal process if required.
- Carry out whole life cost assessments as required in consultation with the Quantity Surveyor.
- Contribute to the risk management strategy and risk register.
- Assist design team leader in the preparation of a detailed coordinated design programme for this stage.
- Advise on the need for any Specialists and associated cost factors.
- Coordinate the provision of necessary information to the Design Team leader / Quantity Surveyor for the developed cost plan report.
- Prepare all necessary Environmental design risk assessments and provide to PSDP for incorporation into the Preliminary Health & Safety Plan.
- Produce comprehensive input to the works requirements documents, including all associated detailed design drawings and specifications for the works.
- Contribute to the risk management strategy and risk register for incorporation in the tender documents including identified risks, risks transferred to Contractor, and retained/ managed risks.
- Assist in preparation of Stage 2 reports for Client review;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Planning and Environmental Consultancy, including Specialist Skill areas, would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.9 Traffic & Transport Services**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Advise in relation possible grant schemes available to the client in relation to the project;
- Review all site requirements in order to assess potential traffic and transport solutions to



- facilitate the site in occupancy;
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Advise on the need for any Specialists and associated cost factors.
- Advise on the need for any Specialist contractors and associated cost factors, carry out and/ or coordinate detailed design for Specialist works.
- Coordinate the provision of necessary information to the Design Team leader / Quantity Surveyor for the developed cost plan report.
- Produce comprehensive input to the works requirements documents, including all associated detailed design drawings and specifications for the works.
- Contribute to cost plan and pre-tender cost estimate for the project and assessment against the agreed budget with design team leader & the Quantity Surveyor .
- Contribute to design risk assessments.
- Contribute to project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.
- Assist in preparation of Stage 2 reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Traffic & Transport Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.10 Archaeology Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the Scheme Design and general design Specification in accordance with the Project Brief.
- Carry-out on site monitoring, if required, as required and formulate report upon completion;
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
- Revise as necessary the Archaeological documentation following a review with the Design Team Leader and the Client and submit revisions for approval.
- A reasonably detailed specification of materials, and method of construction, shall be prepared.
- Carry out examination and preparation of alternative design solutions, adjustments and design

revisions as required to meet the Project Brief and Budget.

- Provide information to the Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.
- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Assist the Design Team in the assessment and compliance with the conditions of final grant of planning permission, to include all associated technical reports as required.
- Assist the Design Team with responding, if required, to Additional / Further Information requests, planning appeal process if applicable.
- Assist in the preparation of a procurement strategy for the project with the Design Team Leader.
- Input to works requirements documents, all coordinated detailed design drawings and specifications for the works.
- Assist in preparation of Stage 2 reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Archaeological Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

### **2.3.11 Arborist Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as required.
- Contribute to the Scheme Design and general design Specification in accordance with the Project Brief.
- Carry-out on site monitoring as required and formulate report upon completion;
- Contribute to fire safety and any other necessary statutory or regulatory consultation as required.
- Contribute to consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
- Prepare Arborist detailed drawings, designs and requirements to be set-out in the tender documentation.
- A reasonably detailed specification of materials, and method of construction, shall be prepared.
- Carry out examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project Brief and Budget.
- Provide information to the Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.

- Prepare Design Risk Assessments throughout the duration of the design development stage.
- Assist the Design Team in the assessment and compliance with the conditions of final grant of planning permission, to include all associated technical reports as required.
- Assist the Design Team with responding, if required, to Additional / Further Information requests, planning appeal process if applicable;
- Assist in the preparation of a procurement strategy for the project with the Design Team Leader.
- Input to works requirements documents, all coordinated detailed design drawings and specifications for the works.
- Assist in preparation of Stage 2 reports for Client review
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Arborist Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

## 2.4 Stage 3 – Tender Action, Evaluation, Award

### 2.4.1 Architectural Services

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a quality product is being highlighted in the tender documents
- Assist Client with tenders/OJEU Contract Notices and monitoring / administration of mid-tender queries & responses;
- Carry out all necessary actions leading to award of contracts.
- Provide all necessary copies of drawings and specifications for the contract documents
- Prepare tender documents for main works and specialist works where appropriate
- Assess and advise on any requirements for site monitoring.
- Evaluate the Suitability Assessment Questionnaire (SAQ) responses with regards to the proposed qualitative and pass/fail criteria with input from the design team and in collaboration with the Client;
- Evaluate the tender responses with regards to the proposed quality submission of the tenders in response to the Works Requirements;
- Ensure Client's obligations in relation to Regulation 84 of S.I. No. 284 of 2016 are adhered to and input as required;
- Formulate SAQ and tender report following assessment of SAQ submissions and tender returns respectively;
- Prepare all debriefing correspondence and attend debriefing & post-tender clarification meetings;
- Prepare letters to successful candidates, works contract & signing process;
- Ensure appointment made in respect of Project Supervisor for the Construction Stage (PSCS)
- Liaise with Client and advise on any Client requirements during this stage
- Advise in relation to requirement for advance purchase of any long delivery items which may affect programme;
- Provide clear unambiguous recommendation in relation to tender conclusion and contractor appointment;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings

- Design Team meetings and workshops
- Site meetings
- End of stage project review meetings
- Lessons learned sessions
- Debriefing / post-tender clarification meetings;

#### **2.4.2 Architectural Services – Masterplan and Urban Designer**

- Obtain permission from the Client / Design Team Leader to start this element of the stage.
- Take instructions from the Design Team Leader & Client and obtain Client approvals on all occasions.
- Liaise with Design Team Leader and Client for the confirmation of the Project Brief and make sure that relevant and appropriate factors are incorporated into the Project brief.
- Consult with the design team consultants to update Masterplan and Urban Design proposals where necessary throughout this stage;
- Assist and input into the preparation of tender documentation during this stage;
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Contribute to engagements with utilities providers where necessary to determine existing services to/from the site;
- Advise the Client / lead Architect on any potential considerations with regards third party engagement (i.e. boundaries, access, wayleaves, etc.);
- Liaise with the project team to update risk assessments in context of masterplan and urban design, and attend workshops with the design team as necessary to assess and implement mitigation measures;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.4.3 Mechanical & Electrical Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.

- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Assist in advising the Client on suitability of candidates for the works contract.
- Input to evaluation of the Suitability Assessment Questionnaire responses with regards to the proposed qualitative and pass/fail criteria with input from the design team and in collaboration with the Client;
- Input to evaluation of the tender responses with regards to the proposed quality submission of the tenders in response to the Works Requirements;
- Attend debriefing and post-tender clarification meetings;
- Carry out all necessary actions leading to award of contracts.
- Provide all necessary copies of drawings and specifications for the contract documents
- Prepare list of contractors in association with Client and Design team.
- Assess and advise on any requirements for site monitoring
- Prepare tender documents for specialist(s) where appropriate
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions
  - Debriefing / post-tender clarification meetings;

#### **2.4.4 Civil & Structural Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Input to evaluation of the Suitability Assessment Questionnaire responses with regards to the proposed qualitative and pass/fail criteria with input from the design team and in collaboration with the Client;
- Input to evaluation of the tender responses with regards to the proposed quality submission of

- the tenders in response to the Works Requirements;
- Attend debriefing and post-tender clarification meetings;
- Carry out all necessary actions leading to award of contracts.
- Provide all necessary copies of drawings and specifications for the contract documents
- Prepare list of contractors in association with Client and Design team.
- Assess and advise on any requirements for site monitoring
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions
  - Debriefing / post-tender clarification meetings;

#### **2.4.5 Quantity Surveying Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Prepare and finalises tender documentation and prepare tender documents for specialist(s) where appropriate or necessary.
- Provide procurement advice and input a required during this project phase.
- Issue tender documents and manage correspondence with tenders and tender returns
- Carry out all necessary actions leading to award of contracts.
- Incorporate Bill of Quantities in Tender Documents.
- Input to evaluation of the Suitability Assessment Questionnaire responses with regards to the proposed qualitative and pass/fail criteria with input from the design team and in collaboration with the Client;
- Input to evaluation of the tender responses with regards to the proposed quality submission of the tenders in response to the Works Requirements;
- Prepare tender report (Regulation 84);
- Report on tender to Employers Representative (Design Team Leader) and Client and recommend chosen contractor.
- Attend debriefing and post-tender clarification meetings;
- Prepare bill of reduction if the lowest acceptable exceeds the pre-tender estimate.
- Advise on formal contracts documents relating to accepted tenders for any of the works.
- Such other services:

- as are reasonable:
  - incidental to the services identified above in relation to this element of the design stage; and or
  - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - as a reasonable Quantity Surveyors would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions
  - Debriefing / post-tender clarification meetings;

#### **2.4.6 Landscape Architectural Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Input to evaluation of the Suitability Assessment Questionnaire responses with regards to the proposed qualitative and pass/fail criteria with input from the design team and in collaboration with the Client;
- Input to evaluation of the tender responses with regards to the proposed quality submission of the tenders in response to the Works Requirements;
- Attend debriefing and post-tender clarification meetings;
- Carry out all necessary actions leading to award of contracts.
- Provide all necessary copies of drawings and specifications for the contract documents
- Prepare list of contractors in association with Client and Design team.
- Assess and advise on any requirements for site monitoring
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings



- Stakeholder meetings
- Local Authority / Utility provider consultation meetings
- Design Team meetings and workshops
- Site meetings
- End of stage project review meetings
- Lessons learned sessions
- Debriefing / post-tender clarification meetings;

#### **2.4.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.
- Confirm compliance with PSDP duties in respect of this stage,
- Review any existing project Health & Safety documentation and amend/ supplement if necessary.
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Issue a preliminary H&S plan to form part of the tender documentation
- Input to evaluation of contractors in relation to Health & Safety and site specific design risks;
- Evaluate the tender responses with regards to the proposed quality submission of the tenders in response to Health & Safety and PSCS requirements
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor for the Design Process would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions
  - Debriefing / post-tender clarification meetings;

#### **2.4.8 Planning and Environmental Consultancy Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT the to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.

- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Provide all necessary copies of drawings and specifications for the contract documents
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Planning & Environmental Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.4.9 Traffic & Transport Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Provide all necessary copies of drawings and specifications for the contract documents
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Traffic & Transport Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings

- Lessons learned sessions

#### **2.4.10 Archaeology Consultancy Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Provide all necessary copies of drawings and specifications for the contract documents
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Archaeological Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

#### **2.4.11 Arborist Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Develop works requirements tendering strategies with the DT to ensure the Client interests of a Quality product is being highlighted in the tender submissions
- Advice regarding special inspections or tests arising during the construction phase.
- Prepare tender documents for specialist(s) where appropriate
- Assist in advising the Client on suitability of candidates for the works contract.
- Provide all necessary copies of drawings and specifications for the contract documents
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Arborist would contemplate or infer as being required as part of this element of the design requirements for the Project.

- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - End of stage project review meetings
  - Lessons learned sessions

## 2.5 Stage 4 – Construction

### 2.5.1 Architectural Services

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives;
- Act as Employer's Representative;
- Act as Assigned Certifier;
- As Employer's Representative make determination in respect of any claims made by the contractors during the works and provide timely responses to same
- Take instructions from Client and obtain Client approvals on all occasions.
- Administer contract in a timely manner mitigating risk of future contractor claims
- Attend site to keep all relevant facts documents in administrating claims and realistic account of actual progress and resources against contract and tender programmes
- Ensure contractor and site progress is achieved, design co-operation to avoid disputes (e.g. processing valid alternate proposals for submittals/works execution etc.)
- Support project construction and provide detailed drawings or clarification as required
- Review all contract & specialist design to ensure appropriate detailing is in place prior to construction. Attend all meetings and factory visits to ensure same.
- Update finishes board and obtain Client approval;
- Examine shop fabrication drawings prepared by the Contractor's Sub-contractor, Specialists or suppliers for the works;
- During the construction phase the Architect must review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Design details to achieve the performance outlined in the tender requirements – Request/Approve/Reject samples/submittals/mock ups in a timely manner.
- Advise in relation to application of Liquidated Damages
- Advice regarding special inspections or tests arising during the construction phase.
- Attend fortnightly site meeting with the rest of the design team
- Attend and issue notes on site walks and visits (minimum weekly)
- Chair monthly Client meeting with the rest of the design team
- Assist in the provision of monthly progress report to Client during this phase
- Issue a Draft building commissioning report prior to handover
- Issue Quality Check Sheets and Observe and report progress addressing same
- Liaise with site monitoring staff to ensure all works are being carried out to drawing and specification
- Request and examine collateral warranties for relevant specialist works
- Provide all necessary copies of drawings and specifications for the contract documents
- Perform the duties of Assigned Certifier under the Building Control (Amendment) Regulations 2014 and sign the Design Certificate in accordance with those Regulations.
- At all times, observe the applicable requirements under the Department of the Environment, Community and Local Government's "Code of Practice for Inspection and Certifying Buildings and Works" (February 2014).
- Schedule and obtain Ancillary Certificates from others. Coordinate, compile and schedule relevant

information to be submitted to the Building Control Authority as required under the regulations.

- Assess and advise on any requirements for site monitoring.
- Liaise with the contractor to witness and review all performance testing prior to Substantial Completion
- coordinate and chair all site meeting with the contractor and specialists on site progress
- Manage the construction phase of the project and issue all necessary instruction to the contractor
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required;
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, or other elements of the works in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation.
- Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative of all snags and defects identified for issue to the Contractor. Carry out inspection of the defects remedial works upon notification of their completion by the Contractor.
- Report to Client as required.
- Accept/Reject necessary for achievement of Substantial Completion; report to Client on same.
- Provide certification that the works have reached substantial completion.
- Provide Final Account reports to client in accordance with the works contract;
- Advise Client in relation to achieving occupation of all or part of the building or early handover prior to issuing Substantial Completion.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - Lessons learned sessions

**Note the person identified as the Employers Representative (ER) will be required to attend all site meeting and site walks. Note all instructions are to be issued through the ER.**

### **2.5.2 Architectural Services – Masterplan and Urban Designer**

- Obtain permission to start this element of the stage.
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing

- additional design input and/or clarification where required
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Assist in the provision of monthly progress report to Client during this phase
- Report to Employers Representative as required
- Advise on the development and interaction with community facilities (including local retail and leisure etc.);
- Liaise with the project team to update risk assessments in context of masterplan and urban design, and attend workshops with the design team as necessary to assess and implement mitigation measures;
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Design Team meetings and workshops

### **2.5.3 Mechanical & Electrical Engineering Services**

- Obtain permission to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Advice regarding special inspections or tests arising during the construction phase.
- Attend fortnightly site meeting with the rest of the design team
- Attend monthly Client meeting with the rest of the design team
- If required, carry out all necessary supervision of the works for which they are responsible and visit the site at intervals to monitor the progress of the works in accordance with the contract documents and good practice.
- Review contractor and sub-contractor submittals as required to determine approvals or rejection of same.
- Give all necessary advice in a timely manner to the Employers Representative pertaining to services works being carried out to allow the orderly running of the contract
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Perform the duties of Ancillary Certifier under the Building Control (Amendment) Regulations 2014.
- At all times, observe the applicable requirements under the Department of the Environment, Community and Local Government’s “Code of Practice for Inspection and Certifying Buildings and

Works" (February 2014).

- Attend all site meetings, site walks and visits
- Assist in the preparation of a Draft Building commissioning Report prior to Hand-over.
- Assist the Employers representative make determination in respect of any claims made by the contractors during the works and provide timely responses to same
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, or other elements of the works in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation.
- Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative of all snags and defects identified for issue to the Contractor. Carry out inspection of the defects remedial works upon notification of their completion by the Contractor.
- On request from the Employer's Representative, provide certification that the works have reached substantial completion.
- Assist in the provision of monthly progress report to Client during this phase
- Provide all necessary copies of the contract documents
- Liaise with the contractor to witness and review all performance testing prior to Substantial Completion
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - Lessons learned sessions

**The person identified as the lead/senior project Mechanical and Electrical Consultant will be required to attend all site meetings and walks. The Mechanical and Electrical Consultant may not issue instructions to the contractor. All Instructions must be issued by the Employers Representative.**

#### **2.5.4 Civil & Structural Engineering Services**

- Obtain permission to start this element of the stage.



- Take instructions from Client and obtain Client approvals on all occasions.
- Advice regarding special inspections or tests arising during the construction phase.
- Attend fortnightly site meeting with the rest of the design team
- Attend monthly Client meeting with the rest of the design team
- If required, carry out all necessary supervision of the works for which they are responsible and visit the site at intervals to monitor the progress of the works in accordance with the contract documents and good practice.
- Examine and report on any variations and claims, including those resulting from delay / disruption, pertaining to Civil and Structural works being carried out to allow the orderly running of the contract
- Review contractor and sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Liaise with the contractor to witness and review all performance testing prior to Substantial Completion
- Assist in the preparation of a Draft Building commissioning Report prior to Hand-over.
- Perform the duties of Ancillary Certifier under the Building Control (Amendment) Regulations 2014.
- At all times, observe the applicable requirements under the Department of the Environment, Community and Local Government's "Code of Practice for Inspection and Certifying Buildings and Works" (February 2014).
- Attend all site meetings, site walks and visits
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, or other elements of the works in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation.
- Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative of all snags and defects identified for issue to the Contractor. Carry out inspection of the defects remedial works upon notification of their completion by the Contractor.
- On request from the Employer's Representative, provide certification that the works have reached substantial completion.
- Assist in the provision of monthly progress report to Client during this phase
- Provide all necessary copies of the contract documents
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or

- as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - Lessons learned sessions

**The person identified as the lead/senior project Civil/Structural Engineer will be required to attend all site meetings and walks. The Civil/Structural Engineer may not issue instructions to the contractor. All Instructions must be issued by the Employers Representative.**

#### **2.5.5 Quantity Surveying Services**

- Obtain permission to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Advice regarding special inspections or tests arising during the construction phase.
- Attend fortnightly site meeting with the rest of the design team
- Attend monthly Client meeting with the rest of the design team
- Check contractors progress applications, prepare interim valuations and recommendations payments to facility contract payments certification in accordance with the contract conditions
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Advise the design team and the Client in relation to any contractual matters that may arise
- prepare monthly cost reports incorporating updated cash flow projections
- on receipt of the necessary documents from the contractor, draft final account
- Provide procurement advice and input as required during the construction phase
- Assist the Employers representative make determination in respect of any claims made by the contractors during the works and provide timely responses to same
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, or other elements of the works in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation.
- Assist in the provision of monthly progress report to Client during this phase
- Liaise with site monitoring staff to gather information to cost any change order or contractor claims
- Provide Final Account report to the Design Team Leader / Client in accordance with the works contract;
- Provide all necessary copies of the contract documents
- Report to Employers Representative as required
- Such other services:

- as are reasonable:
  - incidental to the services identified above in relation to this element of the design stage; and or
  - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - as a reasonable Quantity Surveyor would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - Lessons learned sessions

**The person identified as the lead/senior project Quantity Surveyor will be required to attend all site meetings. The Quantity Surveyor may not issue instructions to the contractor. All Instructions must be issued by the Employers Representative.**

#### **2.5.6 Landscape Architectural Services**

- Obtain permission to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Advice regarding special inspections or tests arising during the construction phase.
- Attend fortnightly site meeting with the rest of the design team
- Attend monthly Client meeting with the rest of the design team
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Liaise with the contractor to witness and review all performance testing prior to Substantial Completion
- If required, carry out all necessary supervision of the works (Landscaping) for which they are responsible and visit the site at intervals to monitor the progress of the works in accordance with the contract documents and good practice.
- Attend necessary site meetings, site walks and visits
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, or other elements of the works in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation.
- Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative of all snags and defects identified for issue to the Contractor. Carry out inspection of the defects remedial works

- upon notification of their completion by the Contractor.
- On request from the Employer's Representative, provide certification that the works have reached substantial completion.
  - Provide Opinions on Compliance with Planning Regulations at building handover to the Client and Employer's Representative.
  - Assist in the provision of monthly progress report to Client during this phase
  - Provide all necessary copies of the contract documents
  - Report to Employers Representative as required
  - Such other services:
    - as are reasonable:
      - incidental to the services identified above in relation to this element of the design stage; and or
      - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
      - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
  - Attendance at project meetings, including:
    - Client meetings
    - Stakeholder meetings
    - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
    - Design Team meetings and workshops
    - Site meetings
    - Lessons learned sessions

**The person identified as the lead/senior project Civil/Structural Engineer will be required to attend all site meetings and walks. The Civil/Structural Engineer may not issue instructions to the contractor. All Instructions must be issued by the Employers Representative.**

#### **2.5.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.
- Advise and provide all necessary clarification and document to the design team to allow the timely progression of construction
- Carry out monthly site inspection of the construction works and issue a report of all finding/observation and concerns
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be

- completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor Design Process Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Local Authority / Utility provider / 3<sup>rd</sup> party consultation meetings
  - Design Team meetings and workshops
  - Site meetings
  - Lessons learned sessions

#### **2.5.8 Planning and Environmental Consultancy Services**

- Obtain permission to start this element of the stage.
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Assist in the provision of monthly progress report to Client during this phase
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Design Team meetings and workshops

#### **2.5.9 Traffic & Transport Services**

- Obtain permission to start this element of the stage.
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Assist in the provision of monthly progress report to Client during this phase
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design

- stage; and or
  - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Design Team meetings and workshops

#### **2.5.10 Archaeology Consultancy Services**

- Obtain permission to start this element of the stage.
- Carry-out site visits to review Contractor's compliance with the Works Requirements and their procedures to ensure integrity of all Archaeological / historical interest matters
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Assist in the provision of monthly progress report to Client during this phase
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Design Team meetings and workshops

#### **2.5.11 Arborist Services**

- Obtain permission to start this element of the stage.
- Carry-out site visits to review Contractor's compliance with the Works Requirements in relation to arborist items;
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required
- Review Contractor and Sub-contractor submittals as required to determine approvals or rejection of same.
- Examine and report on any change orders and claims notified by the contractor or instructed by the Employers Representative
- Assist in the provision of monthly progress report to Client during this phase
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:

- incidental to the services identified above in relation to this element of the design stage; and or
  - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - as a reasonable Landscape Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Design Team meetings and workshops

## 2.6 Stage 5 – Handover and Defects Period

### 2.6.1 Architectural Services

- Obtain permission from the Client to start this element of the stage.
- Architect will be Design Team Leader and lead point of contact for the Client & Client's appointed representatives
- Take instructions from Client and obtain Client approvals on all occasions.
- Lead and proactively engage and manage the design team in monitoring the defects liability period and reporting to the Client;
- Preparation of building commissioning report as part of the handover.
- Carry out snagging process as required.
- Provide Opinions of Compliance with planning and the Building Regulations at handover to the Client.
- Obtain as-built drawings from the contractor; review and if acceptable transfer full documentation package to Client on CD including as built Architectural, M&E, Civil/Structural and Specialist drawings (else pursue contractor for required revisions/updates).
- Oversee and monitor completion of all landscaping activities and services.
- Pass on relevant recommendations for the ongoing maintenance and care.
- Complete final as built accessibility audit and confirm compliance to original plan and regulations.
- As Employers Representative make determination in respect of any claims made by the contractors during the works and provide timely responses to same
- Determine any extensions of time under the contract;
- Provide all necessary copies of drawings and specifications for the contract documents.
- At appropriate stage, draw up snag lists and report on their completion at the required level.
- Arrange handover procedure, including final as built drawing issued to the contractor at the construction stage
- Compile Defects Lists (coordinated), with input from design team members, and monitor progress to completion and report to Client
- Arrange handover of the individual system and manufactures manuals and advise on maintenance contracts to enable the Client to operate and maintain the works
- Monitor agreement of the final account and issue report to the Client;
- In conjunction with other Consultants, monitor and administer the Contract Defects Period.
- Ensure defects require urgent / immediate attention during the Defects Period are acted upon and closed-out.
- Regularly visit the site during the Defects Liability Period to monitor the close-out of snags and defects, and report to the Client as required;
- Visit the site during the Defects Liability Period to assess defects, in conjunction with the Design Team, and follow-up with the close-out of same with the Contractor(s) etc.;
- After handover and prior to the end of the defect liability period, visit site and arrange for correction of any Defects,
- Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Client for review if required, and issue to the Contractor.
- Liaise with contractor for close out all outstanding claims under contract
- Coordinate inspection at the end of the defect liability period



- Make recommendation on further retention of monies
- Prepare final report for issue to Client including lessons learnt
- Administer retention period post Substantial Completion including
  - Undertake final snagging of projects and close out of same to realise defects liability cert and final retention
  - Liaise with specialist as necessary to resolve issues
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Architect would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Site meetings during defects period, including any required Design Team meetings as required
  - Lessons learned sessions

#### **2.6.2 Architectural Services – Masterplan and Urban Designer**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - Architect Services – Masterplan and Urban Design consultant would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Design Team meetings and workshops

#### **2.6.3 Mechanical & Electrical Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Confirm and witness all contractor test and commissioning report on the operation system of systems and services are available to review and confirm as satisfactory
- Complete all protocols as required by the commissioning plan.
- Carry out snagging process as required.

- Provide Opinions of Compliance with Building Regulations at handover to the Client, in accordance with the BC(A)R Regulations.
- Oversee/review as-built drawings and transfer full documentation package to Client.
- Pass on relevant recommendations for the ongoing maintenance and care.
- Assist the Employers representative make determination in respect of any claims made by the contractors during the works, including extensions of time, and provide timely responses to same
- Provide input and assistance as required to the Quantity Surveyor in settlement of variations and completion of the final account.
- Regularly visit the site during the Defects Liability Period to monitor the close-out of snags and defects, and report to the Client as required;
- Visit the site during the Defects Liability Period to assess defects, in conjunction with the Design Team, and follow-up with the close-out of same with the Contractor(s) etc.;
- In conjunction with other Consultants, monitor the Contract Defects Period. Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative and Client, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent / immediate attention.
- At the end of the Defects Period, carry out a final defects inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Mechanical & Electrical Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Site meetings during defects period, including any required Design Team meetings as required
  - Lessons learned sessions

#### **2.6.4 Civil & Structural Engineering Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Complete all protocols as required by the commissioning plan.
- Carry out snagging process as required.
- Provide Opinions of Compliance with Building Regulations at handover to the Client, in accordance with the BC(A)R Regulations.
- Oversee/review as-built drawings and transfer full documentation package to Client.
- Pass on relevant recommendations for the ongoing maintenance and care.
- Assist the Employers representative make determination in respect of any claims made by the

- contractors during the works and provide timely responses to same
- Provide input and assistance as required to the Quantity Surveyor in settlement of variations and completion of the final account.
- Regularly visit the site during the Defects Liability Period to monitor the close-out of snags and defects, and report to the Employer's Representative as required;
- In conjunction with other Consultants, monitor the Contract Defects Period. Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative and Client, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent/ immediate attention.
- At the end of the Defects Period, carry out a final defects inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Site meetings during defects period, including any required Design Team meetings as required
  - Lessons learned sessions

#### **2.6.5 Quantity Surveying Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- On receipt of necessary documentation from the contractor, prepare the final account and make a final report;
- Assist the Employer's Representative make determination in respect of any claims made by the contractors during the works or during the Defects Liability Period, including extensions of time, and provide timely responses to same;
- Attend meetings and visit site for the purpose of assessing / agreeing claims and assisting the Employer's Representative in making their determination;
- Report to Employers Representative as required
- Resolve all outstanding vendor non-conformance and or disputes
- Complete final account with all vendors & suppliers as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or

- required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
  - as a reasonable Quantity Surveyor would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Site meetings during defects period, including any required Design Team meetings as required
  - Lessons learned sessions

#### **2.6.6 Landscape Architectural Services**

- Obtain permission from the Client to start this element of the stage.
- Take instructions from Client and obtain Client approvals on all occasions.
- Complete all protocols as required by the commissioning plan.
- Carry out snagging process as required.
- Provide Opinions of Compliance with Building Regulations at handover to the Client, in accordance with the BC(A)R Regulations.
- Oversee/review as-built drawings and transfer full documentation package to Client.
- Pass on relevant recommendations for the ongoing maintenance and care.
- Assist the Employers representative make determination in respect of any claims made by the contractors during the works and provide timely responses to same
- Provide input and assistance as required to the Quantity Surveyor in settlement of variations and completion of the final account.
- Regularly visit the site during the Defects Liability Period to monitor the close-out of snags and defects, and report to the Client as required;
- Visit the site during the Defects Liability Period to assess defects, in conjunction with the Design Team, and follow-up with the close-out of same with the Contractor(s) etc.;
- In conjunction with other Consultants, monitor the Contract Defects Period. Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative and Client, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent/ immediate attention.
- At the end of the Defects Period, carry out a final defects inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly
- Report to Employers Representative as required
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Civil & Structural Engineer would contemplate or infer as being required as part of this element of the design requirements for the Project.
- Attendance at project meetings, including:

- Client meetings
- Stakeholder meetings
- Site meetings during defects period, including any required Design Team meetings as required
- Lessons learned sessions

### **2.6.7 Project Supervisor Design Process (Health & Safety PSDP) Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.
- Liaise with Design Team Leader, Design team members and the contractor in relation to the provision of the Safety File to include Health & Safety risk assessments, Operation & Maintenance files (O&Ms), as-built drawings, detailed technical specifications, Specialist works as-built drawings and specifications, all results of specialist's test or any other tests carried out during the course of the project, Maintenance Specifications or other relevant documentation.
- Advise the Client and design team of duties and responsibilities arising from the Safety Health and Welfare Act 2005 and associated regulations and Orders arising from the Act.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a Project Supervisor Design Process would contemplate or infer as being required as part of this element of the design requirements for the Project
- Attendance at project meetings, including:
  - Client meetings
  - Stakeholder meetings
  - Site meetings during defects period, including any required Design Team meetings as required
  - Lessons learned sessions

### **2.6.8 Planning and Environmental Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Planning & Environmental Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project
- Attendance at project meetings, including:

- Client meetings
- Design Team meetings / workshops

### **2.6.9 Traffic & Transport Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Traffic & Transport Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project
- Attendance at project meetings, including:
  - Client meetings
  - Design Team meetings / workshops

### **2.6.10 Archaeology Consultancy Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Archaeological Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project
- Attendance at project meetings, including:
  - Client meetings
  - Design Team meetings / workshops

### **2.6.11 Arborist Services**

- Obtain permission to start this element of the stage.
- Take instructions from Design Team Leader and Client and obtain Client approvals as necessary.
- Such other services:
  - as are reasonable:
    - incidental to the services identified above in relation to this element of the design stage; and or
    - required to complete this element of the design such that the Project can be completed in accordance with the Project Brief; and/ or
    - as a reasonable Arborist Consultant would contemplate or infer as being required as part of this element of the design requirements for the Project
- Attendance at project meetings, including:
  - Client meetings

- Design Team meetings / workshops



**REQUEST FOR MINI-TENDER - Central Mental Hospital, Dundrum, Dublin 14**

**Architect Led Design Team Services - Addendum to Clarification Response No.'s 15 & 16**

20/02/2020

Specialist Services to be provided by DT and included in Fixed Tender Price	Specialist Services to be procured by the DT and reimbursed by the Contracting Authority (non-exhaustive list)
<ul style="list-style-type: none"> <li>• Archaeology Services</li> <li>• Arborist Services</li> <li>• Asbestos Specialist Services</li> <li>• Building Surveys (measured and condition) of existing buildings</li> <li>• Landscaping Visual Impacts Assessment &amp; Graphics (incl. verified views and CGIS)</li> <li>• Wind Modelling &amp; Report</li> <li>• Environmental (to incl. Mammal Expert, Ornithologist, Ecologist)</li> <li>• Air Quality &amp; Climate Modelling &amp; Monitoring</li> <li>• Background Noise Survey</li> <li>• Sunlight &amp; Daylight Impact Studies &amp; Report</li> <li>• Construction &amp; Demolition Waste Management Plan</li> <li>• GPR Survey</li> <li>• Drainage Records</li> <li>• Water Supply Records</li> <li>• Flood Risk Assessment</li> <li>• Road Safety Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Archaeology Testing</li> <li>• Test Trenching</li> <li>• Topographical Surveys</li> <li>• Bioersity &amp; Ecological Surveys (e.g. Bat Survey, Invasive Plant Survey)</li> <li>• Site Investigation / Ground Investigation Surveys</li> <li>• Noise &amp; Vibration Modelling &amp; Monitoring</li> <li>• CCTV Survey</li> <li>• Waste Acceptance Criteria Assessment</li> <li>• Traffic Counts</li> <li>• Contaminated Land &amp; Remediation Specialist</li> </ul>





Query No	Received on	Query	Clarification Response	Issued to Tenderers on
1	04/02/2020	Has a site visit date/time been set, or can we arrange one please?	For security reasons it is currently not possible for tenderers to visit the site. In this regard tenderers are referred to the site aerial video and site survey links provided with the Request for Mini-Tender (Appendix 4). Should the situation change before the tender deadline we will advise tenderers	05/02/2020
2	05/02/2020	We have a query on the figures on page 2 for the Dundrum tender. There would appear to be a discrepancy for the traditional contract, see below. Can you confirm if the tender will be based on the €25m or €50m figure.	The €25m figure is a typo. €50m is the correct figure.	05/02/2020
3	10/02/2020	The YouTube video link for the site is corrupt can it be reissued please.	Please find link attached to cover email.	11/02/2020
4	10/02/2020	Is Rosemount Mulvey Football Club included within the land to be developed as it forms the red line boundary of the Punch report issued as part of the Tender documents.	The full extent of the site is as per the red line boundary in the provided Appendix 4 Dundrum LAP Issues Paper 2018: Pre-draft Submission (14 Dec. 2018). The green open space to the south of the boundary/Rosemount Mulvey FC (as per the Punch report) does not form part of the subject site.	11/02/2020
5	10/02/2020	Can Existing Floor Plans of the existing buildings be provided	Other than the floor plans included in the provided Appendix 4 Draft Urban Design Principles Presentation (09 October 2019) we do not hold any floor plans of the existing buildings.	11/02/2020
7	10/02/2020	Can the contracting authority please issue the response from Irish Water to the Pre-Connection Enquiry Form.	This was requested, to be provided upon receipt.	11/02/2020
8	10/02/2020	What does LDA want to see in the presentation?	The presentation is principally an opportunity for the architects to articulate their proposed Execution Methodology for Stages 1a and 1b of the project and for the LDA to fully understand the architects' proposals.	11/02/2020
9	10/02/2020	How many can attend the presentation?	No more than three people to include the Master Planning Architect/Urban Designer, Principal Architect and/or the Senior Architect.	11/02/2020
10	10/02/2020	Does the one hour for presentation include time for Q&A? If so how is the time split?	Maximum one hour time slot to be split c.30 minutes presentation & c.30 minutes Q & A.	11/02/2020
11	11/02/2020	Can the LDA please issue the NEC Contract Terms for this call off contract?	The LDA's solicitor is finalising a bespoke professional services appointment contract (in place of NEC3) which will be issued to the framework panel members as soon as available.	14/02/2020
12	14/02/2020	Please could LDA confirm their attendees for the presentation? Additionally is any information available on the location and set up, for example will audio/visual be available and will be able to access the room in advance to set up and test equipment?	The LDA's project manger (KSNPM) will have contacted tenderers with this information since this query was raised.	14/02/2020
13	14/02/2020	We note that the Scope of Service / Brief documents make reference to multiple requirements to ensure aspects of the services. This is contractually an ultimate performance obligation and is an elevated standard of care which insurers will not cover. Please confirm that the references to 'ensure' or any other requirement places no greater liability on the consultant than to exercise reasonable skill and care in providing the services, as standard industry practice.	Using the standard of reasonable skill, care and diligence expected of a competent professional in providing the services is confirmed.	20/02/2020
14	14/02/2020	With reference to the stage 2-5 scope - LDA have asked for a percentage fee for €50 million, Please clarify what percentage (if any) of the €50 million can we assume is on the existing buildings?	Tenderers are asked to assume a 70% (new build) / 30% (existing buildings) split for the assumed construction cost of circa €50 million.	20/02/2020
15	14/02/2020	In relation to the below specialist services can the contracting authority please clarify the requirements in relation to the following: a. Wind Modelling – we assume that we are to include for the costs of Wind Modelling as part of the EIAR. Please confirm? b. Air Quality and Climate – we assume that we are not to include for air quality monitoring and modelling as part of the fees for the EIAR chapter for this service. c. Noise and Vibration – we assume that site monitoring and modelling costs will not be required. d. Daylight and Sunlight Analysis – we assume that this must be procured as part of the EIAR costs but that the costs associated with the analysis itself will be reimbursed for the specialist service once the scope is defined during Stage 1b? e. Will all associated Biodiversity costs be reimbursed as noted in Section 9 of the outline brief. For example we assume that Bat Surveys will be required as part of the EIAR Chapter on Biodiversity and should these be excluded from the tender price or included?	Please see Addendum attached to cover email.	20/02/2020
16	14/02/2020	Section 1.2.1 lists specialist skills required a-h). These differ to the non-exhaustive list within the Outline Brief 9 Procurement Considerations for the Design Team in which it is noted that specialist services will be reimbursed 'as appropriate'. Can clarification be provided around specialised services required for inclusion in the Pricing Resource and Breakdown, as opposed to 3 <sup>rd</sup> party services procured as required during Project Stages please?	Please see Addendum attached to cover covering email.	20/02/2020
17	15/02/2020	Will the presentation form part of the marking for the project?	We note that this query was made after the query deadline of 14/2/2020. However, tenderers should note that the presentation itself will not be scored - it is an opportunity for tenderers to articulate their proposals for Criteria C Execution Methodology for Stages 1a and 1b.	20/02/2020
18	15/02/2020	Are the contracting authority expecting a copy to be submitted as part of the tender?	We note that this query was made after the query deadline of 14/2/2020. However, the contacting authority does not require a copy of the presentation as part of the tender submission. Any additional material over and above written tender submissions will not be scored.	20/02/2020
19	15/02/2020	Under Criterion C we note 6 points to be answered. Is there a weighting to be applied to each or are we to assume the 6 carry equal marking?	We note that this query was made after the query deadline of 14/2/2020. However, tenderers should note that no weighting will apply to the the individual points under Criteria C.	20/02/2020