



**UNIVERSITY of LIMERICK**

**OLLSCOIL LUIMNIGH**

**PROCESS FOR DEVELOPMENT  
OF  
NEW BUILDING PROJECTS**

***Approved by Finance, Human Resources & Asset Management Committee  
November 2018***

## PROCESS FOR THE DEVELOPMENT OF NEW BUILDING PROJECTS

### 1. Introduction

1.1 The initiation of physical development projects is determined by a wide range of factors including:

- Strategic Development Plans;
- Academic Enrolment and Programmes Plan;
- Campus Development Plan;
- Response to Programme(s) launched by Government;
- Entrepreneurial response to meet campus evolving needs;
- Initiation by University College/Division/Department;
- University Donors.

In many instances projects have been initiated by more than one of the above factors.

1.2 While maintaining flexibility to respond in an opportune and appropriate manner to any of the above factors, in general the initiation of new building projects should be determined by the contribution it makes to the three core functions of the University: teaching, research and service to both the campus and wider community.

1.3 The following Capital Works Management Framework guidelines apply in the development of new building projects that involve the expenditure of public funds:

- Public Works Contracts;
- Standard Conditions of Engagement;
- Cost Planning & Control / Suitability Assessment;
- Guidance Notes.

1.4 The following Department of Public Expenditure & Reform construction procurement circulars are also to be complied with where there is expenditure of public funds on construction projects:

- **Circular 10/18** – [Circular 10/2018: Construction Procurement Reform – Amendment to the threshold for the procurement of public works projects using the Short Public Works Contract \(PW-CF6\)](#)
- **Circular 08/18** – [Construction Procurement Reform – amendments to the Capital Works Management Framework to reflect the introduction of Sectoral Employment Orders in the construction sector and amend the Comparative Cost of Tender exercise](#)
- **Circular 01/16** – [Construction Procurement – revision of arrangements for the procurement of public works projects](#)
- **Circular 10/14** – [Initiatives to assist SMEs in Public Procurement](#)

- **Circular 07/13** – [Reduction of the Current Level of Construction Performance Bonds for use with the Public Works Contracts](#)
- **Circular 10/10** – [Facilitating SME Participation in Public Procurement](#)
- **Circular 07/10** – [Construction Procurement Reform – Construction Contracts and Conditions of Engagement Approval](#)
- **Circular 06/10** – [Construction Procurement Reform – the New Capital Works Management Framework](#)
- **Circular 04/08** – [Construction Procurement Reform – additional measures to the revised arrangements for the procurement of public works projects and for the engagement and payment of construction consultants](#)
- **Circular 33/06** – [Construction Procurement Reform – revision of arrangements for the procurement of public works projects and for the engagement and payment of construction consultants](#)
- **Circular 40/02** – [Public Procurement Guidelines – revision of existing procedures for approval of certain contracts in the Central Government sector](#)

## **2. Initiation of New Building Project**

- 2.1 At its initial stages, a proposed building project is evaluated by the Executive. Once the project is considered potentially financially feasible and in accordance with University development strategy, the President will establish a Building Committee charged with the task of developing the building project.

The Building Committee's main initial function is to research the project idea and develop a concept design for the consideration and approval of the Finance, Human Resources & Asset Management Committee and Governing Authority in accordance with delegated approval levels.

A concept design will generally be presented by the architects for the project and will:

- set out the requirements of the building and how the design is intended to address those requirements;
- will include proposed architects drawings and visuals of elevations of the proposed building;
- set out the schedule of accommodation and the main features of design related to meeting the needs of that schedule;
- indicate the building location and will include an indication of the likely landscaping design features and any other features relevant to the site location;
- address the building energy rating, other sustainability proposals and mobility management etc;
- provide the proposed project programme.

- 2.2 In their presentation of the concept design to the Finance, Human Resources & Asset Management Committee, the architects must identify any design proposals that are innovative or unique and will outline the principles underpinning the building's external and internal treatments and finishes.
- 2.3 When the Committee is considering a presentation on a concept design of a building project, the relevant Dean/Divisional Director/Departmental Head responsible in the area to which the building relates will attend the meeting to outline to the Committee the requirements of the building and to ensure that the proposed concept design is fit for purpose.
- 2.4 The Finance, Human Resources & Asset Management Committee will be informed of the establishment of building committees by email.

### **3. Role and Composition of Building Committee**

#### **3.1 Role of Building Committee**

3.1.1 The role of a Building Committee includes the following:

- **Project Outline**

At the outset the Committee will assess the proposed project and circulate a project outline to the Executive Committee. Subsequently the Building Committee will proceed with the development of the concept design.

- **Concept Design**

Following the completion of the concept design, it will be submitted to the Finance, Human Resources & Asset Management Committee and through them to the Governing Authority for approval in accordance with delegated approval levels.

- **Implementation of Project**

Following approval of the concept design, the design of the building will be finalised and the Building Committee will proceed with the implementation of the project in accordance with that concept. The implementation phase of the project will include the following:

- Planning Permission, Fire and Disability Access Certification;
- Detailed Design;
- Tendering/Competition;
- Construction;
- Fit-Out.

- Significant Change to Concept Design

The process of developing a building will involve the development of the concept design into a final detailed design. Where the Building Committee chairperson believes that the final design is significantly different to the concept design and such change is of a scale so as to require a new planning application or significantly amended planning application, then the revised design will be resubmitted to the Finance, Human Resources & Asset Management Committee for further consideration and approval.

### 3.2 Composition of Building Committee

3.2.1 On the recommendation of the Director, Management Planning & Reporting, the President will establish a building committee. The Director, Management Planning & Reporting will be entitled to be a member of and preside over any and every building committee. The membership of the building committee will include the following:

- Director, Buildings & Estates;
- Representatives of Design Team e.g. architect, project manager etc;
- Relevant Dean/Divisional Director/Department Head;
- Representative of academic/support staff as appropriate;
- Such other individuals as may be co-opted by the Building Committee and approved from time to time by the President.

3.2.2 The process of nominating a staff representative to serve as a member of a Building Committee will be the responsibility of the relevant Dean/Divisional Director/Department Head following consultation with and the collection of expressions of interest from relevant academic/support staff.

3.2.3 Where a non-academic building is to be primarily used by students, the President ULSU or his/her nominee, shall be a member of the Building Committee.

## 4. **Communication with the Campus Community**

4.1 The Office of the Director, Buildings & Estates will inform the campus community of a proposed building project once the concept design has been approved by the Finance, Human Resources & Asset Management Committee and the Governing Authority in accordance with delegated approval levels. Courtesy notices concerning expected disruption caused by building and development will also be provided from time to time.

## **5. 'Fit for Purpose Review' of new Building Projects**

- 5.1 The Director, Buildings & Estates will undertake a 'Fit for Purpose Review' of new buildings that have been in operation for a period of eighteen months from occupation. This review, which will include a questionnaire for building users, will enable:
- Continuation of the University's learning process in the development of new buildings;
  - Provide for a review of the performance of consultants, project managers, architects and contractors.
- 5.2 The Finance, Human Resources & Asset Management Committee will receive a briefing on the outcome of these "Fit for Purpose Reviews".