

This document contains 18 communications between the Department of Education and Skills (DES) and Cavan Monaghan Education Training Board, formally known as Cavan County VEC, from May 2013 to October 2018 (less than 2 months before the proposed school merger was announced).

This material has been obtained through a Freedom of Information request submitted to the Department of Education and Skills.

Included is a schedule of documents released and communications listed below.

1. Letter (02.05.2013) from Cavan VEC to Department of Education (DES) seeking approval for funding to replace prefabs with a new build for the St Bricins College and additional accommodation for Special Education Unit.
2. Letter (10.07.2013) from DES to Cavan VEC confirming approval of €412,500 to fund new build and accommodation for St Bricins.
3. Letter (29.07.2013) from Chief Executive Martin O'Brien, Cavan VEC confirming acceptance of the funding approved by DES.
4. Letter (01.08.2013) from Chief Executive Martin O'Brien, Cavan VEC to DES seeking additional funding to include works for an Engineering Room, Construction Studies Room and wood preparation area as part of the capital works project.
5. Letter (December 2013) from DES to Martin O'Brien, Chief Executive Cavan ETB confirming approval for additional works and increasing the project funding to €874,218.17.
6. Letter (05.02.2014) from DES to Martin O'Brien, confirming funding will total €1,007,218.17 to include furniture etc.
7. Letter (21.05.2015) from Martin O'Brien to DES seeking an additional accommodation request for an Autism Unit and Moderate Learning Unit.
8. Email to DES from Martin O'Brien clarifying some additional information pertaining to additional accommodation request for Autism Unit and Moderate Learning Unit.
9. Letter (20.10.2015) from DES to Martin O'Brien confirming an all in grant for works totalling to a grant of €1,740,000 to cover all needs sought for St Bricins. The letter also confirming the need to engage a design team given the scope of the project.
10. Letter (22.10.2015) from DES to Martin O'Brien on documentation to be signed to progress the project and the tender process.
11. Letter (09.03.2016) from DES to Martin O'Brien confirming additional funding to meet the full costs of completing the project totalling a commitment of funding €1,755,665.25.
12. Letter (07.04.2017) from John Kearney, Chief Executive Cavan Monaghan Education Training Board (took up the post from Martin O'Brien) to DES with acceptance of the funding for build project for St Bricins.
13. Letter (27.07.2017) from John Kearney to DES with a stage 1 report for St Bricins additional accommodation project.
14. Letter (20.08.2017) from DES to John Kearney taking issue with a submitted request beyond the scope of the original approved project for additional accommodation and they request CMETB come in line with the approved additional accommodation project for St Bricins which was approved for €1,740,000.

15. Letter (27.10.2017) from John Kearney to DES submitting a revised report for the project from design team/quantity surveyor.
16. Email (12.09.2018) from DES outlining that Cavan Monaghan ETB have approval for an additional accommodation project for St Bricins with funding approved for €1,740,000. They further outline they wish to progress the project and that Cavan Monaghan ETB cancelled a meeting with DES in December 2017 stating they wish to review provision of post primary education in the area.
17. Email (26.09.2018) from John Kearney to DES with an attachment on a feasibility cost plan for works for St Bricins which a QS estimated to be €6,027,403 with an Auctioneer valuation on the building to be €300,000. DES confirm a meeting with CMETB to be held 8th October 2018 to discuss. Through this FOI it was confirmed by the DES there are no minutes available for this meeting.
18. Email (18.10.2018) from to Bernie Powers of Cavan Monaghan ETB seeking a number of documents following the meeting and in advance of e site visit. The DES, through this FOI have confirmed no information was received by them from CMETB.



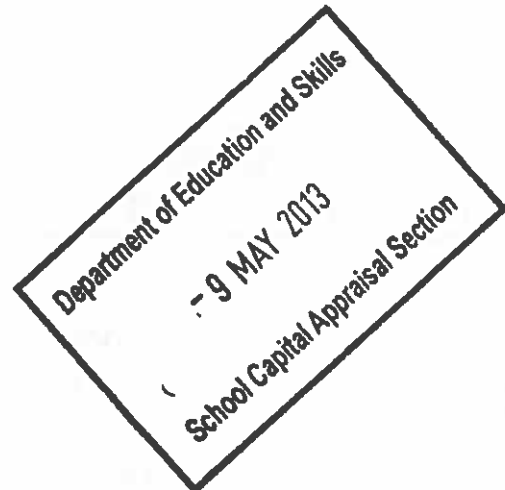
Coiste Gairmoideachais Chontae an Chabháin
County Cavan Vocational Education Committee

Colm McEvoy, B.Comm., D.S.A., M.Sc.
Chief Executive Officer

Church View Square, Cavan
Tel. (049) 4331044 Fax (049) 4331467 E-mail: info@cavanvec.ie

02 May 2013

The Secretary
Department of Education & Skills
School Building Section
Portlaoise Road
Tullamore
Co Offaly



Attention: Val Lynam

Re: Application for replacement of Prefabs, St. Bricin's College, RN 70350W

A Chara

I attach herewith application for replacement of prefabs at St. Bricin's College, Belturbet, Co Cavan. I would appreciate if you would give this your urgent attention in light of the seriousness of the health and safety issues.

Mise le meas

p.p. (Colm MacGiolla Bhui)

PRÍOMH OIFIGEACH

Enc



Application form for Additional School Accommodation (POST PRIMARY SCHOOLS)

Schools Capital Appraisal's Section
Planning & Building Unit
Department of Education and Science
Portlaoise Road, Tullamore, Co. Offaly

Telephone No: 057 9324476

E-mail: info@education.gov.ie

Website: www.education.ie

(This form must only be completed in respect of urgently required additional temporary school accommodation.)

1. BASIC SCHOOL DETAILS

1.1

School Name:	St Bricin's College	
Address:	Railway Rd, Beltrubet, Co Cavan	
School Roll No 70350W	School Telephone No 049 9522170	School e-mail address info@stbricinscollege.ie
Principal's Name	Mary Sheridan	

1.2 Please give details of contact person

Name	Mary Sheridan
Role in school	Principal
Phone number	0499522170 (work) 0876569657

Application for grant aid towards additional temporary school accommodation
Schools Capital Appraisal Section, Department of Education and Science, Tullamore, Co Offaly

**2.1 Give details of accommodation for which grant-aid is being sought
(i.e. portacabin, premises, new build etc)**

Prefab accommodation to be replaced with a new build and additional accommodation for a Unit to accommodate a Special Class granted by NCSE from September 2013

2.2 Date from which accommodation is required

(02 / 09 / 2013)

2.3 Indicate why additional accommodation is required

The existing prefab classrooms have become ineffective, dilapidated and require extensive remedial work to windows, doors, floors, heating and ventilation in these crowded classrooms, to make them fit for their intended purpose. The level of remedial work required would not be feasible to carry out and it would be more viable to extend the existing school building to have four purpose built classrooms, with toilet facilities & the Special Unit classroom to accommodate the Special Needs children entering in September, a total of 5 Classrooms. A new extension would link perfectly into the Art room construction which is at completion stage and would have lower maintenance costs and more energy efficient.

The URGENT need for an additional classroom to accommodate the SPECIAL CLASS assigned to our school from Sept 2013 by NCSE to accommodate a number of students in our catchment area enrolled for September 2013/14 would make this application value for money and complete the building schedule.

Our enrolments are increasing steadily and projected enrolments are also indicating a steady increase. This coupled with the fact that we are the DES designated school for ebooks and one of the NCCA Pilot schools for New Junior Curriculum. We have a steady cross-border enrolment since the announcement of the closure of a local secondary school in Derrylin, Co Fermanagh, just 7 Km away.

2.4

If prefabricated accommodation is considered the appropriate solution is there sufficient space on site, if sanctioned?	✓	Yes	
Approximate size of site	Hectares	or Acres	

Status of school provision

2.5

Recognition:	Permanent
Who owns site?	County Cavan VEC

Application for grant aid towards additional temporary school accommodation
Schools Capital Appraisal Section, Department of Education and Science, Tullamore, Co Offaly

If site is leased, has permanent site been acquired?	
Has an application for a building project been submitted to the Department?	Yes
If a building project is ongoing please state estimated completion date?	DD / MM / YYYY 12/ 04 /2013

3.1

Current enrolment as at 30 September 2012	197
Projected enrolment September 2013	205

POST PRIMARY SCHOOLS please submit the following;

1. Copy of Teacher Allocation form.
2. Classroom Timetables for School.

4.1

Category of teacher for which accommodation is required (e.g. Mainstream / S.E.T. etc.)		
Date of proposed appointment of additional teacher:		
Number of teachers at date of application	Principal + Mainstream class teachers	

4.2 Give details of the following specialist teachers currently serving in your school:

Type	Yes / No	No. of Teachers	Full Time / Shared (please specify hrs)	Based? Indicate Y/N
Learning Support / Resource				
Home / School Community Liaison				
Early Start				
Giving Children an Even Break				
DEIS - Disadvantage concessionary post				
DEIS - School Support Programme - Urban				
DEIS - School Support Programme - Rural Co-ordinator				
Other (give details)				

Rm	Purpose	Current Usage	Free Periods	
1	Home Economics	0.79	9	Not suitable for general purpose
2	Computers	0.62	16	Not suitable for general purpose
3	DCG	0.60	17	Not suitable for general purpose
4	General Purpose	0.81	8	
5	Metalwork	0.52	20	Not suitable for general purpose
6	Woodwork	0.67	14	Not suitable for general purpose
7	Science Lab	0.81	8	Not suitable for general purpose
8	General Purpose	0.74	11	
9	General Purpose	0.79	9	
10	General Purpose	0.86	6	
11	Double Room	0.86	6	
12		0.86	6	
13	Prefab	0.76	10	
14	Art Room	0.55	19	
15	Prefab	0.83	7	Not suitable for general purpose

The confirmation of TY and a Special Unit for September 2013 requires 84 class periods.
 We do not currently have suitable accommodation for these initiatives which are sustainable within the school and vital to serve the needs of our student population which is growing year on year.

SCHOOL ACCOMMODATION DETAILS

POST PRIMARY SCHOOLS please submit the following;

1. A complete current accommodation inventory, including room sizes
2. A set of up-to-date Floor Plans with the identities and dimensions for all spaces (metric) - ideally these should be architectural drawings.
3. Ordnance Survey Map showing school site.

5.1 Please give details of existing accommodation and current use (attach an additional sheet if necessary):

M ²	Actual size m ²	Number of permanent classrooms	Current use of each room as applicable		
<40					
≥40-50					
≥50					
	Actual size m ²	No. of prefabricated / portacabin classrooms	Current use of each	Monthly rent (if applic)	Name of landlord/supplier
<40					
≥40-50					
≥50					

5.2 Other accommodation *not* included above.

Please tick ✓ and enter m² (If rented please give details):

Principal's office	Staff room	General office	Multi-purpose room	G.P room	Library	Other (Please specify)

5.3 If the school uses any other premises please give details:

M ²	Details	Current use of each	Monthly rent (if applicable)

[REDACTED]

If there is additional documentation supplied, please securely fix to the back of the application form and list documentation below. This page can also be used for other relevant information not sought in the form.

Attachments Enclosed

Current Accomodation Inventory
NCSE Letter of Sanction for Special Class from September 2013-04-05
Photographs of Prefab

Other Relevant Information

The school has developed a comprehensive Transition Programme for the feeder Primary schools, we hope to extend this, within the new building structure, to continuous Professional Development training delivered by our staff to the staff in Primary schools.

We are planning on developing a 'Learning Centre' fully equipped, offering a range of devices with Literacy & Numeracy software, as part of our development of our specialist technology school This Learning Centre facility would be made available to the three Primary schools in our town, as there is currently no such space available to the schools and many are anxious to have their students with a level of IT Literacy, prior to entry.

We currently have only one Science Lab and with increasing enrolments , classes are larger, with the demand for Science subjects at Leaving Certificate level on the increase, we would anticipate that one of the new rooms would become a Science Demonstration room. We also have increasing demands for the practical subjects and the development of a Technology room will be necessary to facilitate our subject options at Junior & Leaving Certificate Levels, going forward.

St Bricin's College has been the DES Designated Pilot school for eBooks, now fully integrated over the past 3 years. We have developed a Digital Media Short course, delivered to all Junior Cycle students & leading to a Portfolio of

work by all current & incoming 1st years, as an NCCA pilot school for New Junior Curriculum.

We hereby apply for grant-aid for towards the additional temporary school accommodation as described in section 2: Application Details.

We are aware of and agreeable to the condition that if this application is successful and results in the provision of capital funding this funding must be secured legally.

In accordance with Section 15 of the Education Act 1998, we certify that this Board of Management has consulted with the Patron/Trustees. We confirm that:-

- (i) the application has the approval of the Patron/Trustees
- (ii) the application has the support of the Board of Management
- (iii) the proposed project is to be carried out within the confines of the vested school area.


We certify that all of the information given in this application is true and complete to the best of our knowledge and any material change in circumstances will be notified immediately to the School Planning Section of the Department of Education and Science.

We understand and declare that this application is made subject to contract and does not constitute, form part of or give rise to an agreement or contract with the Minister for Education and Science.

Signature of Principal

Signature of Chairperson BOM





Date: 4/4 2013

Date: _____ 2013

Please note:

- **Information provided is subject to the Freedom of Information Acts 1997 and 2003**
- **That a copy of the enrolment policy of your school must be include with this application (see section 15 (2)(d) of the 1998 Education Act).**

Mr. Martin G. O'Brien,
Chief Executive Officer
Cavan & Monaghan ETB
Administration Centre
Market Street
Monaghan
Co. Monaghan

10th July 2013

**Re: Provision of Additional Accommodation – St. Bricin's College –
4 x 70m2 Mainstream Classrooms (2 no additional & 2 no replacement) & 1 x 80m2
Special Education Class (additional) - Roll No: 70350W**

Dear Sir/Madam,

I refer to the ETB's application for funding to provide for additional accommodation at St. Bricin's College. The Department is pleased to offer a grant in the amount of **€412,500.00** inclusive of Vat, fees & furniture for classrooms or the total of the approved works, whichever is the lesser for the proposed works at your school under the 2013 Additional Accommodation Scheme. (Furniture grant will be paid at 70% drawdown stage.)

Breakdown as follows:

Build: €400,000.00

Furniture: €12,500.00

This financial information is strictly confidential to the School Authority. Dissemination of information regarding the grant amount offered for this project to a wider audience in advance of tendering for the works could prejudice the tender competition thereby negating the grant offer.

Fees

School management authorities must follow the process for engaging consultants outlined in the Department's guidance on Procuring Consultants for Small Works. The School Authority are reminded that the grant being provided for this project is inclusive of all fees and requests for additional fees/project costs incurred as a result of uneconomical fees being agreed will not be considered. The School Authority should note that due to the downturn in the construction industry there have been substantial reductions in both the cost of building works and the cost of professional fees associated with building projects. This has resulted in the Department achieving better value for money with regard to the fees being charged by consultants on all projects. The School Authority should ensure that the fees for the project reflect the current market realities.

For the avoidance of doubt the Department wishes to remind all school management authorities that have been allocated funding that they must comply with all the requirements of Technical Guidance Documents TGD 007 and the Department's guidance on Procuring Consultants for Small Works respectively. School must comply with the requirements of Circular 10/10. Failure to do so may expose the school management authorities to challenge and subsequent financial penalties from a consultant or contractor who feels he/she was not afforded an opportunity to tender. Any such challenge would also result in the project being substantially delayed.

As this is a devolved project the School Authority will be responsible for any challenges that may arise due to a failure to comply with the relevant guidelines

The Department should be informed immediately should any reimbursement or compensation be received by the school from any source e.g. an insurance claim in respect of the works being grant-aided. You should also notify your insurance brokers in advance of the commencement of works.

Next Steps

Please be advised that the School Authority as Client for the project has responsibilities under the Safety Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (Construction) Regulations, Statutory Instrument (S.I.) 504 of 2006. The main responsibility is to ensure the appointment of competent individuals or corporate bodies to act as PSDP and Project Supervisor for the Construction Stage (PSCS) and to ensure that they have adequate resources to perform their duties (Refer to TGD 007 & the Department's guidance on Procuring Consultant's for Small Works). Failure to comply with Health & Safety Regulations is a criminal offence and may expose the School Authority to criminal prosecution.

Subject to your completing and returning the Form of Acceptance, it is now in order for you to appoint a Project Supervisor for the Design Process (PSDP) as outlined above. A Consultant appropriate to your project must also be appointed. These appointments must be carried out in accordance with the Department's guidance on Procuring Consultant's for Small Works April 2012 (available at www.education.ie under School Planning/Building > Technical Guidance > Procedures) The PSDP and the Design Consultant can be the same person or body corporate, provided their competence and adequacy of resources have been assessed for both roles and found to be satisfactory. A copy of this letter should be given to the PSDP and Consultant upon appointment.

Asbestos

A guidance document titled "Duties and Guidance for School Authoritys on dealing with Asbestos containing materials before, during and after School refurbishment works,

demolitions and building works projects" is available on the Department website: www.education.ie/en/Schools-colleges/Services/Building-Works/Remediation-Programmes/.

School Authorities must adhere to these guidelines when dealing with Asbestos containing materials.

It is essential that once appointed the PSDP and Project Consultant (as a first step in the design process) review the School's Safety File to establish the position relating to any health and safety issues such as the presence of asbestos. The School Authority must obtain written confirmation that the PSDP and Consultant are aware of the contents of the School's Safety File and the School's Asbestos Register. This requirement is to comply with Health and Safety Legislation and protect the Board from the possibility of criminal prosecution. Where there is a possibility of asbestos in the area of the school which will be affected by the works a Pre-refurbishment / Demolitions Survey (formerly a Type 3 Survey) may be required. This includes the following circumstances:

1. where the school building was built prior to 1990 and
2. where the School Asbestos Survey indicates that the approved works will interfere with asbestos containing materials or
3. where it is known or suspected that the approved works will interfere with asbestos containing materials

Tax Compliance

The School Authority should note that changes in relation to the operation of Relevant Contracts Tax (RCT) which is a tax regime applicable to construction contracts in which tax is deducted from payments for construction operations due to the contractor by the principal contractor. RCT usually applies to main contractors in their dealings with sub-contractors. However, the Revenue Commissioners have recently indicated that School Authorities are now to be regarded as "Principal Contractor". This means that the School Authority will be responsible for complying with RCT requirements and VAT returns when making payments to the contractor. The Revenue introduced a mandatory electronic RCT system on 1 January 2012 for all principal contractors in the RCT system, so all filings and notifications must be done online through the Revenue ROS system.

The Revenue Commissioners have prepared a Guidance Note to assist Boards of Management with the operation of RCT and Reverse Charge VAT and this guidance note is available on the Revenue Commissioners Website and can be accessed by following this link: <http://www.revenue.ie/en/tax/rct/guidance-boards-rct-vat.pdf>

The School Authority is also asked to ensure that:

- the Tax Clearance rules* are adhered to, and
- Arrangements for the engagement of individuals or businesses to work in or on the school premises or directly in connection with school activities, even on a once off basis, fully support the need for timely and full compliance with tax return filing and payment obligations by such individuals or businesses.

* Tax Clearance Certificate or a certificate demonstrating a satisfactory level of subcontractor tax compliance are required in relation to all public sector contracts of a value of €10,000 (inclusive of VAT) or more. See www.revenue.ie for further details.

Conditions of Grant

The School Authority must utilise this grant to build a permanent stand alone structure. Any permanent structure must not be positioned where it will interfere with any future development at the school.

The attached Form of Acceptance must be completed and returned within 4 weeks from the date of this letter confirming that the school authority is prepared to accept this grant offer and the associated Terms and Conditions.

The grant is sanctioned on condition that the works commence on site and 70% of the funding has been drawn down within 6 months of the date of this letter and that the remaining 30% of the funding is drawn down within 12 months of this date also. If there are valid circumstances why the above timetable cannot be met a case should be made to the undersigned for an extension of the deadlines.

It is a condition of grant aid that you comply with all of the Department's Technical Guidance Documents (TGD's) paying particular attention to:

- The Department's guidance on Procuring Consultants for Small Works
- TGD-002 Mechanical & Electrical Engineering Guidelines for Primary Schools
- TGD-003 Mechanical & Electrical Engineering Guidelines for Post Primary Schools
- TGD-007 3rd Edition March 2011 Design Team procedures for Small Works
- TGD-021-1 Guidance on the Specification of Windows First Edition April 2010

The above mentioned documents are available on the Department's website at www.education.ie. (Always check the website for the most up to date version.)

The appropriate Form of Contract for the construction project is the Short Public Works Contract (PW-CF6) and Tender and Schedule for Short Public Works Contract (FTS6) 4 November 2009 available on www.constructionprocurement.gov.ie.

Works carried out over and above the level of grant aid approved in this letter must be borne by the School Authority.

Commencement of Work and Payment of Grant

The first payment will be for 70% of the Department's liability for **build element** and will be paid on receipt of the written confirmation as follows:

When the works have commenced on site the School Authority (BOM) must confirm the first three bullet points and request written confirmation from the consultant of the remaining bullet points outlined below. Each bullet point must be addressed. The School Authority then forwards the consultants confirmation documents with a covering letter to the undersigned. The documents being forwarded must confirm that;

- **The School Authority** understands their legal duty to appoint a competent PSDP and is satisfied that they have taken reasonable steps to satisfy themselves as to the competency of the PSDP
- **The School Authority** confirms that the tender process and contract award for the appointment of a Consultant has been carried out in accordance with the Department's guidance on Procuring Consultants for Small Works.
- **The School Authority** confirms that they have:
 - Registered online for ROS (Revenue Online System)
 - Registered for VAT and as a Main Contractor
 - Obtain contractor's tax reference number and proof of identity
 - Prior to commencement of construction, that they have notified the Revenue of the contract (Contract Notification)
- A PSDP has been appointed, the appointment has been confirmed in writing by the Client, and the Health and Safety Authority have been notified using the HSA form AF1.
- The PSDP has checked the safety file and has taken the appropriate action in relation to asbestos.
- A Preliminary Safety & Health Plan has been prepared by the PSDP and provided to tenderers as part of the tender documents.
- The consultant must confirm the monetary value of the total cost of the building works inclusive of fees and VAT (exclusive of furniture)
- The works undertaken are in accordance with the scope of works for which the grant was approved.
- Circular 10/2010 has been complied with.
- The tender process and contract award has been carried out in accordance with the terms outlined in the Departments Technical Guidance Documents as relevant (refer to TGD007) and that the contract has been awarded to the lowest tenderer and if not a detailed explanation must be provided as to why the lowest tender has not been accepted
- The management authority has placed a contract for the proposed works with the successful contractor and the contractor is on site and has commenced the works.

The second and final payment will be for the remaining 30% of the Department's liability and will be paid on receipt of the written confirmation as follows:

When the works have reached substantial completion the consultant must provide a covering letter confirming that the documentation outlined below has been forwarded to the School Authority. All bullet points must be addressed. The School Authority then forwards a copy of the consultant's letter, a copy of the cert of substantial completion and a covering letter confirming the final three bullet points to the undersigned. The documents being forwarded must include or confirm;

- A copy of the certificate of substantial completion from the Consultant.
- The consultant must confirm the monetary value of the final total cost of the building works inclusive of fees and VAT (exclusive of furniture)

- The Consultant's *Opinion of Compliance* of the relevant development with planning permission and or exemption from planning control.
- The Consultant's *Opinion of Compliance* of the relevant development with the building regulations including the fire safety certificate.
- Confirmation from the PSDP that the Safety File has been prepared and issued to the school managerial authority.
- A copy of the provisional Display Energy Certificate. Input form can be found at www.energyeducation.ie/dec
- The School Authority must confirm that:
 - Prior to discharging any payment to the contractor, they notified the Revenue of the payment (Payment Notification)
 - That they obtained a Deduction Authorisation from the Revenue specifying the tax to be deducted from the contractor
 - Provided the contractor a copy of the deduction Authorisation
 - Deducted the applicable amount of tax from payments due to the contractor
 - Filed RCT returns and paid the deducted amount to the Revenue
 - Filed monthly VAT returns and paid the VAT to the Revenue
 - Obtained and have kept a Deduction Summary – Periodic Return at the end of each return period
- Written confirmation from the school authority that a minimum of 50% of the agreed retention percentage rate of the contract sum will be retained for a period of 12 months following the completion of the works and pending the necessary rectification of any building defects which may become apparent during that period, and that the retention sum shall not be expended for any other purpose.
- Confirmation that the school authority has received from the Consultant copies of all relevant drawings and documents, if possible in an appropriate electronic format, together with your Consultant's confirmation that the completed works are in accordance with these drawings and documents.

No payment will issue unless each of the bullet points are addressed

Yours sincerely

Mary Clavin
 Devolved Schemes
 Additional Accommodation Unit
 Tel: 057 93 24444

Form of Acceptance

County: Cavan School: St.Bricin's College Roll No: 70350W

I confirm that Co. Cavan ETB, accepts the Department of Education and Skills offer of grant sanction under the Additional Accommodation Scheme 2013 in the amount of €400,000.00 (inclusive of fees and Vat) or the total cost of the works whichever is the lesser for the proposed works at the above named school. The School Authority also agrees:

- To engage a suitably qualified architect, engineer or Building Surveyor to provide appropriate professional advice for the works in accordance with the Department's guidance on Procuring Consultants for Small Works. The Consultant will have appropriate professional qualifications and previous experience in preparing reports of a similar nature.
- To obtain from the Consultant confirmation and proof of appropriate professional qualifications, professional indemnity insurance, employers liability insurance and holds a current tax clearance certificate for the duration of the contract.
- To comply with all statutory requirements, including building regulations, planning permission requirements and fire officer's requirements.
- To take all reasonable steps (as required by law) to satisfy themselves as to the competency of the PSDP, and to ensure that the Health and Safety Authority have been notified using the HSA form AF1.
- To ensure compliance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
- To obtain tenders on a fixed price basis using a competitive tendering process in accordance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works.
- To ensure that the contractor for the construction work:
 1. holds a current C2 tax clearance certificate for the duration of the contract
 2. is a member of the Construction Industry Pension/Sick Pay Scheme
 3. has current public and employers liability insurance
 4. complies with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
 5. obtains a contract guarantee bond if the proposed building project exceeds €635,000 in value.
 6. has the manpower and other resources necessary to undertake the work involved within a reasonable period of time.
- To make payments to the contractor in accordance with the terms and conditions of the contract based on certificates submitted by its architect/engineer
- A percentage of projects will be audited. Accordingly, all information and records regarding this scheme must be retained for a period of seven years and must be produced for inspection to officials of the Department, if requested.
- To undertake to carry out all of the above in compliance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works and the Department's guidance on Procuring Consultant's for Small Works April 2012.

Signed: _____
on behalf of the school management authority

Date: _____

Frequently Asked Questions

1. Fees

- Following the process for engaging consultants outlined in the Department's guidance on Procuring Consultant's for Small Works (note especially section 3.0 (a)) will ensure the fee level for your project is appropriate. The School Authority is reminded that the grant being provided for this project is inclusive of all fees and requests for additional fees/project costs incurred as a result of uneconomical fees being agreed will not be considered. The School Authority should note that due to the downturn in the construction industry there have been substantial reductions in both the cost of building works and the cost of professional fees associated with building projects in the past 12 - 18 months. This has resulted in the Department achieving better value for money with regard to the fees being charged by consultants on all projects. The School Authority should ensure that the fees for the project reflect the current market realities.

2. Advertising of Projects

Consultancy appointments:

- When the aggregated value (total fees) of all consultancy appointments for a project is below €50,000 (including VAT) the consultancy appointments do not have to be advertised on eTenders (www.etenders.gov.ie). However if there is the possibility of cross-border interest you must place an advertisement in eTenders.
- At least five firms should be invited to tender with the expectation that five tenders will be received.
- School Authorities are required to consider any Consultant (being qualified in the appropriate discipline) who has expressed an interest in tendering for the project (e.g. by writing or emailing the school), and where that Consultant meets (or declares that they meet) the minimum standard required must include that Consultant on the list of firms from whom tender submissions are being obtained.
- There is no upper limit on the number of Consultants permitted to submit quotes.

Building Contractors

- For projects with an estimated construction value of less than €50,000 ex VAT, advertisement on eTenders (www.etenders.gov.ie) or other national medium is not required (unless there is the possibility of cross-border interest). If the Open procedure is used, the School and their consultant must put an advertisement in the local papers (including cross-border papers where appropriate) stating how to obtain the tender documents and the latest date for the return of tenders.
- For projects greater than €50,000 an advertisement must be placed on eTenders (www.etenders.gov.ie).
- For all projects a minimum of at least 5 tenders must be sought and a minimum of 3 obtained.
- School Authorities and their Consultants are also required to consider any Contractor who has expressed an interest in tendering for the project (e.g. by writing or emailing the school or consultant), and where that Contractor meets the minimum standard required for the construction of the works must include that contractor on the list of firms tendering for the project.
- There is no upper limit on the number of contractors permitted to tender for the project

3. Drawdown of Grant

- The consultant should confirm the 9 bullet points to the Department accompanied by a letter from the school authority requesting the first payment of 70% when the works commence on site.
- No other documentation should be forwarded to the Department and all irrelevant documentation will be returned.
- All documentation must be retained by the School Authority for seven years for auditing purposes.
- Following receipt of the 70% payment the school authority may then issue payments as directed by the consultant.
- The Department will issue the final payment of 30% following written confirmation from the consultant through the school authority of the remaining 8 bullet points and compliance with the 9 month deadline for the drawdown of the grant.



Coiste Gairmoideachais Chontae an Chabháin

County Cavan Vocational Education Committee

Martin G. O'Brien
Chief Executive Officer

Church View Square, Cavan
Tel. (049) 4331044 Fax (049) 4331467 Email: info@cavanvec.ie

**On 1 July 2013 Co Cavan VEC merged with Co Monaghan VEC to form
Cavan and Monaghan Education and Training Board (ETB).**

29 July 2013

The Secretary
Devolved Schemes
Department of Education and Skills
Portlaoise Road
Tullamore
Co Offaly

Attention: Mary Clavin

Re: Provision of additional accommodation – St. Brigid's College – RN 70350W

A Chara

Attached please find Form of Acceptance in respect of the above.

Yours sincerely

p.p. (Martin G. O'Brien)

CHIEF EXECUTIVE OFFICER

AONAD TOGALA

Fuarthas - 1 AUG 2013

AN ROINN OIDEACHAIS

Form of Acceptance

County: Cavan School: St.Bricin's College Roll No: 70350W

I confirm that Co. Cavan ETB, accepts the Department of Education and Skills offer of grant sanction under the Additional Accommodation Scheme 2013 in the amount of €400,000.00 (inclusive of fees and Vat) or the total cost of the works whichever is the lesser for the proposed works at the above named school. The School Authority also agrees:

- To engage a suitably qualified architect, engineer or Building Surveyor to provide appropriate professional advice for the works in accordance with the Department's guidance on Procuring Consultants for Small Works. The Consultant will have appropriate professional qualifications and previous experience in preparing reports of a similar nature.
- To obtain from the Consultant confirmation and proof of appropriate professional qualifications, professional indemnity insurance, employers liability insurance and holds a current tax clearance certificate for the duration of the contract.
- To comply with all statutory requirements, including building regulations, planning permission requirements and fire officer's requirements.
- To take all reasonable steps (as required by law) to satisfy themselves as to the competency of the PSDP, and to ensure that the Health and Safety Authority have been notified using the HSA form AF1.
- To ensure compliance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
- To obtain tenders on a fixed price basis using a competitive tendering process in accordance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works.
- To ensure that the contractor for the construction work:
 1. holds a current C2 tax clearance certificate for the duration of the contract
 2. is a member of the Construction Industry Pension/Sick Pay Scheme
 3. has current public and employers liability insurance
 4. complies with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
 5. obtains a contract guarantee bond if the proposed building project exceeds €635,000 in value.
 6. has the manpower and other resources necessary to undertake the work involved within a reasonable period of time.
- To make payments to the contractor in accordance with the terms and conditions of the contract based on certificates submitted by its architect/engineer
- A percentage of projects will be audited. Accordingly, all information and records regarding this scheme must be retained for a period of seven years and must be produced for inspection to officials of the Department, if requested.
- To undertake to carry out all of the above in compliance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works and the Department's guidance on Procuring Consultant's for Small Works April 2012.

Signed: Brean Power
on behalf of the school management authority

Date:

July 2013



Coiste Gairmoideachais Chontae an Chabháin

County Cavan Vocational Education Committee

Martin G. O'Brien
Chief Executive Officer

Church View Square, Cavan
Tel. (049) 4331044 Fax (049) 4331467 Email: info@cavanvec.ie

**On 1 July 2013 Co Cavan VEC merged with Co Monaghan VEC to form
Cavan and Monaghan Education and Training Board (ETB).**

01 August 2013

Ms Tona Redmond
Post-Primary Building Unit
Department of Education and Skills
Portlaoise Road
Tullamore
Co Offaly

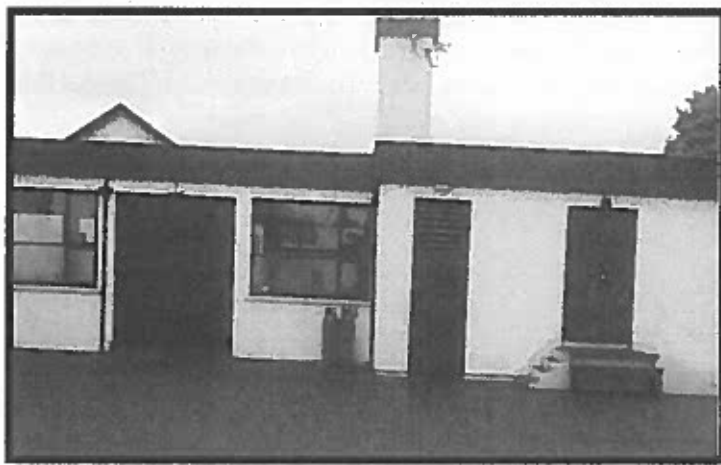
**Re: Provision of Additional Accommodation – St. Bricin's College, 4 Mainstream Classrooms and 1
Special Education Class**

Dear Tona

I visited St. Bricin's College in Belturbet recently which was built in 1937. The reason for my visit was to see where the additional approved accommodation could be fitted into the existing school site and how it would integrate with existing facilities. Having reviewed the existing accommodation, in the context of student/curricular needs and the fact that the school operates from a very restricted site - It became apparent that the existing provision for Metalwork, Woodwork, Engineering and Construction Studies were in fact inadequate. Both rooms are too small and what is worrying is the fact that the circular saw is located in the middle of the teaching space in the woodwork room. There is no wood preparation or machining area, no project store and the room is below TGD specification pertaining to area.



The existing provision for Metalwork and Woodwork is located in the oldest part of the school, 1937 part and neither room can be modified (in a cost effective way) to make them compliant with current TGD standards or compliant with current Health and Safety legislation applicable to these subjects. In addition it is not possible to expand the footprint of either room's in a cost efficient way in order to make them comply with current approved area limits for these specialist rooms. In fact the only thing to do with the existing Metalwork room is to demolish it completely. It is constructed in accordance with specifications applicable in 1930's and has a flat roof, no insulation, etc.



St. Bricin's College is the only Second Level School in West Cavan offering Engineering to Leaving Cert as St. Mogue's College, Bawnboy had to discontinue the provision owing to allocation and staffing available. It is therefore essential that students in West Cavan have access to appropriate accommodation and equipment to meet the needs of the State Examination Commission in the aforementioned two specialist subject areas.

Having reviewed the site, the only sensible option is to build a new woodwork and metalwork room on the ground floor and accommodate the general classrooms already sanctioned at 1st floor level. This approach represents better value for money, it facilitates double loading of classrooms on first floor level which is the Department of Education and Skills preferred option in terms of building efficiency and meets Department of Education and Skills approved costs limit as well as providing both subject areas with modern and TGD compliant accommodation for the future.

If we are to proceed and build classrooms on ground floor level and later seek to locate Engineering and woodwork rooms at first floor level, we are of the view that the Department of Education and Skills would not favour this approach, all be it at a later stage as this option represents poor planning on behalf of the ETB and will provide poor value for money. We believe that the proposal we are putting forward represents best value for money, it will mean all rooms are fully TGD compliant and all relevant legislation and requirements of State Examinations Commission can be fully adhered to.

This is to request approval to construct an Engineering Room, Construction Studies Room and wood preparation and machining area and associated project storage space.

I trust you will give favourable consideration to our proposal.

Yours sincerely


Martin G. O'Brien

CHIEF EXECUTIVE OFFICER



December 2013

Martin G. O'Brien
Chief Executive Officer
Monaghan Cavan Education and Training Board
Administration Centre
Market Street
Monaghan
Co Monaghan

Re: Application for additional accommodation at St Bricin's College, Co Cavan – RN 70350W

Dear Mr O'Brien,

I refer to the Department's approval of classroom accommodation for St. Bricin's College and your subsequent letter dated 1st August 2013 seeking additional specialist rooms.

Following on from a site visit by Department staff on 21st August, I am pleased to advise that the Department is in a position to increase the overall grant amount in order to provide this additional accommodation.

The totality of the additional accommodation now being approved is outline in the Schedule of Residual Accommodation attached. In addition, the future use of the existing woodwork room and adjacent store is outlined in the Schedule of Future Use attached. A further letter confirming the total level of grant aid for the project and the conditions associated with the grant will issue shortly. Please await receipt of this letter and complete the Form of Acceptance that will accompany it before proceeding with the project.

In addition to the conditions contained in the grant letter, the following specific conditions will also apply and these, together with the guidance below, should be provided to the Design Team:

- Demolish the existing single story Metal Work Room
- Construct a two story extension in the same location to include the rooms set out in the Schedule of Residual Accommodation attached.
- Connect the new build to the existing school building to provide internal circulation.
- The Boiler House to remain in the existing location with no physical changes other than service upgrading/re-decoration/other works specified by the Department.
- Convert the existing Woodwork Room into a Special Needs Room. Convert the adjacent store room into support accommodation for the Special Needs Room.

- The Design Team is to ensure that the final design and layout of the school site should be site specific and leave the school with a maximum amount of external play spaces.
- The Design Team is to ensure the guidance in relation to the requirements for the Technology Room and Metalwork Room provided in DoES Post Primary School Room layouts is used to design these rooms, specifically in relation to the Drawing No. RT-022/Technical Note 13 'Natural Light and Ventilation required for the area marked in the Plan as Zone A'. This is available on the Department's website [RT-022/Technical Note 13](#).
- The Design Teams should show options for future extensions to all proposals.
- The Design Team should develop design options in accordance with the DoES Design Team Procedures, Technical Guidance Documents and project norms. These may also be accessed on the Department's website.

Yours sincerely,

Tona Redmond

Tona Redmond, HEO
School Capital Appraisal Section

Encl. 1

St Bricin's College - RN 70350W
 Railway Road, Belturbet, Co Cavan
 Additional Accommodation approval December 2013

1.1 Schedule of Future Use

Space No	Current Space Name	Proposed Floor Area/m ²	Suggested Future Use
1	Woodwork Room	88	Special Needs Room
2	Adjacent Room: Store 2	26	Support Room for Special Needs Room

1.2 Schedule of Residual Accommodation

Unit No	Space Name	Unit Area/m ²	Total Area m ²	Comments
4	General Classrooms	49	196	
1	Wood/Technology/Construction Studies	136	136	
1	Wood/Technology machining & Preparation Room	65	65	
1	Metal Work/Technology Room	136	136	
1	New Principal's Office	22	22	
	Sub Total		555	
	Internal walls & sub division @ 6%		34	
	Circulation @ 18%		100	
1	Fire Secure Stair	25	50	
	Total		739	

School Name: St Bricin's College
School Address: Railway Road, Belturbet, Co Cavan
Roll Number: 70350W

<u>Details</u>	<u>Area</u>	<u>Rate / %</u>	<u>Amt</u>
	739	€930.00	€687,270.00
Special Needs Allowance		20%	
External Works Allowance		13%	
Abnormal Costs		15%	
			<u>€687,270.00</u>
Fitted Furniture	337	€60.00	€20,220.00
Subtotal:			<u>€707,490.00</u>
Professional Fees		8%	€56,599.20
VAT on Prof Fees		23%	€13,017.82
VAT on building works		13.5%	€95,511.15
Fire & Disability Cert (VAT incl)			€1,600.00
Total			<u>€874,218.17</u>

Additional Information:

Costings revised to take into account Principal's office. This space and the 4 no mainstream classrooms were not included in figure for furniture allowance.

The figure above includes provision for everything (fees, certs, fitted furniture) and is VAT inclusive. The Devolved Section should be advised not to increase the amount which will result in doubling up of funding.

In addition, an existing struture will be refurbished for Special Needs use. The standard Devolved Grant amount for this is €120,000.00 - therefore the overall grant amount is €994,218.17
 I recommend this amount be referred to Patrick O'Neill, QS for technical comment.

Mr. Martin G. O'Brien,
Chief Executive Officer
Cavan & Monaghan ETB
Administration Centre
Market Street
Monaghan
Co. Monaghan

5th February 2014

**Re: Provision of Additional Accommodation – St. Bricin's College –
4 x 49m² Mainstream Classrooms, 1 x 100m² Special Needs Classroom, 1 x 136m²
Wood/Technology/Construction Studies, 1 x 65m² Wood/Technology machining &
Prep. Room, 1 x 136m² Metal Work/Technology Room and 1 x 22m² New
Principals Office - Roll No: 70350W**

Dear Sir/Madam,

Please note this letter supersedes Department's letter of 10th July 2013.

Further to Department's letter dated December 2013, issued by Tona Redmond, and to the ETB's application for funding to provide for additional accommodation at St. Bricin's College, the Department is pleased to offer a grant in the amount of €1,007,218.17 inclusive of Vat, fees & furniture for classrooms or the total of the approved works, whichever is the lesser for the proposed works at your school under the 2013 Additional Accommodation Scheme. (Furniture grant will be paid at 70% drawdown stage.)

Breakdown as follows:
Build: €994,218.17
Furniture: €13,000.00

This financial information is strictly confidential to the School Authority. Dissemination of information regarding the grant amount offered for this project to a wider audience in advance of tendering for the works could prejudice the tender competition thereby negating the grant offer.

Fees

School management authorities must follow the process for engaging consultants outlined in the Department's guidance on Procuring Consultants for Small Works. The School Authority are reminded that the grant being provided for this project is inclusive of all fees and requests for additional fees/project costs incurred as a result of uneconomical fees being agreed will not be considered. The School Authority should note that due to the downturn in the construction industry there have been substantial reductions in both the cost of building works and the cost of professional fees associated with building projects. This has resulted in the Department achieving

It is essential that once appointed the PSDP and Project Consultant (as a first step in the design process) review the School's Safety File to establish the position relating to any health and safety issues such as the presence of asbestos. The School Authority must obtain written confirmation that the PSDP and Consultant are aware of the contents of the School's Safety File and the School's Asbestos Register. This requirement is to comply with Health and Safety Legislation and protect the Board from the possibility of criminal prosecution. Where there is a possibility of asbestos in the area of the school which will be affected by the works a Pre-refurbishment / Demolitions Survey (formerly a Type 3 Survey) may be required. This includes the following circumstances:

1. where the school building was built prior to 1990 and
2. where the School Asbestos Survey indicates that the approved works will interfere with asbestos containing materials or
3. where it is known or suspected that the approved works will interfere with asbestos containing materials

Tax Compliance

The School Authority should note that changes in relation to the operation of Relevant Contracts Tax (RCT) which is a tax regime applicable to construction contracts in which tax is deducted from payments for construction operations due to the contractor by the principal contractor. RCT usually applies to main contractors in their dealings with sub-contractors. However, the Revenue Commissioners have recently indicated that School Authorities are now to be regarded as "Principal Contractor". This means that the School Authority will be responsible for complying with RCT requirements and VAT returns when making payments to the contractor. The Revenue introduced a mandatory electronic RCT system on 1 January 2012 for all principal contractors in the RCT system, so all filings and notifications must be done online through the Revenue ROS system.

The Revenue Commissioners have prepared a Guidance Note to assist Boards of Management with the operation of RCT and Reverse Charge VAT and this guidance note is available on the Revenue Commissioners Website and can be accessed by following this link: <http://www.revenue.ie/en/tax/rct/guidance-boards-rct-vat.pdf>

The School Authority is also asked to ensure that:

- the Tax Clearance rules* are adhered to, and
- Arrangements for the engagement of individuals or businesses to work in or on the school premises or directly in connection with school activities, even on a once off basis, fully support the need for timely and full compliance with tax return filing and payment obligations by such individuals or businesses.

* Tax Clearance Certificate or a certificate demonstrating a satisfactory level of subcontractor tax compliance are required in relation to all public sector contracts of a value of €10,000 (inclusive of VAT) or more. See www.revenue.ie for further details.

- **The School Authority** understands their legal duty to appoint a competent PSDP and is satisfied that they have taken reasonable steps to satisfy themselves as to the competency of the PSDP
- **The School Authority** confirms that the tender process and contract award for the appointment of a Consultant has been carried out in accordance with the Department's guidance on Procuring Consultants for Small Works.
- **The School Authority** confirms that they have:
 - Registered online for ROS (Revenue Online System)
 - Registered for VAT and as a Main Contractor
 - Obtain contractor's tax reference number and proof of identity
 - Prior to commencement of construction, that they have notified the Revenue of the contract (Contract Notification)
- A PSDP has been appointed, the appointment has been confirmed in writing by the Client, and the Health and Safety Authority have been notified using the HSA form AF1.
- The PSDP has checked the safety file and has taken the appropriate action in relation to asbestos.
- A Preliminary Safety & Health Plan has been prepared by the PSDP and provided to tenderers as part of the tender documents.
- The consultant must confirm the monetary value of the total cost of the building works inclusive of fees and VAT (exclusive of furniture)
- The works undertaken are in accordance with the scope of works for which the grant was approved.
- Circular 10/2010 has been complied with.
- The tender process and contract award has been carried out in accordance with the terms outlined in the Departments Technical Guidance Documents as relevant (refer to TGD007) and that the contract has been awarded to the lowest tenderer and if not a detailed explanation must be provided as to why the lowest tender has not been accepted
- The management authority has placed a contract for the proposed works with the successful contractor and the contractor is on site and has commenced the works.

The second and final payment will be for the remaining 30% of the Department's liability and will be paid on receipt of the written confirmation as follows:

When the works have reached substantial completion the consultant must provide a covering letter confirming that the documentation outlined below has been forwarded to the School Authority. All bullet points must be addressed. The School Authority then forwards a copy of the consultant's letter, a copy of the cert of substantial completion and a covering letter confirming the final three bullet points to the undersigned. The documents being forwarded must include or confirm;

- A copy of the certificate of substantial completion from the Consultant.
- The consultant must confirm the monetary value of the final total cost of the building works inclusive of fees and VAT (exclusive of furniture)
- The Consultant's *Opinion of Compliance* of the relevant development with planning permission and or exemption from planning control.
- The Consultant's *Opinion of Compliance* of the relevant development with the building regulations including the fire safety certificate.
- Confirmation from the PSDP that the Safety File has been prepared and issued to the school managerial authority.

Form of Acceptance

County: Cavan School: St.Bricin's College Roll No: 70350W

I confirm that Co. Cavan ETB, accepts the Department of Education and Skills offer of grant sanction under the Additional Accommodation Scheme 2013 in the amount of €994,218.17 (inclusive of fees and Vat) or the total cost of the works whichever is the lesser for the proposed works at the above named school. The School Authority also agrees:

- To engage a suitably qualified architect, engineer or Building Surveyor to provide appropriate professional advice for the works in accordance with the Department's guidance on Procuring Consultants for Small Works. The Consultant will have appropriate professional qualifications and previous experience in preparing reports of a similar nature.
- To obtain from the Consultant confirmation and proof of appropriate professional qualifications, professional indemnity insurance, employers liability insurance and holds a current tax clearance certificate for the duration of the contract.
- To comply with all statutory requirements, including building regulations, planning permission requirements and fire officer's requirements.
- To take all reasonable steps (as required by law) to satisfy themselves as to the competency of the PSDP, and to ensure that the Health and Safety Authority have been notified using the HSA form AF1.
- To ensure compliance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
- To obtain tenders on a fixed price basis using a competitive tendering process in accordance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works.
- To ensure that the contractor for the construction work:
 1. holds a current C2 tax clearance certificate for the duration of the contract
 2. is a member of the Construction Industry Pension/Sick Pay Scheme
 3. has current public and employers liability insurance
 4. complies with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations S.I. 504 of 2006.
 5. obtains a contract guarantee bond if the proposed building project exceeds €635,000 in value.
 6. has the manpower and other resources necessary to undertake the work involved within a reasonable period of time.
- To make payments to the contractor in accordance with the terms and conditions of the contract based on certificates submitted by its architect/engineer
- A percentage of projects will be audited. Accordingly, all information and records regarding this scheme must be retained for a period of seven years and must be produced for inspection to officials of the Department, if requested.
- To undertake to carry out all of the above in compliance with TGD-007 3rd Edition March 2011 Design Team procedures for Small Works and the Department's guidance on Procuring Consultant's for Small Works April 2012.

Signed: _____
on behalf of the school management authority

Date: _____



Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board



21 May 2015

Ms Tona Redmond, HEO
Planning Building Unit
Department of Education & Skills
Government Buildings
Portlaoise Road
Tullamore
Co Offaly

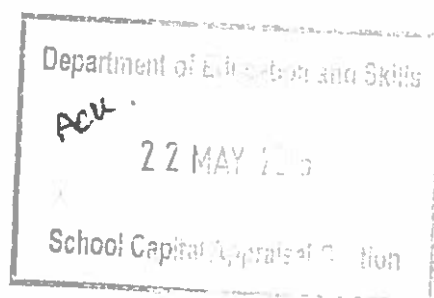
RE: Application for Additional Accommodation, Special Needs Unit
St Bricins College ~ Roll No: 70350W

Dear Tona

Further to our conversation pertaining to the Special Needs Unit, St Bricin's College RN: 70350W please find application for same enclosed and all supporting documentation.

Yours sincerely


MARTIN G O'BRIEN
CHIEF EXECUTIVE

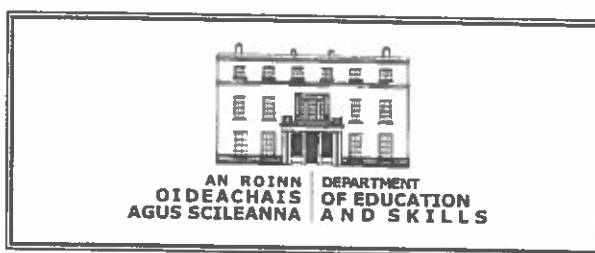


Priomhoifig:
Ionad Riaracháin
Sráid an Mhargaidh
Muineachán

Head Office:
Administration Centre
Market Street
Monaghan

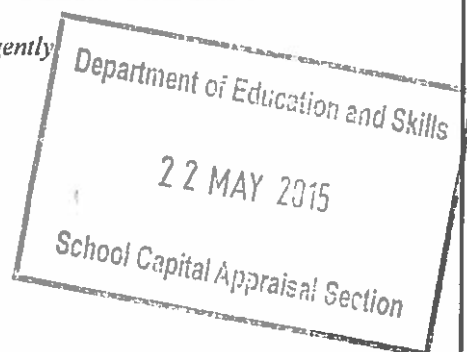
t. +353 (0)47 30888
f. +353 (0)47 30889
info@cmeth.ie
www.cmeth.ie

Martin G. O'Brien
Príomhfheidhmeannach
Chief Executive



**Application Form for Additional School
Accommodation for POST PRIMARY SCHOOLS
Form ASA**

*(This form must only be completed in respect of urgently
required additional school accommodation)*



1. BASIC SCHOOL DETAILS

1.1

School Name:	St Bricin's College	
Address:	Railway Rd, Belturbet, Co Cavan	
School Roll No 70350VV	School Telephone No 049 9522170	School e-mail address info@stbricinscollege.ie
Principal's Name	Mary Sheridan	

1.2 Please give details of contact person

Name	Mary Sheridan
Role in school	Principal
Phone number	049 9522170

Portlaoise Road, Tullamore, Co. Offaly
Telephone 057 9324300

Application for grant aid towards additional school accommodation
Schools Capital Appraisal Section, Planning & Building Unit, Department of Education and Skills

2. APPLICATION DETAILS

2.1 Give details of accommodation for which grant-aid is being sought
(e.g. prefabricated structure, existing premises, new build etc)

Special Needs Unit - Autism	to be sanctioned in the future
Special Needs Unit - Moderate Learning Unit	sanctioned wef 2013/14 and accommodated in a prefab unit.

2.2 Date from which accommodation is required

(DD / MM / YYYY)
31 Aug 2016

2.3 Indicate why additional accommodation is required
(e.g. new appointment, replacement etc)

See letters attached from NCSE
Replacement of Pre-Fab - to accommodate a Moderate Learning Unit sanctioned since September 2013

Site Details

2.4

Who owns the site?	R TB
Size of site (approx.)	_____ Hectares or 2.3 Acres
If a new build or prefabricated structure is considered the appropriate solution is there sufficient space on site, if sanctioned?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Status of School Provision

2.5

Recognition:	Temporary <input type="checkbox"/> Permanent <input checked="" type="checkbox"/>
Has an application for a building project been submitted to the Department?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the school on the 5 Year Plan?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If a building project is ongoing please state estimated completion date?	DD / MM / YYYY / 31/8/16 /

2013 - 197

3. ENROLMENT DETAILS

3.1

Current enrolment as at 30 September 20_14__ (as per October Returns)	224
Projected enrolment September 20_15__	255
Projected enrolment September 20_16__	285

4. TEACHING STAFF :

In certain circumstances, the Department may request the following additional information from the school;

- 4.1. Copy of Teacher Allocation form.
- 4.2. Classroom Timetables for School.

5. SCHOOL ACCOMMODATION DETAILS

5.1 Please give details of existing accommodation and current use
(attach an additional sheet if necessary):

M ²	Actual size m ²	Number of permanent classrooms	Current use of each room as applicable		
<40					
≥40<50	49	1	Computer Room		
	49	1	DCG Suite		
	49	1	General classroom		
≥50	105	1	Home Economics & store		
	96	1	Science Lab & store		
	120	1	Art Room		
	112	1	Engineering & store		
	112	1	Woodwork & Store		
	63	1	Maths room		
	63	1	General classroom		
	Actual size m ²	No. of prefabricated / portacabin classrooms	Current use of each	Monthly rent (if applic)	Name of landlord/ supplier
<40					
≥40<50	56	1	General		
	56	1	Moderate Unit		

≥50					

5.2 Other accommodation *not* included in previous table.
Please **enter m²** (If rented please give details)

	m ²	Rental Details (if applicable)
Principal's Office	8	
General Office	6	
Staff Room	42	
Multi-purpose Room	112	Canteen
GP Room		
Library	152	
Others (Please specify)		
	9	Careers Office
	9	Year Head Office

5.3 Does the school currently have a universal access toilet? Yes ☐ No ☒

5.4 If the school uses any other premises please give details:

M ²	Details	Current use of each	Monthly rent (if applicable)

--	--	--	--

5.5 Is there a pre-school or other user operating from the school premises or located on the school site? No

If yes, please give details including arrangements between school and pre-school/other operator.

M ²	Permanent or prefab	Current Use	Previous use of area	Monthly rent received (if applicable)

In certain circumstances, the Department may request the following additional information from the school;

- ✓ A complete current accommodation inventory, including room sizes
- ✓ A set of up-to-date Floor Plans with the identities and dimensions for all spaces (metric) - ideally these should be architectural drawings.
- ✓ Ordnance Survey Map showing school site.

6. Additional Information

Any additional supporting documentation must be securely attached to the back of the application form and listed below. This page can also be used for any other information relevant to the application.

Attachments Enclosed

NCSE – Senior Special Educational Needs Organiser – Cavan B Area

Application to DES for SNU – Autism

NCSE – Sanction for SNU – Moderate Learning Unit (2013)

Other Relevant Information

We have sanction of commitment for the enclosed building accommodation see DoES letter of approval dated 5th February 2014 and wish to include this unit in our planning application to avoid duplication and obtain economies of scale.

Please see enclosed letter from NCSE to DoES dated 29 April 2015 requesting CMETB to make provision for the facility applied for in this application

Please note:

- Information provided is subject to the Freedom of Information Acts 1997 and 2003

Application for grant aid towards additional school accommodation
Schools Capital Appraisal Section, Planning & Building Unit, Department of Education and Skills

DECLARATION AND CERTIFICATION

We hereby apply for grant-aid for towards the additional school accommodation as described in section 2: Application Details.

We are aware of and agreeable to the condition that if this application is successful and results in the provision of capital funding; that this funding must be secured legally.

In accordance with Section 15 of the Education Act 1998, we certify that this Board of Management has consulted with the Patron/Trustees. We confirm that, where applicable:-

- (i) the application has the approval of the Patron/Trustees
- (ii) the application has the support of the Board of Management
- (iii) the proposed project is to be carried out within the confines of the vested school area.

We certify that all of the information given in this application is true and complete to the best of our knowledge and any material change in circumstances will be **notified immediately** to the School's Capital Appraisal Section of the Department of Education and Skills.

We understand and declare that this application is made subject to contract and does not constitute, form part of or give rise to an agreement or contract with the Minister for Education and Skills.

CEO Name: MARTIN GO'BRIEN (block letters) CEO of
CAVAN & MONAGHAN Education & Training Board

Roll Number 70350W.

Signed: Martin G O'Brien

Date: 20/ 5 / 20 15

or

Chairperson's Name: _____ (block letters) Chairperson,
Board of Management of _____

Roll Number _____.

Signed: _____

Date: 20/ 5 / 20 15

and

Principal's Name: MARY SHERIDAN (block letters) Principal
of ST BRICKIN'S COLLEGE, RAILWAY RD, BELTURBET

Roll Number 70350W.

Signed:



Date: 15 / 5 / 2015

Redmond, Tona

From: Martin G. O'Brien <ceo@cmetb.ie>
Sent: 25 August 2015 15:10
To: Redmond, Tona
Subject: St Bricin's Belturbet

Tona

I refer to DoEs letter of 5 October 2014 and schedule of accommodation provided which includes a special needs room but omits the following which are required to enable the full utilisation of the facility

This is to request the following accommodation in order to accommodate children with special needs

Central Activities Space	80 M x
En-suite toilet and shower area	30M
Practical Activity Room	50M ✓
Storage	30M ✓
Office	20M ✓
Staff and Student toilets	50M ✓
Circulation@18%	46M
Internal walls and partitions	18M

double as per educational

Can you give me a call on 087 6080587

*Also looking for 2 no. prefabs until
perm structure is completed.*

Regards

Martin

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intended for the addressee only and may contain confidential and/or privileged material. Any review,
retransmission, dissemination, reliance upon or other use of this information by persons or entities other
than the addressee are prohibited. Opinions expressed in this email may be personal to the author and are
not necessarily the opinions of Cavan and Monaghan Education and Training Board. If you received this in
error, please contact the sender and delete this material.

Mr Martin G O'Brien
CEO
Cavan Monaghan ETB
Administration Centre
Market St
Monaghan
Co Monaghan

20th October 2015

**Re: St Bricin's College, Co Cavan – Roll No. 70350W
Additional Accommodation Scheme 2013 – per attached schedule**

Dear Martin,

This letter supersedes letter approved in February 2014.

I refer to your application under Additional Accommodation Scheme 2013. The Department has approved an all in grant for the provision of the above additional accommodation at St Bricin's College, Co Cavan. The ETB must utilise this grant to build a permanent structure which should not be positioned where it will interfere with any future development at the school.

The project scope, being over €1m in value, is outside the remit of the Department's "Guidance on Procuring Consultants for Small Works"; therefore, a full Design Team comprising four individually appointed consultants is required. It will be necessary to terminate the contract for the original Consultant and to submit an invoice for aborted fees and details of work carried out to date in respect of the original project. The following documentation is to be used in the tender process for the consultants. Please note carefully the documents that are to be accessed from websites by tenderers and the documents not to be accessed in that way which are to be made available to tenderers by uploading onto eTenders.

Documents to be made available to tenderers:

(To be uploaded on eTenders, included as attachments with this letter)

- Project Brief

(To be uploaded on eTenders, available from www.education.ie > School Building & Design > Appointment of Consultants > Tender Documents (Open Procedure for Minor Projects)

- DoES Form of Tender Consultants - Minor (Architect, Design Team Leader) – 2015
- DoES Form of Tender Consultants - Minor (Engineers & QS) – 2015
- DoES Tender Excel Marking Matrix – 2015
- DoES ITTS Instructions to Tenderers - 2015 (Open)
- DoES Schedule of Stage Services for Construction Consultants (Revision 3, Jan 2015)
- Conditions of Engagement - Architect/Design Team Leader:
DoES COE1- including Schedules A & B (Architect, Design Team Leader) - 2015
- Conditions of Engagement - Engineers & QS:
DoES COE1- including Schedules A & B (Engineers & QS) – 2015.

(To be customised for this particular project and uploaded on eTenders, available from www.education.ie as above)

- Template Letter of Invitation to Tender (Open) - 2015

(To be accessed from Department of Education and Skills website, www.education.ie)

- DoES-QCI Suitability Assessment Declaration 2013
- DoES-QCI Appendix B1
- DoES-QCI Appendix B2

Documents to be used in the assessment/award process (included as attachments with this letter):

- Sample Letter of Acceptance - Type 2a
- Sample Letter of Intent - Type 2a
- Sample Letter to Unsuccessfuls - Type 2a

It should be noted that simply placing a contract notice on eTenders does not guarantee an adequate tender response from consultants. It is necessary for the client to make contact with consultants known to the client that would be considered suitable and alert them to the tendering opportunity.

To ensure maximum exposure to possible tenderers care must be taken in completing the eTenders contract notice to select the appropriate Common Procurement Vocabulary (CPV) codes that encompass all of the disciplines being procured (see page 10 of the Department's Step by Step Guide to using eTenders which can be found at www.education.ie under *School Building & Design > Appointment of Consultants > Small Works*).

A separate competition for the appointment of a PSDP is to be run in parallel with the Design Team appointments, using the Department's PSDP framework. A separate communication will issue in relation to the PSDP appointment.

Please Note: For the purposes of the Design Team tender competition, the project type is to be Type 2a(2).

The Form of Acceptance (Appendix 1) outlines the total approved grant for the works inclusive of VAT, fees, furniture & ICT. The furniture grant will be paid at the first 25% drawdown stage and ICT will be paid at final 25% drawdown stage. This information is commercially sensitive and not for general release.

The grant is intended to cover the project as outlined in the attached Project Brief and includes for Professional Fees (including normal associated costs such as surveys and investigations). Professional fees are deemed to include for procuring all required statutory consents (planning permission, fire safety certificate, disability access certificate) and for complying with the Building Control (Amendment) Regulations 2014.

Where the grant approval includes for the provision of special needs accommodation it should be noted that Special Needs Accommodation should be connected to the existing building and the budget will allow for minimum costs associated with such connection.

The form of acceptance cannot be completed and returned until you have tendered for and appointed your Design Team for the works in accordance with the Department's Guidelines and this takes a minimum of 4 weeks.

Once you return the form of acceptance the schools insurance brokers should be notified that works will commence shortly thereafter.

The Department must be informed immediately should any reimbursement be received by the school from any source (e.g. an insurance claim) in respect of the works being grant-aided.

The grant will be paid out in tranches of 25%. The grant is sanctioned on condition that the works commence on site and 25% of the funding is drawn down within 12 months of the date of this letter and that the balance of funding is drawn down within 24 months of this date. If there are valid circumstances why the above timetable cannot be met a case should be made to the undersigned for an extension of these deadlines.

To cover the payment of fees due to your Design Team at Stages 1 and Stage 2b, the Department will issue a payment to cover these costs at the end of Stage 1, when requested by the ETB. The advance payment for fees will subsequently be deducted from the first drawdown of 25%.

On completion of Stage 1 the ETB and the Design Team Leader will be required to attend a short project review meeting in Tullamore. Please find attached a copy of the Brief Formulation Report.

All cost associated with works carried out over and above the level of grant aid approved in this letter must be borne by the ETB unless otherwise agreed in writing.

Yours sincerely,

Regina Gannon
School Building Unit

057 9324429

Appendix 1

Form of Acceptance

(This form cannot be completed and returned until the ETB has carried out a tender competition for the appointment of a Design Team for the works)

County: Cavan

School: St Bricin's College

Roll No: 70350W

I confirm that the xx accepts the Department of Education and Skills offer of grant sanction under the Additional Accommodation Scheme 2013 in the amount of €1,740,000 (inclusive of fees & VAT) for the works for the proposed works at the above named school.

The School Authority has (please tick)

In accordance with the Department's Guidance:

- ☐ • Complied with the necessary advertising and tendering requirements
- ☐ • Appointed the preferred tenderer(s) for consultancy services
- ☐ • Appointed a PSDP
- ☐ • Where the Building Control (Amendment) Regulation 2014 apply, appointed an Assigned Certifier

The School Authority agrees to comply with:

- ☐ The Department's Design Team Procedures and Technical Guidance Documents (TGDs)
- ☐ Department Finance Circular 10/2014
- ☐ All statutory requirements including building, planning & fire officer requirements and where applicable the Building Control (Amendment) Regulations 2014
- ☐ Obligations under Safety Health & Welfare Acts
- ☐ Duties and Guidance for Boards of Management on dealing with Asbestos
- ☐ RCT requirements and VAT Returns
- ☐ Drawdown Requirements to release funding
- ☐ To ensure the appointed Consultant(s) refers to the DoES TGDs where appropriate

A percentage of projects will be audited. Accordingly, all information and records regarding this scheme must be retained at the school for a period of seven years and must be produced for inspection to officials of the Department, if requested. (Note: relying on the Consultant to store documentation is not acceptable.)

Signed: _____
on behalf of the ETB

Date: _____

Mr Martin G O'Brien
CEO
Cavan Monaghan ETB

22nd October 2015

**Re: Additional Accommodation Scheme 2013
St Bricin's College – Roll No. 70350W**

Dear Martin,

I refer to your application under the Additional Accommodation Scheme 2013 and the Department's approval letter dated 22nd October 2015.

In that letter it was outlined that a separate appointment would be necessary for the appointment of a PSDP for the project which is to be run in parallel with the Design Team appointments, using the Department's PSDP framework.

The attached documentation is required in order to tender for PSDP services for projects over €1m (Type 2a) from the Department's PSDP framework.

It should be noted that the attached documentation is different from the documentation to be used on Major Projects (i.e. Type 2b and Type 3 projects).

I trust the above is in order, however if you any queries please contact the undersigned.

Regards,

Regina Gannon
Building Unit – Devolved Schemes

Mr Martin G O'Brien
CEO
Cavan Monaghan ETB
Administration Centre
Market St
Monaghan
Co Monaghan

COPY

9th March, 2016

**Re: St Bricin's College, Co Cavan – Roll No. 70350W
Additional Accommodation Scheme 2013**

Dear Sir,

I refer to your application for additional funding required for aborted fees.

Following assessment of your application, this Department is prepared to increase the level of grant aid to **€1,755,665.25** (inclusive of VAT and fees) or the final cost of the works, whichever is the lesser.

This increase in grant aid reflects the additional works in the amount of **€15,665.25** inclusive of VAT.

Please note the terms and conditions of original approval letter still applies.

I trust that this is in order. However, if you have any further queries please contact the undersigned.

Yours sincerely,



Ann Hewitt
Devolved Schemes Unit



07 April 2017

Ms Regina Gannon
School Building Unit
Department of Education & Skills
Portlaoise Road
Tullamore
Co. Offaly

Additional Accommodation Unit

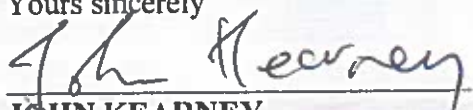
11 APR 2017

Dear Kegina,

Re: St Bricin's College, Roll No. 70350W, Additional Accommodation Scheme

Please find enclosed Form of Acceptance for the grant offered under the Additional Accommodation scheme for the above named school.

Yours sincerely



JOHN KEARNEY
CHIEF EXECUTIVE

Encs

Appendix 1

Form of Acceptance

(This form cannot be completed and returned until the ETB has carried out a tender competition for the appointment of a Design Team for the works)

County: Cavan

School: St Bricin's College

Roll No: 70350W

I confirm that the xx accepts the Department of Education and Skills offer of grant sanction under the Additional Accommodation Scheme 2013 in the amount of €1,740,000 (inclusive of fees & VAT) for the works for the proposed works at the above named school.

The School Authority has (please tick)

In accordance with the Department's Guidance:

- ☒ • Complied with the necessary advertising and tendering requirements
- ☒ • Appointed the preferred tenderer(s) for consultancy services
- ☒ • Appointed a PSDP
- ☒ • Where the Building Control (Amendment) Regulation 2014 apply, appointed an Assigned Certifier

The School Authority agrees to comply with:

- ☒ The Department's Design Team Procedures and Technical Guidance Documents (TGDs)
- ☒ Department Finance Circular 10/2014
- ☒ All statutory requirements including building, planning & fire officer requirements and where applicable the Building Control (Amendment) Regulations 2014
- ☒ Obligations under Safety Health & Welfare Acts
- ☒ Duties and Guidance for Boards of Management on dealing with Asbestos
- ☒ RCT requirements and VAT Returns
- ☒ Drawdown Requirements to release funding
- ☒ To ensure the appointed Consultant(s) refers to the DoES TGDs where appropriate

A percentage of projects will be audited. Accordingly, all information and records regarding this scheme must be retained at the school for a period of seven years and must be produced for inspection to officials of the Department, if requested. (Note: relying on the Consultant to store documentation is not acceptable.)

Signed: John Heary
on behalf of the ETB

Date: 2/4/17



27 July 2017

Mr Noel Coonan
Devolved Schemes
School Building Unit
Department of Education & Skills
Portlaoise Road
Tullamore
Co. Offaly
R35 Y2N5

Re: St Bricin's College, Roll No. 70350W, Additional Accommodation Scheme

Dear Noel,

Further to recent communications please find enclosed Stage 1 Report for St Bricin's College Additional Accommodation.

We understand you will forward to the Technical Staff for consideration and revert with dates for the Stage 1 meeting.

Yours sincerely



**JOHN KEARNEY
CHIEF EXECUTIVE**

- Encs: (1) Keys and Monaghan Architect Report
(2) McGahon Surveyors QS Report
(3) Semple & McKillop Building Services Report
(4) Taylor & Boyd Consulting Structural and Civil Engineers
(5) DBFL Design Safety Report
(6) Causeway Geotech Ground Investigation**

John Kearney
CEO
Cavan Monaghan ETB
Administration Centre
Market St
Monaghan
Co Monaghan

COPY

30th August 2017

**Re: St Bricin's College, Co Cavan – Roll No. 70350W
Additional Accommodation Scheme 2013**

Dear John

I refer to the Stage 1 documentation submitted in respect of the project approved under the Additional Accommodation Scheme 2013.

The current grant approval for the school stands at €1,755,665.25. It is noted that the proposed project cost has escalated to €3,388,008.72 including VAT but excluding fees. This questions the viability of the project in the context of available funding and the number of projects being delivered under the Department's overall Construction Programme. It is also noted that the current proposal has expanded the brief area by 142m², has included refurbishments and additional works to the existing building which are beyond the scope of works approved by the Department.

To address this situation, you are instructed to reduce the scope of the project in line with the level of accommodation approved and available funding and to submit revised plans and project costs to the Department for consideration.

There are many competing demands on this Department's capital resources and in this context it must prioritise applications for the provision of much needed additional mainstream classroom accommodation. It is essential that costs are kept under control in the construction of school buildings and that those responsible ensure that value for money is achieved for the taxpayer. In this way, we can ensure completion of the maximum number of projects from within the funds available for the school building programme.

I regret the news is not more favourable on this occasion.

Yours sincerely,

Noel Coonan
Devolved Projects



Additional Accommodation Unit

31 OCT 2017

27 October 2017

Mr Noel Coonan
Devolved Schemes
School Building Unit
Department of Education & Skills
Portlaoise Road
Tullamore
Co. Offaly
R35 Y2N5

**Re: St Bricin's College, Roll No. 70350W, Additional Accommodation Scheme
Revised Stage 1 Submission**

Dear Noel,

I refer to your letter and can confirm the ETB following receipt of this have met with the Design Team to further review the initial proposed design and the scope of necessary works at the school. Following completion of this exercise we now submit a Revised Stage 1 Report and plans and QS report for St Bricin's College Additional Accommodation as requested.

We understand you will forward to the Technical Staff for consideration and revert with dates for the Stage 1 meeting.

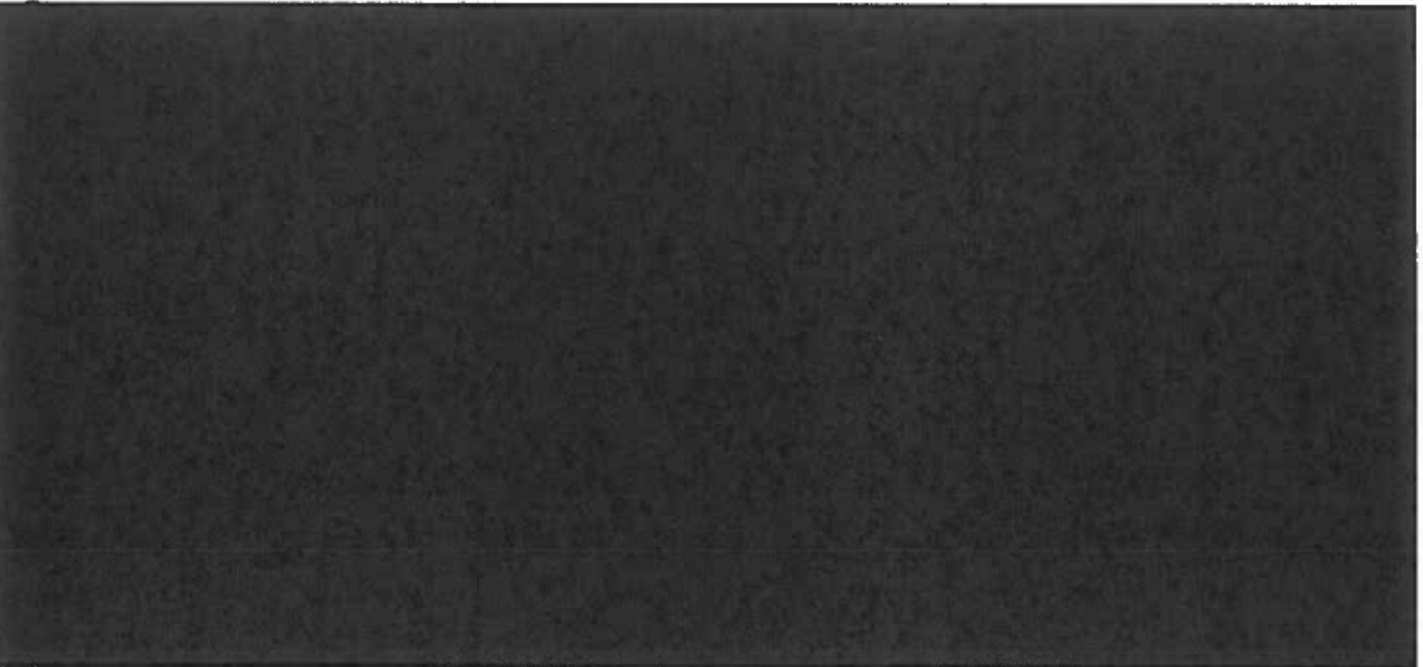
Yours sincerely

JOHN KEARNEY
CHIEF EXECUTIVE

**Encs: (1) Keys and Monaghan Architect Report
(2) McGahon Surveyors QS Report**

From: OMeara, Edel
Sent: 12 September 2018 17:40
To: 'info@cmetb.ie'
Subject: Ballybay Community School - Roll No 72170H &

Dear Mr Kearney,



There are also two other projects which I would appreciate if you could provide further clarification on:

St Brigid College, Roll No 70350W – Grant approved €1.74m

This project was originally approved in 2013 with a grant of €994K. There was a number of changes to the basis building costs and general class sizes and this grant was increased to €1.74m and a revised schedule of accommodation approved. The rental of 2 prefabs for St Brigid's college was approved while this major project was ongoing. A stage 1 meeting was arranged to take place in December 2017 in the department which was cancelled at the ETB's request. You explained at the time that rather than proceeding with this project as a standalone building you wished to examine the overall ETB post primary provision in Belturbet, namely St. Mogue's. The department is keen to progress this project and are requesting that we rearrange this meeting as soon as possible. Please indicate a time and date that you are available and I will try to organise with our Profession and Admin teams.



I would be grateful if you could attend to this request as soon as possible. If you wish to discuss any of the above matters I am available at the phone number below.

Yours sincerely,
Edel O'Meara
Higher Executive Officer
School Capital Appraisal

Meaney, Mary

From: John Kearney <JohnKearney@cmetb.ie>
Sent: Wednesday 26 September 2018 14:42
To: OMeara, Edel
Cc: Cusack, Eamonn; Hynes, Jackie; Horan, Mary
Subject: Re: Meeting with CMETB and Education and Skills
Attachments: Inver_College_Project.zip; Ballybay_Additional_Accommodation.zip; West_Cavan_Project.zip

Categories: Finished items

Thanks Edel,

Looking forward to the meeting, and enclosing documentation in advance of the meeting pertaining to:

Inver College Carrickmatross

West Cavan Project - Amalgamation Feasibility Report of St Bricin's Belturbet

Regards,

John

John Kearney,
Chief Executive,
Cavan and Monaghan Education and Training Board,
Market Street,
Monaghan.

Tel 047 30888

From: OMeara, Edel <Edel_OMeara@education.gov.ie>
Sent: Wednesday 26 September 2018 09:26
To: John Kearney
Cc: Cusack, Eamonn; Hynes, Jackie; Horan, Mary
Subject: Meeting with CMETB and Education and Skills

John

I can confirm as discussed that a meeting has been agreed for Monday 08th October 2018 at 11.30am in the Education and Skills offices, Tullamore, Conference Room 2.

Many thanks
Edel

Feasibility Cost Plan Summary Sheet

Roll Number: 70650W	St. Bricin's College	
Job Number: 14404	Railway Road, Belturbet	
Level: Post Primary	Co. Cavan	
Cost Plan Date: 14/09/2018		
Client:	Cavan and Monaghan Education and Training Board	
Intended Form of Government Contract:	PW-CF1	

Project Details The construction of a two storey extension (GIFA 1,089m²), together with Standalone PE Facility, upgrade works to Existing School and all Associated Site Works

Client: Cavan and Monaghan Education and Training Board

Architect: TBC

Civil/Structural Engineer TBC

M&E Engineer TBC

Quantity Surveyor: TBC

PSDP: TBC

New Build Areas/ Ratios

Nr of Storeys 2

Split Level/ Basement N/A

Floor Area 1089 m²
(Excluding PE & Ancillary)

External Wall Area TBC m²

Wall/ Floor Ratio TBC

PE Hall & PE Ancillary Area 1048 m²
(complete for PE Halls in second level schools only. Do Not Complete for primary school GP areas)

% Glazing to Enclosing Wall TBC %

Total 2137 m²

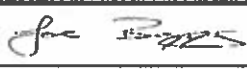
Roof Area TBC m²

Maximum Cost Limit €1,280 per m² [insert published cost limit at the date of this cost plan.]

COST SUMMARY

Areas and Costs (incl VAT)

<u>New Build</u>	€	€/m ²	%
Gross Floor Area (incl. PE, PE Ancillary, Stairs where applicable)	2137 m ²		
Basic Building Cost (BBC)	2,735,360.00	1,280.00	
PE Hall 30% Allowance on BBC	402,432.00	188.32	
External Works Allowance (EWA)	273,536.00	128.00	10.00
Fixed Furniture & Fittings	170,960.00	80.00	
New Build Total	€3,582,288.00	€1,676.32	
<u>Work to Existing Buildings</u>	€	€/m ²	
Applicable Gross floor Area	See below		
Work To Existing (New SEN Suite; 190m ²)	202,940.00	1,068.11	
Work To Existing (Toilet Blocks, Store, Boiler & Comms. 86m ²)	92,194.00	1,072.02	
Work To Existing (Entrance Lobby & Reception)	76,445.00	888.90	
Work To Existing (Canteen Area; 156m ²)	108,050.00	692.63	
Work To Existing (M&E Upgrades Generally; 1459m ²)	481,690.03	330.15	
Work To Existing (Fire-Upgrade - Generally; 1459m ² - Provisional)	546,468.45	374.55	
Fixed Furniture & Fittings (Replace all)	116,720.00	80.00	
Work To Existing Total	€1,624,507.48	€1,113.44	86.99%
Total - New Build	3,582,288.00		
Total - Work To Existing	1,624,507.48		
Total - Abnormal Costs (say 30% of BBC - Works to Existing EWA)	820,608.00		30.00
FEASIBILITY COST PLAN	€6,027,403.48	€1,676.14	€/m ² based on total floor area

Signed (Quantity Surveyor): 

Dated: 14.09.2018



ESTATE AGENTS & PROPERTY ADVISORS

Mr George Gilliland
Land & Buildings Manager

Cavan Monaghan Office
Cherry Square
Cavan
Co Cavan

24th September 2018

Re:

Site at St Bricins College, Belturbet, Co Cavan

Dear George

Further to your instructions to provide a preliminary overview of the open market capital value of the above properties, we report as follows:

B. St Bricins College, Belturbet, Co Cavan

St Bricins College is situated in the town centre of Belturbet, adjacent to the Main Street. The property stands on a site area of approx 0.6 hectares (1.5 acres). There is dual frontage to Railway road and Fairgreen.

The buildings, which appear to be in good condition, are a combination of two storey and single storey configuration.

52 FITZWILLIAM SQUARE | DUBLIN 2 | D02 X504 | T: 01 9081240 | F: 01 6650480
MARKET SQUARE | CARRICKMACROSS | CO. MONAGHAN | A81 HK29 | T: 042 966 2222 | F: 042 966 2445
E: info@ohanlonproperty.ie | W: www.ohanlonproperty.ie

Belturbet is a town situated approx 18km from Cavan with a good range of shops and community facilities, however, employment in the area is limited.

The property would have limited usage outside of its current educational use, thereby limiting its appeal on the open market.

[REDACTED]

General

We wish to point out that we did not inspect any of the buildings at either site, so we are not familiar with their internal layout or their ability to adapt easily for other uses.

In our opinion, if offered for sale on the open market, [REDACTED] would make a figure in the order of:

- A. [REDACTED]
- B. St Bricins College, Belturbet, Co Cavan €300,000.00
- C. [REDACTED]

I trust the foregoing is in order, however, if you require any further assistance please feel free to contact me. [REDACTED]

Your [REDACTED]

Shane [REDACTED]

Sh [REDACTED]

Meaney, Mary

From: Lynam, Val
Sent: Thursday 18 October 2018 09:15
To: Power, Berni (CMETB)
Subject: Visits to Monaghan & Cavan Post-Primary Schools required

PLEASE QUOTE ROLL NUMBER ON ALL CORRESPONDANCE

Good morning Berni,

Further to our meeting on the 8th, could you forward the following documents for the schools below that are scheduled for a technical site visit:

- Technical Floor plans of the schools (to scale). Margaret has asked that they are of the specification that the Department would issue with correct titles and format.
- Site map with boundary shown in red.
- In the case of Ballybay, the proposal/drawings prepared for the incorporation of 2 no mainstream classrooms under the proposed new science lab.

[REDACTED]
[REDACTED]
[REDACTED]
St Bricin's Vocational School, Co Monaghan – RN 70350W

Either Daniel McFadden or Dermot McCormack will be in contact with you shortly to arrange suitable dates.

If you require any further details, give me a call.

Regards,
Val

Ms Val Lynam | School's Capital Appraisal Section | ASA's & Status Changes
Department of Education & Skills | Government Buildings | Tullamore | Co Offaly | R35 Y2N5

Tel: (057) 932 4435



Rialtas na hÉireann
Government of Ireland



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills