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Co. na MI

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Mr. Ted McEnery  
Clerk to the Committee  
Committee of Public Accounts  
Leinster House  
Dublin 2



16<sup>th</sup> May 2013

**Re: Cost of the provision of a suite of offices for the Minister of State, Mr. John McGuinness T.D. in the Department of Enterprise, Trade and Employment in 2007.**

Dear Mr. McEnery,

I refer to your letter of the 18<sup>th</sup> April in relation to the matter referenced above. I am pleased to submit my report to the Committee as requested. My report is set out in response to your letter and the specific numbered requests.

1. A request was made by Department of Enterprise Trade and Employment (DETE) in a phone call to a staff member of Property Maintenance Division, the division responsible for maintenance, upkeep and minor refurbishment of State buildings, in the first week of July. This phone call was followed up with an email request on the 5<sup>th</sup> July. A Senior Architect of the Minor Capital Works project team, responsible for minor capital projects in Dublin, was assigned to the project. The Senior Architect was supported by Building Consultancy Group, appointed as project managers, and by O'Briain, Beary Architects (OBBA), appointed as consultant architects.
2. Under Civil Service space norms a Minister of State is generally allowed the equivalent office space as an Assistant Secretary i.e. 32.51 to 37.16 square metres. A Minister is generally provided with a private bathroom (not always ensuite) and a filtering/waiting area, so that there is no direct access to the Minister's Office without first going through another office for security and confidentiality purposes, and office accommodation for his staff. Such ancillary requirements are generally afforded to Ministers/Ministers of State. Ministerial suites of this nature exist in the headquarter buildings in the Dublin 2 area.
3. OPW engaged O'Briain, Beary Architects (OBBA) as consultant architects to act as the design team and to prepare detailed drawings and tender documentation. A pre-tender information document issued on the 17<sup>th</sup> July and the Request for Tender issued on the 27<sup>th</sup> July (Appendix I). OBBA evaluated the responses on a lowest tender basis and recommended the lowest tender of G&T Crampton Ltd (Appendix II) stating that it was 'competitive and represents good value for money' and 'despite the timescales, still falls within the Bruce Shaw Handbook range of average construction costs for 2007 for fit-out of Corporate HQ standard offices'.



Based on this recommendation, the OPW case officer (Higher Executive Officer) submitted a request to accept the lowest tender and to place the contract for €269,318.35 (excluding VAT). The tender included works to the Secretary Generals accommodation. This submission was approved by the Assistant Principal Officer responsible for property maintenance administration.

4. A copy of the project Ghant chart is attached for reference (Appendix III). The project started on 12 July and was scheduled for completion on the 31<sup>st</sup> August 2007.
5. Once the request was received into the Property Maintenance Division of the Office of Public Works (OPW), details of the request were relayed to a Senior Architect from the OPW Minor Capital Works project team. The Senior Architect established a project team with support from Building Consultancy Group, appointed as project managers, and O'Briain, Beary Architects, appointed as design team. The project team was responsible for project design, producing the tender documentation, evaluating the tenders and managing the entire project. It interfaced with the relevant sections of DETE during the design stage in preparing the tender documentation and once on site it managed the day to day running of the project and arranged regular site meetings with the contractor, sub-contractors and client (DETE).
6. The final account amounted to €256,764.97 (excluding VAT) i.e. €12,553.38 less than the contract price. The Ministerial suite portion of the final account was €206,500.00 (excluding VAT). See also note 9 below.
7. The Request for Tender, prepared by OBBA, issued on the 27<sup>th</sup> July 2007 to five contractors, selected from a pre-qualified Contractors framework. One invitee could not respond to the request and another later withdrew its quotation. OBBA assessed each tender and recommended the lowest valid tender that of G&T Crampton Ltd. The tenders ranged from €269,318.35 to €325,000.00 (both ex VAT).

Under Section 4 (a) of Department of Finance Circular 1/94 (now revised Department of Public Expenditure and Reform Circular 1/13) OPW is responsible for carrying out and funding the first fit-out of all office accommodation whether leased, owned, purchased or newly constructed. All costs associated with this project were therefore met by the OPW with the exception of the cost of the furnishings which was met by the client, DETE.

8. On the 8<sup>th</sup> August the furniture layout drawings were submitted to the client and consultant architects following an onsite meeting between DETE and OPW Furniture Division.

As furniture suppliers, Fitzgeralds of Kells, had demonstrated an ability to complete the works in the time available and to the specification required, a furniture quotation was obtained from the firm for the furniture in the Minister of States Office in mid August. The furniture for the other rooms was selected and supplied from draw down contracts.

9. As all existing Ministerial suites in this building were occupied, DETE requested OPW to construct a new Ministerial suite by converting conference room 119, room 118a and room 119a on the first floor. The fit-out comprised a Ministerial office and ensuite bathroom, a private secretary's office and waiting area and an open plan office for four administration staff.

Works to a building of this nature and significance, which is a Protected Structure, had to be handled with great care and attention.

The design team were cognisant of its Protected Structure status at all times during the works and were obliged to follow a strict and restricted approach to the work.

For example, in order to provide for acoustic insulation and fire protection in the Minister's room and adhere to best practice in the appropriate use of materials in a Protected Structure, the use of timber veneered panelling was considered the most appropriate option to allow for the work to be completely reversible (if ever required in the future) and to deliver the project within the restricted timeframe available.

Works carried out did not materially alter the character of the structure or any element of it. The steel structure of the building with downstand beams also placed certain limitations on the work that could be carried out in the building. The contractors were also required to work within the existing services layout and could only introduce new service layouts by fully intergrating them with the existing services and not disturb the original elements of the building which are integral parts of the Protected Structure.

All the works were carried out in accordance with the "Granada convention for the Protection of the Architectural Heritage of Europe", which is the agreed conservation practice in Europe.

Additional items:

1. The Construction Cost Index, as published by the Society of Chartered Surveyors Ireland, is an independent assessment of construction costs in Ireland and is widely accepted within the construction industry. This shows an increase in construction costs between January 2002 and January 2012 of 28.9%. See table attached at Appendix IV.
2. As this was a new Minister of State post the project was the first fit-out of Ministerial offices in this building for many years. There are no direct comparator projects as most Ministers/Ministers of State and senior officials move directly into existing vacated offices/suites with only minor works required. The nearest comparator was for a new office fit-out relating to the establishment of the Department of Health and Children in Hawkins House in 2007. This project included a Ministerial office and an open plan office for the Minister's administration staff as part of a larger refurbishment of a number of floors in the Hawkins House building. The Ministerial element of this project cost approximately €70,000.00 (excluding VAT).

I hope this report clarifies the issues raised by the Committee.

Yours sincerely



Clare McGrath  
Chairman







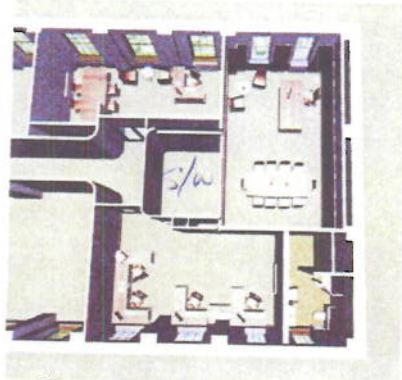
SK(d)10 min office to desk  
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SK(d)10 min office to meeting  
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SK(d)10 open plan office  
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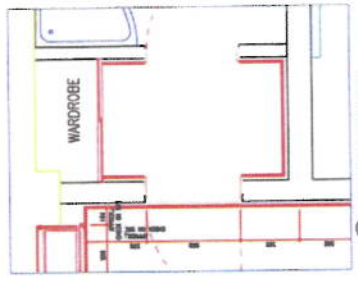
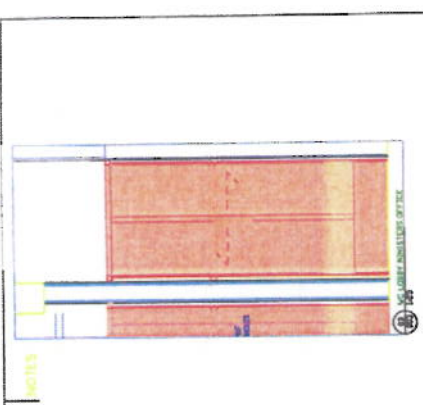
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REVISION   NOTE		DATE
CLIENT	obrain:beary	
PROJECT	C1 The Screenshot Policy Street Dublin 7	
DRAWING	info@obrainbeary.ie www.obrainbeary.ie	
DATE	SCALE	JOB NO
		DRAWING NO
		REV
		SK(d)10







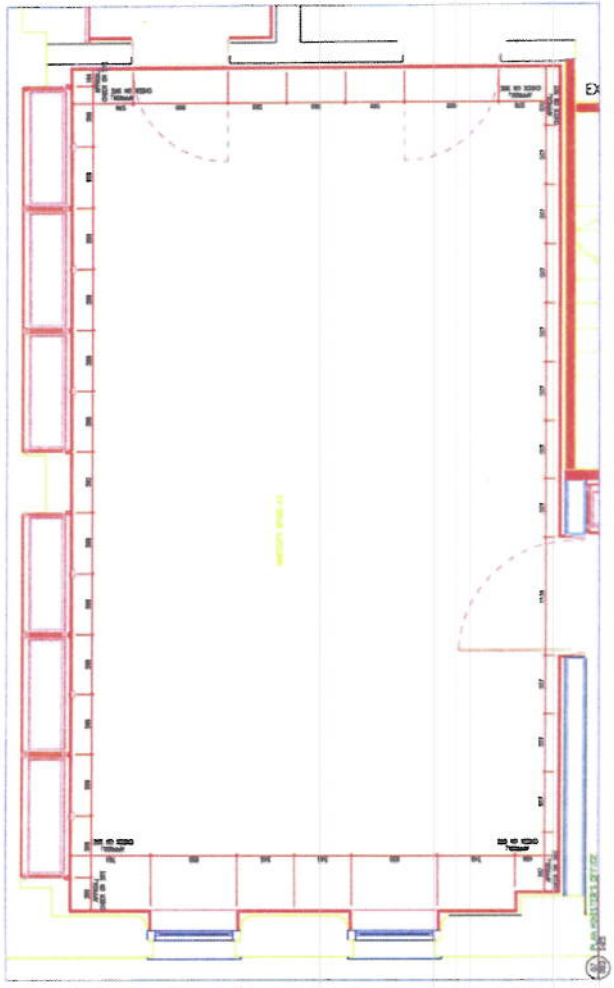
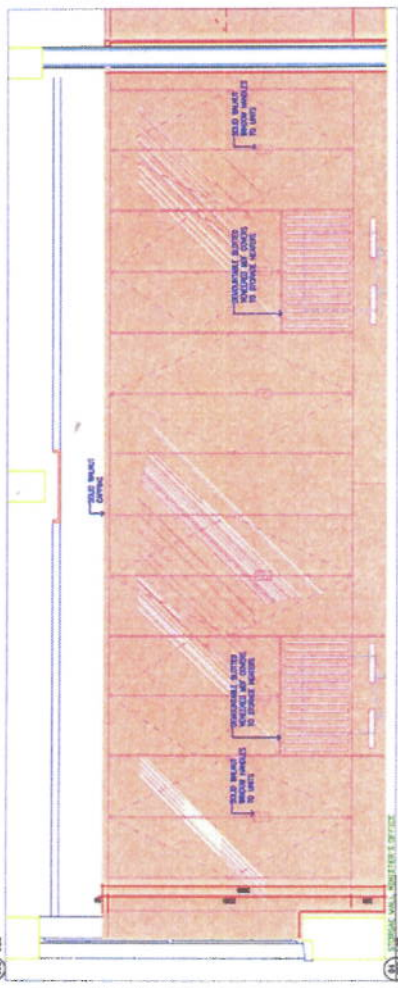
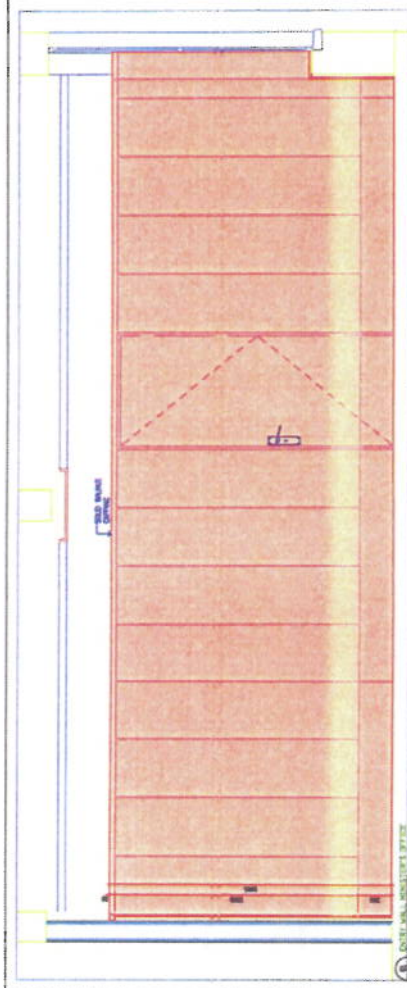
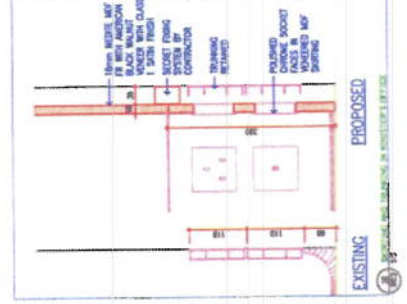
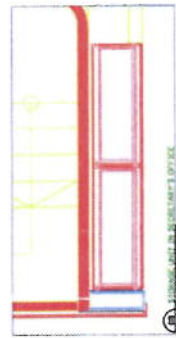
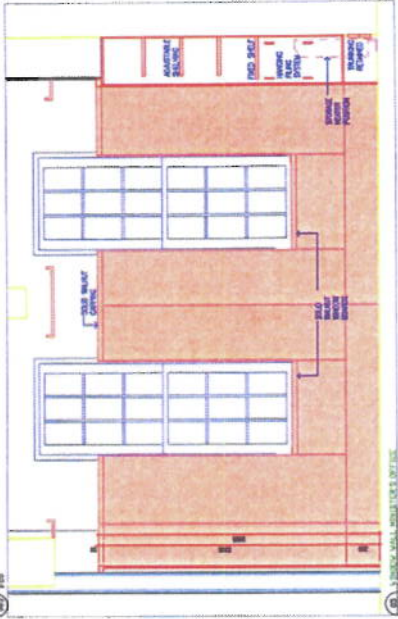
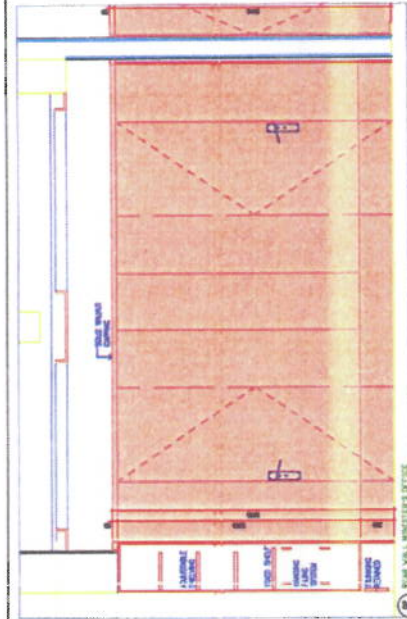


**WARRANT VOUCHER WILL INCLUDE A DOOR.**

Materials: TM to be used throughout with American Oak wood veneer. Painting and siding to be finished in satin finish eggshell. Hardware: Federal lock on exterior doors. 1" square brass door knobs. All doors to be finished in satin finish eggshell. All doors to be finished in satin finish eggshell. All doors to be finished in satin finish eggshell.

Notes: The contractor is responsible for supply of all filing systems for which they are to be installed. Supply filing systems for all filing systems to be installed. Supply filing systems for all filing systems to be installed. Supply filing systems for all filing systems to be installed.

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17<sup>th</sup> July 2007

G&T Crampton Ltd  
P.O. Box 5717  
Ballintaggart House  
Clonskeagh Road  
Clonskeagh  
Dublin 14

Attn: Mr D Waters

**RE: ALTERATIONS TO EXISTING OFFICES AND CONFERENCE ROOM AT DEPT. ENTERPRISE, TRADE & EMPLOYMENT, KILDARE DUBLIN 2, TO PROVIDE NEW MINISTERIAL SUITE, EN-SUITE & SUPPORT OFFICES.**

Dear Derek,

Further to previous contact between yourselves and Mr. Mark Tolan of Building Consultancy Group regarding works proposed as outlined above, we now attach for your reference Work-in-Progress drawings indicating the location, extent and intention of the works.

We also attach our project programme for the works, which you will note are intended to be completed and ready for occupancy by the Minister at the end of August.

The attached documentation and preliminary drawings are issued for the purpose of enabling you to familiarise yourself with the project and pre-plan your bid in advance of the issue of our formal tender documentation later this week. This is intended to compensate for and facilitate what will necessarily be a shorter than normal tender period, as required by the tight overall project programme.

The works themselves will primarily consist of, but are not limited to, the following:

1. The careful cordoning of of the site perimeter so as to ensure a minimum of interference with the adjacent working offices and the full protection of adjacent wall and floor finishes. It is necessary that the escape staircase which provides contractors access to the site area continues to function as an escape staircase for office staff for the entire duration of the project.
2. The taking down of existing ceilings, partitions, wall and floor coverings and their removal from site and making good where removed.
3. The disconnection and making safe of existing electrical and data services.
4. The provision of new hot and cold water service to the new ministerial en-suite location. Also the provision of new foul waste macerator and new 2" waste routed via existing services ducts to mains drainage, all to services engineers specification.
5. The forming of new plastered coffered ceilings in ministers and privates secretaries rooms with concealed LED strip coffer uplighters and feature suspended light fittings to architects later specification.
6. The making good of existing ceilings in staff and corridor areas and the supply and fittings of specified suspended light fittings and tracks in those areas.
7. The construction of new insulated plastered metal stud full height partitions as indicated with double sound insulated stud forming new partition between ministers en-suite and admin staff area.
8. The supply and installation of new glazed hardwood double doors at entrances to private secretary's area and administrative staff area, with all ironmongery and access controls.

Obriain Beary An tSeacht  
Unit 101 The Steepworks  
Foley Street Dublin 1  
T: 01 454 6040 F: 01 454 6041  
info@obriainbeary.ie www.obriainbeary.ie

Enterprise  
Enterprise Group Ltd  
101 The Steepworks, Dublin 1

01 454 6040

9. The provision of 2.4m high matt lacquered walnut veneered wall panelling to the ministers office fitted above 200mm high walnut skirting detailed to match existing in the building, incorporating 3 no. walnut veneered solid flush mounted concealed 2.4m high doors with all ironmongery, with solid walnut picture rail at 2600 above fl to complete panelling and form transition to painted plastered wall finish above.
10. The provision of adjustable shelving and storage with matching walnut veneered concealed doors and recessed ironmongery to the gable wall of the ministers office.
11. The provision of new ministerial en-suite fitted wardrobe, toilet, sink and shower with high quality sanitary fittings to architects later specification. Floor and full height wall ceramic tiling to architects later specification. Wardrobe lining and doors in matt lacquered walnut veneer to match office.
12. The fitting of new matching veneered 60 minute fire doors to existing electrical cupboards in admin staff area.
13. The supply and installation of advanced fire and smoke detection system to ministers office.
14. The installation of electrical and data cabling to all offices to services engineers specification. Power, data points and electrical switches in ministers office to be flush fitted brass MK edge or similar where visible in wall panelling.
15. The provision of fitted storage cabinets to private secretaries area with walnut veneered doors and fittings as per ministers office.
16. All other desks, chairs and furniture to be supplied by OPW.
17. Painting and Decoration throughout.
18. Supply and install three number electrical storage heaters to main areas, to engineers later specification.

We trust this information will be of assistance to you in preparing your tender for the project. Should you have any question, issues or reservation, please do not hesitate to contact this office.

Yours sincerely,



David Purdue  
O'BRIAIN BEARY ARCHITECTS

encl

cc Mark Toian BCG  
Terri Sweeney OPW  
Martin Kennedy CAL  
Peter Buckley ETE



27<sup>th</sup> July 2007

G&T Crompton Ltd  
P.O. Box 5717  
Ballinlaggart House  
Clonskeagh Road  
Clonskeagh  
Dublin 14

Attn: Mr D Waters

RE: ALTERATIONS TO EXISTING OFFICES AT DEPT. ENTERPRISE, TRADE & EMPLOYMENT, KILDARE DUBLIN 2, TO PROVIDE NEW MINISTERIAL SUITE, EN-SUITE & SUPPORT OFFICES. REFURBISHMENT AND REFITTING OF EXISTING SECRETARY GENERALS EN-SUITE.

Dear Derek,

You are hereby invited to prepare and submit a tender for the above works in accordance with the Specification and Drawings enclosed. In compiling your tender the contents of the Preliminary Health & Safety Plan also enclosed, should be taken into account. Sealed tenders should be addressed to the Office of Public Works, Property Maintenance Division, 51 St. Stephens Green, Dublin 2, to arrive before noon on Friday August 3<sup>rd</sup>, 2007.

You should also complete the enclosed Questionnaire, which relates to the Safety, Health & Welfare at Work (Construction Regulations) 2006, S.1.504 of 2006. Particular attention should be paid to item 5 therein, relating to insurance cover. The amount of the insurance cover should be specified under each of the categories stated. It is imperative that this document is returned with your tender. The successful Tenderer will also be required to complete a PSCS Appointment Agreement, which will be collateral to the Main Contract.

It will be a condition for the award of this Contract that a firm must be able to produce promptly a Tax Clearance Certificate (unless he has a sub-contractors C2 Certificate).

Furthermore, it will be the responsibility of the successful contractor to ensure that any sub-contractor employed by him on this contract is in possession of either a bona fide C2 certificate or a Tax Clearance Certificate or a statement from the Revenue Commissioners and to submit such Certificate in each case for inspection by this Office when required to do so. No claims for increased costs will be entertained in respect of Contractor's compliance with this condition.

The Commissioners of Public Works will not be bound to accept the lowest or any tender.

Contractors will be required to be contributors to a contributory Pension and Sick Pay Scheme approved by the Revenue Commissioners and must comply with the relevant registered agreements.

Documentary evidence in relation to the aforementioned should be submitted with your tender.

Please note that the Freedom of Information Act came into force on 21st April 1998. The Office of Public Works undertakes to use its best endeavours to hold confidential any information provided by you subject to the Office's obligations under law, including the above Act. Should you wish that any information supplied by you should not be disclosed because of its sensitivity, you should, when providing the information with your tender, identify the information and specify the reasons for its sensitivity. The Office of Public Works will consult with you about this sensitive information prior to making a decision on any Freedom of Information request received. If no information is identified as sensitive with supporting reasons it may be released in response to a Freedom of Information request.

The enclosed Tender Form C.33 must be completed in detail, signed and dated.

Please include in your tender a Provisional Sum of 2.5% of the value (exclusive of VAT.) of the P.C. Sums listed in the tender document. The Tendered Figure must be inclusive of VAT with VAT element clearly shown.

Obriain Beary Architects  
110 St. Stephens Green  
Dublin 2  
Tel: 01 454 2040 Fax: 01 454 2041  
www.obriainbeary.com

Obriain Beary Architects  
110 St. Stephens Green  
Dublin 2

01-454-2040

Yours sincerely,



David Purdue  
O'BRIAIN BEARY ARCHITECTS

encl

cc	Mark Tolan	BCG
	Terri Sweeney	OPW
	Martin Kennedy	CAL
	Peter Buckley	ETE



fax

to: Property Maintenance OPW from: David Purdue  
attn: Dermot O'Brien page: 1 of 7  
fax: 01 661 0747 date: August 8, 2007  
cc: File, Mark Tolian BCG 7038083; Terri Sweeney OPW

RE: **NEW JUNIOR MINISTERS OFFICE SUITE, REFURBISHED SECRETARY GENERALS WC,  
AND ANCILLARY WORKS AT DEPARTMENT ENTERPRISE, TRADE & EMPLOYMENT,  
KILDARE STREET, DUBLIN 2.**

Dermot,

Further to our recent conversations, please find attached our tender report dated August 7<sup>th</sup> 2007, in which we recommend the acceptance of the tender of G&T Crampton Ltd in the amount of € 305,676.33 including Vat and their appointment as main contractor for the project. We would appreciate it if you could consider the attached and if possible expedite the issue of the "yellow" contract documentation as a matter of urgency.

In this regard, we confirm that our office has recently worked with G&T Crampton Ltd. on the Phase II Re-Roofing Works at Aras An Uachtarain and the Lobby to the Offices of the Refugee Appeals Commissioner, on behalf of the OPW. With regard to those works, our office was satisfied with both the general performance and the quality and standard of the works carried out by them.

In our opinion, G&T Crampton Ltd is competent to carry out the proposed works involved in the Department of Enterprise, Trade and Employment as tendered. Based on our previous experience, it is also our opinion that G&T Crampton Ltd. is competent to act as Project Supervisor for the Construction Stage under the Safety, Health and Welfare at Work (Construction) Regulations, 2006.

We have returned the tender documentation for the above project by courier under separate cover. Please confirm receipt in due course.. Please also find

Regards,

David Purdue  
O'BRIAIN BEARY ARCHITECTS

O'Briain Beary Architects  
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Directors  
Esmonde O'Briain B.Arch MRIAI  
Michael Beary B.Arch MRIAI

obriain:beary

14

## **TENDER REPORT**

**NEW JUNIOR MINISTERS OFFICE SUITE,  
REFURBISHED SECRETARY GENERALS WC, AND  
ANCILLARY WORKS**

**AT**

**THE DEPARTMENT OF ENTERPRISE, TRADE AND  
EMPLOYMENT  
KILDARE STREET, DUBLIN 2**

**FOR**

**THE OFFICE OF PUBLIC WORKS**

**7TH AUGUST 2007**



## 1. INTRODUCTION

- 1.1. Tenders were issued to 5 contractors in July 2007 with a return date of 3<sup>rd</sup> August 2007.
- 1.2. One contractor (Wellplan Limited) withdrew due to current workload prior to the tender date. No substitute contractor was included.
- 1.3. 4 tenders were returned at 12 noon on 3<sup>rd</sup> August 2007. All of the tenders were deemed valid.

## 2. TENDERS RECEIVED

- 2.1. The following valid tenders were received:-

Name	€ Incl. VAT	Index%
Ardmac Limited	290,062.46	100%
G&T Crampton Limited	305,676.33	105%
Duke Construction Limited	355,359.42	122.5%
Innis E. Gibson	367,984.12	126%

- 2.2 The tenders received indicate competitive tendering, the difference between the lowest and second place tender being €9,187 or 4.8%. A total of €9,672 or 5.1% separates the first three tenders received.

## 3. BASIS OF TENDER

- 3.1. All tenders include Value Added Tax at the appropriate rate.
- 3.2. On examination it was found the tender of Ardmac Limited contained errors of omission amounting to the sum of €23,000, inclusive of VAT, in favour of the Client. On consideration, Ardmac Limited subsequently withdrew their tender (See Appendix A).

## 4. LEVELS OF TENDERS

- 4.1. The tenders received indicate competitive tendering, the difference between the lowest and second place tender, adjusted for the omission error in the lowest tender, being €7,398 or 2.4%.

## 5. EXAMINATION OF THE TENDER OF G&T CRAMPTON LTD

- 5.1. Arithmetical Check

We examined the next lowest tender submitted by G&T Crampton Ltd. and no arithmetical errors were discovered.

- 5.2. Qualifications

G&T Crampton Ltd. qualified their tender only in so far as they advised they had made no provision for new cross corridor fire doors, referred to in the project description in the Preliminaries but not specified on the tender drawings. This omission is not considered material as the doors in question have similarly been omitted from each competing tender.

- 5.3. Preliminaries

G&T Crampton Ltd have priced their preliminaries at €41,323 which equates to approximately 15%.

#### 5.4. Pricing Generally

The close proximity of the first and second tenders indicates that G&T Crampton have submitted a competitively priced tender for the work.

#### 6. TENDER BUDGET ANALYSIS

6.1. Due to the fast track nature of the project no formal budget for the works was determined in advance of the tender process.

#### 7. PROGRAMME

7.1. G&T Crampton Ltd to submit their detailed programme for the project immediately. G&T Crampton also to confirm that they are in a position to commence the project at once and that they can meet the project deadline for completion.

#### 8. CONCLUSIONS & RECOMMENDATIONS.

8.1. OBB Architects have worked with G&T Crampton on OPW projects before. G&T Crampton Ltd. is an established construction company with experience in projects of this size.

8.2. The tender submitted by G&T Crampton Ltd. is competitive and represents good value for money. The nett tender equates to a rate per square meter of €2,100, which, despite the timescale, the limited size of the project and the inclusion therein of two high spec executive standard washrooms, still falls within the Bruce Shaw Handbook range of average construction costs for 2007 for fit-out of Corporate HQ standard offices.

8.3. OBB Architects recommend that G&T Crampton Ltd. be appointed as the main contractor for a total contact value of €305,676.33 including VAT, subject to the following:

- That G&T Crampton Ltd stand over their tender price and respond to any OPW queries arising satisfactorily.
- That G&T Crampton Ltd. prepare and submit a detailed estimate of the Mechanical & Electrical element costs for agreement immediately.
- That G&T Crampton Ltd submit a detailed programme for the works in advance of the awarding of the building contract.
- That G&T Crampton Ltd furnish details of their Public and Employer Liability insurances, and any Income Tax information and/or Clearance Certificates required by the OPW.
- That G&T Crampton Ltd confirm they have included for compliance with the requirements of the Tender Documentation in respect of the Role of Project Supervisor (Construction Stage).
- That G&T Crampton Ltd confirm their immediate availability to commence the project so as to meet the Clients Requirements.
- That the OPW is satisfied that G&T Crampton Ltd are competent and can deliver the quality of work described in the tender documents, based on past building projects carried out by them for the OPW.





### Construction Costs

January	Year on Year increase (%)	Total change 2002 to 2012 (%)
2002		
2003	2.32	
2004	3.49	
2005	5.61	
2006	3.50	
2007	5.69	
2008	4.43	
2009	1.08	
2010	-0.43	
2011	1.74	
2012	-1.45	28.90