



Specification for Trial Trenching for Cummeennabuddoge Wind Farm Planning Observation

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1 INTRODUCTION

1.1 Summary of Required Archaeological Services

Cummeennabuddoge Wind Farm consists of the construction of 17 wind turbines and associated infrastructure. Advance archaeological test trenching will be required to be carried out by a suitably qualified archaeologist under licence, along the proposed grid connection cable route, the access route in the vicinity of CH079, and at any other suitable locations within the footprint of the proposed development where ground disturbance will take place.

1.1.1 Definitions

‘Project Archaeologist’ means the individual appointed to oversee the archaeological elements of the contract.

‘Archaeological consultant’ means the person or persons, firm or company appointed to undertake the archaeological consultancy services contract (trial trenching).

1.2 Proposed development and Site Location

The Proposed Development will involve the wind farm consisting of 17 no. Wind Turbines with a total tip height in the range of 199.5 m to 200 m maximum inclusive, a permanent meteorological met mast with a height of 110 m (AGL) and associated infrastructure including hardstanding’s, cablings, and access roads. The Proposed Development will consist of a 110 kV grid connection to Ballyvouskill and related works in the townlands of Cummeenabuddoge, Clydaghroe, Glashacormick, Cummeenavrick, in Co. Kerry, and Caherdowney, Co. Cork.

1.3 Archaeological Findings

An EIAR has been undertaken of the proposed development, which included the examination of the available archaeological and historical sources, a site visit, an interrogation of local knowledge, and a thorough examination of cartographic sources in order to identify any potentially sensitive sites. It identified no likely significant direct effects (negative) from the proposed development on the receiving environment, given the layout and design of the proposed development and the mitigation measures recommended.

1.4 Role of Project Archaeologist

Rubicon Archaeology Limited are acting as ‘Project Archaeologist’ to oversee the archaeological elements of this contract. The Project Archaeologist will provide advice to the client or the client’s representative (as required) in all archaeological matters and, in particular, in ensuring that the work of the archaeological consultant is conducted in accordance with the terms of the detection licence, all agreed method statements and within the agreed timescales. The archaeological consultant will liaise with the Project Archaeologist and client’s representative in relation to all archaeological requirements and allow the Project Archaeologist to inspect at all times, any works associated with the contract.

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2 LICENCE REQUIREMENTS

2.1 Detection Licence

In accordance with the *National Monuments Act 1987 (Amendment)* and in advance of site works commencing, the archaeological consultant will be required to apply for a Section 2(2)(a) detection licence from the Minister for Housing, Local Government and Heritage (DoHLGH) for the site. The archaeological consultant will submit a copy of the draft licence application and accompanying method statement to the client's representative for the Project Archaeologist's review and approval in advance of submission to DoHLGH. It is anticipated that archaeological licences will be issued by the DoHLGH within 3 to 4 weeks of receipt of application. The survey works will not commence on site until the appropriate licence has been granted by the DoHLGH.

All services shall be carried out under the terms of the archaeological licences and consents issued by the Minister for Housing, Local Government and Heritage and in accordance with the method statement(s) submitted by the archaeological contractor in support of the application(s) for excavation licences/consents

The archaeological contractor shall be required to prepare and submit detailed method statements and licence/consent applications as set out in this specification immediately upon award of the contract. All licence/consent applications and method statements produced by the archaeological contractor will be reviewed by the Project Archaeologist one week prior to submission to the National Monuments Service (NMS). The archaeological contractor will address any comments made by the Project Archaeologist before submitting the applications.

Archaeological test excavations shall be carried out under the same licence and a single methodology. The method statement to accompany this application shall conform to the general requirements for method statements outlined in Section 2.2 below.

Since 2017 applications for licences to carry out archaeological excavations have been required to be accompanied by a 'funding letter' from the body funding the excavation confirming that sufficient funds and other facilities are available to the applicant to complete the archaeological excavation, post-excavation and reporting. From 2019 this Funding Letter has been required to follow a template available to download from the NMS at archaeology.ie and is required to be appended to the archaeological excavation licence application. The client will provide the required funding letter.

Note: Officers, servants or agents of the Minister for Housing, Local Government and Heritage may inspect the archaeological works at any time to ensure the agreed methodologies are being adhered to; full co-operation shall be given to them in carrying out the inspections. All requests from the Director of the National Museum of Ireland (NMI) for members of their staff to visit the works shall be facilitated. The foregoing is without prejudice to any powers of the Minister or the Director and their officers, agents, servants or licences arising under the *National Monuments Acts 1930 to 2014* or howsoever otherwise arising.

2.2 Method Statement



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The archaeological contractor shall be required to submit a detailed method statement for test trenching, to be agreed by the Project Archaeologist, County Archaeologist and NMS, immediately upon award of contract.

The method statement will be used by the consultant in making an application for Excavation Licence(s)/consents for these investigations and surveys and/or by the archaeological contractor in applying for relevant licence(s)/consents.

Table 1 – Method statement – required contents

No.	Context
1	Summary
2	Description of development
3	Aims of excavation/survey
4	Site location
5	Site description
6	Excavation team including specialists
7	Excavation/survey methods
8	Constraints on archaeological methods
9	Recording methods
10	Finds retrieval strategy
11	Sampling strategies • Paleoenvironmental • Zooarchaeological
12	Programme
13	Treatment of archaeological objects
14	Temporary storage of samples and archaeological objects
15	Summary health and safety statement
16	Proposals for reporting and publication
17	Proposals for archiving
18	References
19	Location map of development (1 to 25,000 scale)
20	Drawing and layout and extents of area

All method statements shall be submitted to the client and the Project Archaeologist for approval. The archaeological contractor shall make any reasonable changes requested by the client or Project Archaeologist. The archaeological contractor shall provide digital copies in high resolution .pdf (illustrations and report) and .dwg, .shp (illustrations only) formats of all approved method statements and associated applications for licence(s)/consents.

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3 TRIAL TRENCHING SCOPE

3.1 Scope of Services

Services consist of standard test excavations by machine in areas as per services requirements.

The archaeological contractor shall draw up a test trench layout suitable for the conditions on this project in consultation with the Project Archaeologist as part of the method statement to accompany an application for an excavation licence to the NMS. The test trenches shall follow a standard array of upwards of 3% archaeological testing along the proposed grid connection cable route, the access route in the vicinity of CH078 and at any other suitable locations within the footprint of the proposed development where ground disturbance will take place, or to a design suitable for the area defined. Upwards of 3% of trial trenching should be allowed focusing on areas of disturbance.

The method statement and excavation licence application shall be prepared by the archaeological contractor immediately upon award of the contract and shall be submitted to the Project Archaeologist for review. The archaeological contractor shall make any reasonable changes requested by the Project Archaeologist to meet the requirements for the test trench layout described in these services requirements.

3.2 On-Site Methodology

The overall aim of the trial trenching shall be to identify the presence of previously unknown archaeology, and to ascertain the location, nature, date, character, extent and significance of whatever archaeological features or deposits or objects may be discovered by this method so as to perform an adequate amount of archaeological investigations to reveal the horizontal extent of all archaeological sites/features/deposits/objects and the vertical extent of any archaeological stratigraphy and to produce a report on the findings.

Trial trenching may also involve additional machine-dug test trenches to expose the full extent of all identified sites, features, objects and deposits, and sufficient hand excavation to establish the nature, character, date, vertical extent and significance of those archaeological remains.

The test trenches shall be at least 1.8 m wide. Topsoil will be removed from the test trenches in horizontal levels of not more than 0.20 m in thickness by mechanical excavator using a toothless (smooth blade) bucket until sterile subsoil or the surface of possible archaeological features/deposits are exposed throughout. The mechanical excavator shall be under the direction and supervision of an Excavation Director or Excavation Supervisor at all times. Where potential archaeological remains are identified, they shall be cleaned by hand and recorded. Recording shall include written descriptions, planning, surveying and taking photographs with appropriate scale and north point. Up to 3 % of trial trenching should focus on areas of disturbance.

At a minimum, the archaeological team shall consist of an excavation director, excavation supervisor and excavation assistant. Where more than one mechanical excavator is being used to excavate test trenches, the archaeological contractor shall deploy additional archaeological staff of appropriate grades to ensure that each mechanical excavator is always acting under the direction and supervision of an excavation director or excavation supervisor and to ensure that sufficient staff are available to investigate by hand any potential archaeological features/deposits/objects identified.

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The frequency and pattern of the trenching layout is not prescribed; however, 12 % archaeological testing is required in all works areas. The archaeological contractor is required to prepare the method statement and design the location of archaeological test trenches and apply for an archaeological excavation licence as required under Section 26 of the *National Monuments Act*. The method statement will be agreed and approved by the client's representative and Project Archaeologist in advance of submission to the National Monuments Service.

At all locations within the test trench array where archaeological features, deposits and/or objects are discovered, the archaeological contractor shall be required to excavate additional test trenches in order to establish the location, nature, date, significance and extent of the archaeological features/deposits/objects, unless otherwise agreed with the client's representative and the Project Archaeologist.

Archaeological features/deposits identified in the test trenches and spoil material shall be scanned with a metal detector. The metal detector operator must be competent in the use of metal detectors and must provide evidence of relevant training and experience to the satisfaction of the client. A high performance, industry standard metal detector shall be used. The discrimination settings on the metal detector shall be set to 'All Metal' or equivalent setting. The archaeological contractor is also required to apply for a consent to use a detection device as set out under Section 2 of the *National Monuments Act*. This application will be agreed and approved by the client's representative and the Project Archaeologist in advance of submission to the National Monuments Service.

Archaeological objects recovered during services shall be labelled and packaged in sympathetic materials for temporary curation in a secure repository to be supplied by the archaeological contractor. The catalogue of the finds shall conform to the National Museum Ireland's *Excavation Finds Register*. In general, the treatment of all archaeological objects shall comply with the Institute of Archaeologists of Ireland (IAI) *Code of Conduct for the Treatment of Archaeological Objects* and the NMI's *Standards for the Care and Treatment of Archaeological Objects from Excavations*.

Services include the preliminary identification, stabilisation of all archaeological objects recovered and the cost of all such identification, stabilisation shall have been factored into the tendered fixed price lump sum for services provided by the archaeological contractor. onsite secure storage will be provided by the archaeological contractor.

The archaeological contractor shall be required to place geotextile protective membrane and/or heavy plastic sheeting over any archaeological features/deposits/objects identified to backfill all trenches unless otherwise agreed with the client's representative and the Project Archaeologist.

All services must be undertaken in compliance with relevant safety provisions and have regard to best archaeological practice.

Note: Tenderers should identify the presence of overhead and underground services. The archaeological contractor will liaise with the contractor regarding the appropriate procedures and buffers to avoid these services. these procedures will be included in their archaeological methodology. the cost of the archaeological contractor complying with these requirements should be included in their tender price for trial trenching services.

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Note: Tenderers should note the requirement during trenching to carry out archaeological testing above the minimum requirement upon the discovery of archaeological features/deposits/objects and that the cost of this additional supplementary excavation must be included in the tendered fixed price lump sum for services. For the purposes of the contract, this should be taken as meaning that at all locations within the standard test trench array where archaeological features/deposits/objects are discovered, the archaeological contractor shall be required to expose the full horizontal and vertical extent of the archaeological site/features/deposits/objects, unless otherwise agreed with the Project Archaeologist/County Archaeologist/NMS and client's representative, at no extra cost above that tendered for services.

3.3 Test Excavation and Report

Archaeological excavations will be carried out under one excavation licence. The results of these services shall be described in a Test Excavation Report. This shall be an illustrated technical and interpretative report. The required contents of this report are outlined below and in Table 2. Data processing and archiving shall be carried out in accordance with best practice as set out in the national policy statements *Framework and Principles for the Protection of the Archaeological Heritage* and *Policy and Guidelines on Archaeological Excavation*.

The standard Test Excavation Report shall describe the findings of the services and shall make recommendations regarding excavation areas. The report shall be completed within 3 weeks (21 days) of the completion of fieldwork. The report shall include a statement of the background and methods of the work, descriptions of the sites or features tested, lists of any finds, location maps of the sites or features tested with photographs, plans and section drawings (as appropriate).

In the event that appropriate samples for scientific dating are obtained during services, a proposed scientific dating strategy shall be presented in the test excavation and survey report.

The obtaining of scientific dates shall only proceed following approval by the client of the proposed scientific dating strategy and the scientific dating laboratory to which the archaeological contractor proposes to submit samples. Upon receipt of the scientific dating results, the archaeological contractor shall prepare a revised standard Test Excavation Report incorporating the results of the programme of scientific dating and containing updated and/or revised site/feature interpretations and discussions arising from these results. The scientific dating certificates shall be included as an appendix to the report, and the results of the scientific dating shall be included in the catalogue of scientific dates.

NOTE: The standard Excavations Report shall describe the location, nature, date, character, extent, and significance of each archaeological feature or deposit, or object discovered or confirmed by any standard test excavations. Photographs, plans and sectional drawings of individual trenches, features and deposits (at an appropriate scale) shall be included as appropriate, as well as more general photographs of the work in progress and the sites in their landscape setting.

NOTE: All photographs appearing in the required reports and those forming the archive to the standard test excavations shall be represented by high resolution image files (> 400 dpi) in the digital archive of the project records. Such digital images shall be date stamped and collated in digital folders that are appropriately labelled with reference to the relevant townlands. Copies of these images shall be presented to the Project Archaeologist and the client on completion of the services.

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Report Section	Contents
1. Title Page	- Project name - Licence/consent Nos. (these could include excavation, dive, detection device, alter/export). - Townland name(s) and county - Site type(s) - ITM/Admiralty Chart references/latitudinal and longitudinal references. - Chainage(s) - Archaeological contractor - Licence holder/excavation director - Report author(s) - Report status (draft/final) - Date of issue - Logos (contracting authority etc.)
2. Contents	- List of contents - List of illustrations
3. Executive summary	- A non-technical summary of less than 500 words.
4. Acknowledgements	- A brief factual statement of the principal organisations and individuals who were party to the work (to include client, funding body, client's representative, project archaeologist, specialists).
5. Introduction	- Brief description of the scheme (e.g. location, length, area of lands acquired, land-use, vegetation, dates of commencement and conclusion etc.) - Planning background - Details of statutory approvals (planning and archaeological) - Description of any sites with statutory protections within or adjacent to the scheme - Summary of any relevant previous archaeological work
6. Environmental and Historical Context	- Topography, soils, geology and hydrology of the scheme and its environs - Historic environment of the scheme and its environs (e.g. archaeological finds and monuments, historic buildings and designed landscapes, territorial divisions, routeways etc.) - Historical background
7. Methods	- Aims - Survey and excavation methods (including description of excavation team)



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	- Finds retrieval and sampling methods/strategies - Specialist contributions and/or consultations - Conditions (e.g. weather, vegetation and land-use) - Scale of services (e.g. length of test trenches excavated) - Constraints on methods
8. Results	- Overview of the location, character, interpretation and significance of any features/deposits identified, organised by feature type and/or group (i.e. related features) and/or phase (i.e. features occurring within a single stratigraphic horizon) and/or period (where known)
9. Artefact Catalogue	- Detailed descriptive inventory of artefacts recovered by the excavation including dimensions, fabric, type and condition of each object, and other relevant remarks (e.g. conservation needs) cross-referenced to context
10. Specialist Analyses	- Contributions by specialists on the analyses of materials or samples or on assemblages of artefacts with supporting illustrations and tables as appropriate
11. Dating proposals	- Proposed scientific dating strategy including reasons for selecting specific samples for dating, if required.
12. Discussion	- Interpretative discussion of the test excavation results – considering alternative possible interpretations where appropriate; considering specialists' analyses and historical information, where available; and comparing the results to similar or related archaeological sites
13. Importance	- A statement of the relative importance (Very High, High, Medium, Low, Negligible) of the identified archaeological features/sites, with reference to criteria in <i>Guidelines for Cultural Heritage Impact Assessment of TII National Road and Greenway Projects</i>. PE-ARC02009; September 2025
14. Impacts and Recommendations	- A statement of the impacts (direct or indirect) of the proposed scheme on the archaeological sites, features and/or deposits described in the report. Proposed recommendations to mitigate impacts as identified including changes in hydrology as a result of proposed works; impacts from



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	vibrations; movements of plant and machinery, etc. - Recommendations regarding the size and extents of excavation areas for each identified archaeological site.
15. Inventory	- Descriptive inventory of all test trenches/test pits excavated, and each feature/deposit/object identified within the test trenches/test pits. This shall include information on the morphology, dimensions, stratigraphy and relationships of each identified feature and shall also itemise any samples or artefacts associated with the feature
16. Bibliography	- References to all maps and published or printed or manuscript texts referred to in the report.
17. Database of Irish Excavation Reports	- Summary for inclusion in the Database of Irish Excavation Reports. Excavations.ie
18. Appendices	- List of features/sites cross-referenced with objects and samples. - List of plans and photographs, cross-referenced with features/sites. - List of palaeoenvironmental samples cross-referenced with features/sites. - List of archaeological objects cross-referenced with features/sites and/or as recovered through archaeological monitoring. - List of all specialist reports associated with features/sites.
19. Illustrations	- Site location map(s) (1:10,000) or relevant Admiralty charts, where available. - Plan of test excavation areas and adjacent topographic features, including limits of proposed development, where appropriate. - A plan of all test trenches/test pits as excavated (including those where no archaeological remains were identified) - Plans and sections of identified archaeological features (all identified features/deposits/objects shall be depicted on a plan of the relevant excavated trench(es) or pit(s), at an appropriate scale) - Each plan shall include a minimum of three points geo-referenced to the Irish Transverse Mercator (ITM) grid system - Schematic representation of any complex stratigraphic relationships (i.e. 'Harris Matrix') sorted (i.e. banded) by stratigraphic phase with

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	each phase and all the main features or groups of features labelled - Significant relevant extracts from early or historical maps - Selected photographs of significant excavated features - Selected photographs of significant artefacts - General photographic views of the progress and setting of the work
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3.3.1 Approval of draft reports

The archaeological consultant will be required to submit a fully illustrated draft copy of all reports (excluding progress reports) to the Project Archaeologist for approval and shall be prepared to amend the reports in line with any reasonable suggestions by the Project Archaeologist or where this is required in order to achieve the standard, content and organisation of reporting described above and set by the statutory authorities.

All reports shall be supplied in draft in the first instance to the Project Archaeologist and clients representative and the archaeological consultant will be required to make any reasonable changes that may be requested.

The Project Archaeologist, at that time, reserves the right to request (in whole or in part) an amended report. The Project Archaeologist will exercise this right where the Project Archaeologist forms the opinion that the draft report fails to address the survey aims and/or fails to achieve the standard, content and organisation of reports set out in these services requirements and/or contains significant errors of fact. the archaeological consultant shall prepare a revised report addressing the issues raised by the Project Archaeologist. Revised reports will only be approved and accepted when the issues raised have been addressed to the satisfaction of the Project Archaeologist.

The archaeological consultant will be required to supply final versions of all approved reports. These should be delivered in hardcopy (1 copy) and digital Microsoft Word and .pdf formats, on CD or similar portable medium, incorporating any amendments agreed at draft stage.

The client shall strive to turnaround draft report(s)/outputs within two weeks of receipt with any comments and/or approval.

Tenderers are reminded that all records and reports relating to the programme of archaeological work described by this specification are the property of the client. In the event of the archaeological contractor becoming bankrupt, insolvent or otherwise ceasing to trade, all copyright and publication rights in the project will be exercised by the client, who will complete the publication of the work where the client deems relevant.

3.4 Liaison

The archaeological consultant shall operate under the general supervision, control and direction of the Project Archaeologist on all matters as directed. In general, the Project Archaeologist will ensure that the work of the archaeological consultant is conducted in accordance with the agreed method statements and within the agreed timescales, and that reports are of the highest quality. The survey

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director shall act as senior representative and project manager for the archaeological consultant. They must have the authority to make on-site decisions on behalf of the archaeological consultant, and shall receive, on behalf of the archaeological consultant, directions and instructions from the Project Archaeologist, in consultation with the clients representative.

3.5 Access to Lands

3.5.1 Access to or entry on lands and/or private property

Upon the award of the contract, the archaeological consultant shall nominate a person to liaise with landowners affected by the scheme when seeking entry onto their land or to answer any landowners' queries that may arise. The nominated person shall consult with the Project Archaeologist and client's representative prior to seeking entry onto land.

The archaeological consultant shall provide a minimum of three days prior notice to entry to any lands and provide the Project Archaeologist and clients representative with a map and list of all areas where access is required and a list of the vehicles, plant and other machinery to be taken onto such areas.

The archaeological consultant shall also confirm to the Project Archaeologist and client's representative that affected landowners have been advised of proposed entry onto their lands and shall advise the Project Archaeologist and client's representative of any arrangements for entry or agreements with landowners concerning access. Land entry arrangements will include removal of all livestock from areas where surveys are proposed, for the duration of the work, including pre-excavation surveys, and fencing, and also reinstatement (if necessary).

The surveys shall be strictly confined within the Lands Made Available, as detailed on the contract drawings. No archaeological investigations are to be carried out outside the Lands Made Available unless expressly agreed with the Project Archaeologist and client's representative.

The archaeological consultant shall carry out the work with the least possible damage to lands or disturbance to landowners whose property borders the land-take for the scheme. Any routes or tracks to areas of archaeological investigations must be agreed with the affected landowners and in addition, the archaeological consultant shall comply with any reasonable requests made by affected landowners with respect to investigations on their property.

The archaeological consultant shall carry out any necessary surveys with due consideration for neighbouring landowners and householders. Noise and other disturbance shall be minimised.

The operation of plant or movement of vehicles within 100 m of an occupied house shall be limited to the hours set out in

unless otherwise instructed in writing by the Project Archaeologist and client's representative.

Table 3 — Permitted hours of operation

Day	Hours
Monday to Friday	08:00 to 18:00 hours
Saturday	08:00 to 16:00 hours

3.6 Fencing

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Where the boundary survey area passes through a field or where there is no hedge or fence existing, the archaeological consultant shall liaise with the landowners to ensure all livestock are removed from the field or fields in question and are kept away from the area of the works for the duration of the works and provide adequate temporary electric fencing and/or post-and-wire fencing, as appropriate, so as to ensure clear and safe separation of any livestock from the Lands Made Available to the satisfaction of the Clients representative.

The archaeological consultant shall patrol all temporary fencing and shall repair any fence or barrier breached or otherwise disturbed during the execution of the archaeological services.

3.7 Statutory Undertakers

The archaeological consultant shall liaise with statutory undertakers and public authorities and satisfy him/herself as to the exact position of any plant or utilities or services in the vicinity of each site and the depth, size and gradient thereof. The archaeological consultant shall also satisfy themselves as to the exact location of any privately owned services or land drains where these are known to exist.

4 PROGRAMME

4.1 Archaeological Contractor's Detailed Programme

The archaeological contractor will be required to provide a detailed programme in advance of commencement showing how the required work is to be completed and to review and update this as instructed by the client's representative.

The archaeological consultant's proposed programme for underwater wade and metal detector survey services shall state the earliest date on which the works will commence.

The programme shall identify:

- any lead in time
- the start and end dates for the underwater/wade and metal detector survey services
- the various grades of staff to be employed
- the types of plant and facilities used, and
- dates for completion of the report(s) and date for submission to the client

4.2 Revisions to Programme

If for any reason the work falls significantly behind the stated programme or be otherwise varied from the stated programme, the client's representative, in consultation with the Project Archaeologist, may request an updated programme and this will state the means and resources by which any delay can be recovered.

Any such revised programme that may be requested by the client's representative shall be provided in writing by the archaeological contractor within three days of receiving the request.

4.3 Additional Archaeological Contractors

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If the client's representative, having consulted with the Project Archaeologist, is of the opinion that the archaeological contractor is unable to complete the services within such time as to avoid delay and disruption to the construction of the scheme, then the client may engage additional archaeological contractor(s).

In the event of additional archaeological contractors being engaged by the client for the avoidance of delay or disruption as stated, the archaeological contractor shall not be entitled to any claim for payment or compensation (including loss of profit or contribution to overheads) on that element of the archaeological investigations carried out by the additional archaeological contractor(s).

the archaeological contractor shall liaise and co-ordinate with and co-operate with such additional archaeological contractor(s), as may be required by the client's representative, in order to achieve the completion of the archaeological excavations in accordance with the requirements of the client.

5 ARCHAEOLOGICAL STAFF

5.1 Staffing Levels

The archaeological contractor will provide at least the minimum number of archaeological staff required to complete all of the required investigations, excavations, analyses and reports within the required timescale.

For purposes of the present contract the following grades of archaeological staff are recognised:

- Senior archaeologist
- Excavation director
- Excavation supervisor
- Excavation assistant
- Surveyor
- Illustrator
- Technician
- Finds supervisor
- Finds conservator
- Project environmental specialist
- Project zooarchaeologist
- Human bone osteoarchaeologist
- Specialist

The archaeological contractor must give written notice of any intention to increase or decrease the number of staff employed on the archaeological programme during the on-site services and/or during post-excavation stage.

In accordance with the Conditions of Engagement, personnel as listed at tender award as forming the Project Team (senior archaeologist and excavation directors) must form part of the Project Team, and substitute personnel will only be considered if the prior written approval of the client has been obtained.

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The client will at any time seek Curricula Vitae to satisfy itself as to the appropriate qualifications of personnel to be assigned by the archaeological contractor to the respective grade.

5.2 Archaeological Staff Grades

5.2.1 Senior archaeologist

The individual acting as senior archaeologist will, as a minimum requirement:

- (i) be a fully qualified archaeologist, having a minimum Level 8 qualification recognised by Quality and Qualifications Ireland (QQI), or other equivalent qualification, in archaeology or equivalent qualification
 - (ii) be eligible to receive an excavation licence from the Minister for Housing, Local Government and Heritage and not have had a licence revoked by the Department in the last three years
 - (iii) have at least five years relevant post-graduate experience in archaeological fieldwork and reporting and will have directed at least 5 no. excavations and completed all reporting obligations arising from same
- The senior archaeologist will act as senior representative and project manager for the archaeological contractor and will not be included in the list of licence-eligible persons shown on the list of senior staff in the contract documents.
 - The senior archaeologist must have the authority to make on-site decisions on behalf of the archaeological contractor and will receive, on behalf of the archaeological contractor, directions and instructions from the client's representative in consultation with the project archaeologist.
 - The senior archaeologist must have the authority to make decisions on behalf of the archaeological contractor regarding all contractual and financial issues relevant to the implementation of the contract and must have the authority to enter into substantive discussions on such issues with the client's representative and the Project Archaeologist.
 - The senior archaeologist shall attend all progress meetings, and any other meetings requested by the client's representative or Project Archaeologist.
 - The senior archaeologist will be on site constantly during the on-site work unless otherwise agreed with the client's representative and the Project Archaeologist.
 - The nomination of the senior archaeologist by the archaeological contractor will be approved in writing by the client's representative in consultation with the Project Archaeologist.
 - The senior archaeologist will notify the client's representative and the Project Archaeologist without delay when a previously unknown archaeological site is discovered.
 - The senior archaeologist will ensure that all work is carried out with full regard to health and safety considerations, guidelines and legislation.

5.2.2 Excavation director

The individual(s) acting as excavation director(s) will, as a minimum requirement:

- (i) Be a fully qualified archaeologist(s), having a minimum Level 7 qualification recognised by Quality and Qualifications Ireland (QQI), or other equivalent qualification in archaeology or equivalent qualification
- (ii) Be eligible to receive an excavation licence from the Minister for Housing, Local Government and Heritage and not have had a licence revoked by the Department in the last 3 years
- (iii) Have at least three years relevant post-graduate experience in archaeological fieldwork and reporting and will have directed at least five excavations and completed all reporting obligations arising from same

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- The excavation director will be responsible for carrying out archaeological excavations in accordance with the agreed methodology and good professional practice, and for the day today management of excavation staff on individual sites, ensuring the orderly conduct of all aspects of the excavations
- The excavation director will be responsible for co-ordinating and overseeing post-excavation analyses, the conservation of artefacts and the production of illustrations for each of the excavated sites for which they are responsible and will be the principal author of any reports on such sites
- The excavation director will ensure that all investigations under their direction are carried out with full regard to health and safety considerations, legislation and guidelines
- Where the absence of the senior archaeologist has been agreed by the client's representative, the excavation director may have delegated authority, on behalf of the archaeological contractor, to liaise with the client's representative and Project Archaeologist and to make on-site decisions.

5.2.3 Excavation supervisor

The individual(s) acting as excavation supervisor(s) will

- (i) be a fully qualified archaeologist(s) having a minimum Level 7 qualification in Archaeology, recognised by Quality and Qualifications Ireland (QQI), with a minimum of two years relevant post-graduate experience of archaeological fieldwork.

The excavation supervisor(s) will:

- assist the excavation director in the proper conduct of archaeological excavations and in the management of excavation staff.
- ensure that on-site works are performed to a high standard and in an efficient manner, conforming to both the agreed methodology and the agreed programme.

5.2.4 Topographical surveyor

The topographical surveyor will be a competent surveyor capable of carrying out all tasks required in topographical surveying for archaeological excavations or for the production of related maps, plans and other drawings, for reporting purposes.

5.2.5 Illustrator

The illustrator will be a person competent to produce any maps, plans or drawings required to achieve the standard of reporting set out by this specification.

The illustrator will have training or equivalent experience of archaeological illustration work and may be required to submit samples of previous work for approval by the client.

5.2.6 Excavation assistant

The excavation assistant will be a qualified archaeologist and will have a minimum of one year's relevant post-graduate experience of archaeological fieldwork or be an experienced general operative with a minimum of four years relevant experience.

The excavation assistant will be responsible for the proper performance of any and all tasks assigned to them by the excavation director or excavation supervisor in the course of archaeological excavations.

5.2.7 Technician

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The technician will be a person competent to perform any processing, analyses or conservation tasks assigned by the excavation director and/or appropriate specialist and will work under the supervision of the appropriate specialist.

5.2.8 *Finds supervisor*

The finds supervisor shall be a competent archaeologist capable throughout the contract of performing all necessary duties in relation to artefact 'first aid', primary care and cataloguing and maintaining and updating relevant registers all in accordance with the contract and will have completed relevant IAI/NMI CPD courses.

5.2.9 *Finds conservator*

The finds conservator shall be a competent and qualified person in the relevant discipline required with a minimum Quality and Qualifications Ireland (QQI) Level 9 post-graduate research degree and three years' post-graduate experience in their specialist field (i.e. finds conservation) and have completed conservation work and analytical reporting on at least three assemblages of archaeological objects.

5.2.10 *Project environmental specialist*

The project environmental specialist shall be a fully qualified palaeo-environmental archaeologist, having a minimum Level 9 qualification recognised by Quality and Qualifications Ireland (QQI), or other equivalent qualification, in environmental archaeology or equivalent qualification. They shall be a member of the Association of Environmental Archaeologists or equivalent national body.

They shall have:

- at least three year's post-graduate experience in the processing, analysis, description and reporting of archaeological palaeo-environmental samples from archaeological excavation
- experience in implementing sampling strategies
- and have completed analytical reporting on at least three assemblages of palaeo-environmental samples from archaeological excavation

5.2.11 *Project zooarchaeologist*

The project zooarchaeologist will be a competent and qualified person in the relevant discipline required, with minimum qualifications as set out in the *Transport Infrastructure Ireland Zooarchaeological Sampling Guidelines* (Transport Infrastructure Ireland 2021), either:

- be a fully qualified zooarchaeologist, having a minimum Level 9 qualification recognised by Quality and Qualifications Ireland (QQI) with a substantial zooarchaeological component (e.g. master's thesis on a zooarchaeological topic)
- a Level 8 Major Award qualification (e.g. BA Honours/BSc Honours degree), recognised by QQI, specifically in zooarchaeology, or zooarchaeology and osteoarchaeology, where this has a substantial zooarchaeological component (e.g., final year thesis on a zooarchaeological topic),
- a QQI Level 9 qualification with a substantial zooarchaeological component (e.g. master's thesis), post-graduate research degree and two years' post-graduate experience in the analysis, description and reporting of zooarchaeological remains, and/or
- be a practising zooarchaeologist with a track record of substantive peer-reviewed publications in zooarchaeology or a cognate discipline and a body of reports on zooarchaeological assemblages carried out over at least six years.

The project zooarchaeologist will have at least three years' post-graduate experience in the analysis, description and reporting of zooarchaeological remains and will have completed analytical reporting on either at least two large zooarchaeological assemblages (NISP >3000 identified to genus/species) or 10 smaller assemblages in the past five years.

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5.2.12 Human bone osteoarchaeologist

The human bone osteoarchaeologist shall be a competent and qualified archaeologist having a minimum Level 9 qualification recognised by QQI in the archaeology of human remains, or an equivalent qualification, with at least three years' post-graduate experience in the analysis, description and reporting of archaeological human remains, and have completed analytical reports on at least three assemblages of archaeological human remains.

5.2.13 Specialist

The specialist shall be a competent and qualified archaeologist having a minimum Level 9 qualification recognised by QQI in the relevant discipline and three years' post-graduate experience in the analysis, description and reporting of archaeological materials, or in the analysis and description and comparative study of archaeological objects. They shall have completed analytical reporting on at least three assemblages of archaeological materials.

For the purposes of this services, any specialists may be engaged by the archaeological contractor or be an employee and will be responsible for providing specialist advice as needed onsite or in post-excavation.

5.2.14 Working hours

In the course of the required fieldwork services (i.e. trial trenching) archaeological staff may work within the prescribed hours set out in

, unless otherwise agreed in writing by the Project Archaeologist and clients representative.

5.2.15 Remuneration

Trial trenching shall be carried out for a total fixed price lump sum, as tendered.
Prices should include all reasonable expenses, accommodation, and welfare.

At any time, the client may use the change order mechanism to reduce or increase the scope of any service and the corresponding fee.

The archaeological consultant will not be paid for the following:

- Periods when the work is suspended on the instruction of the Project Archaeologist and client's representative:
 - for the improper execution of the work or,
 - for any reason relating to health and safety.
- Standing time due to adverse weather conditions.

5.3 Temporary Accommodation

5.3.1 Temporary accommodation for the archaeological consultant

Site accommodation for staff should be provided where necessary in accordance with the requirements of the *Safety, Health and Welfare at Work (Construction) Regulations 2013 Part 14 Construction Site Welfare Facilities*. Site accommodation includes access to changing facilities, secure storage, drying rooms, segregated portable toilets, and a cabin with food preparation and dining facilities. This should be factored into any tender submission.

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The facilities (including portable on-site staff welfare facilities) to be provided by the archaeological consultant shall be determined by the archaeological consultant to suit their operations. The facilities and equipment provided shall be appropriate for the number of personnel employed by the archaeological consultant to carry out the services within the contractual programmes. They shall comply in every respect with Health and Safety Regulations and local government sanitary regulations.

The archaeological consultant is responsible for their storage needs for their plant, tools and equipment.

Adequate on-site portable staff welfare facilities must be provided as necessary. Such field accommodation should be adequate in accordance with Health, Safety and Welfare Regulations and resource requirements.

5.3.2 Parking facilities

The archaeological consultant shall determine and provide their own parking requirements.

NOTE: Under no circumstances will vehicles be allowed to park on public roads or hard shoulders in a manner that compromises the safety of other road users or pedestrians. Any cars parked adjacent to or on private property must have the prior consent of the relevant landowner. Parking provision on adjacent public roads will not be permitted without the approval of the client.

5.3.1 Working in Wet Weather

In order to adhere to the project programme, and in so far as best practice and Health & Safety Regulations allow, the Consultant shall make all reasonable measures to facilitate the continuance of survey work during unfavourable and inclement weather conditions.

6 SAFETY, HEALTH AND WELFARE

6.1 Safety Planning

The archaeological consultant shall comply with the *Safety, Health and Welfare at Work Act 2005 (as Amended)*, the *Safety, Health and Welfare at Work (Construction) Regulations 2013 (Amended 2021)*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (as Amended)* or any amendment thereof. The archaeological consultant shall ensure that all personnel involved in geophysical survey are made aware of the need to comply with safe working practices.

Upon award of the tender, the archaeological consultant will submit a copy of their Company Health and Safety Statement. Prior to the commencement of the survey fieldwork, the archaeological consultant shall submit RAMS for each site. The archaeological consultant's RAMS shall include the following information, at a minimum:

- Procedures for briefing all personnel on health and safety matters
- List of protective equipment and clothing to be provided
- List, with locations, of health and safety notices and posters to be displayed
- Description of staff welfare and accommodation provisions, including portable on-site staff welfare facilities
- Precautions to be taken against specific risks in the archaeological investigations

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- List of telephone numbers for all local emergency services including doctors, hospitals, An Garda Síochána and the fire authority
- Procedures for recording in a register all incidents relating to health and safety in the course of the archaeological investigations.

6.1.1 *Work involving particular risks*

This is a non-exhaustive list of particular risks. It should be noted that many of the risks on the project may arise out of working methods which are at the discretion of the archaeological consultant and as such cannot be determined by the Project Archaeologist and/ or clients representative.

- Engulfment/earthfalls especially in soft ground
- Working in or adjacent to wetland/bogland/soft ground
- Exposure to hazardous chemical or biological substances
- Weil's disease and Lyme's disease and other infectious diseases harboured by soil, water, vegetation or animals
- Overhead power lines
- Underground power cables and other services
- Investigations adjacent to watercourses that may involve risk to the archaeological consultant of persons falling in and/or drowning (this risk applies to workers and other persons entering on the site, and will require effective measures to secure the works at all times)
- Statutory authority plant and equipment crossing areas of the site, above, below and overground
- Working in densely vegetated areas
- Working on steep slopes
- Falling from a height
- Working in close proximity to livestock
- Investigations on or adjacent to farmyards and farm access tracks requiring a suitable safety management system to be implemented
- Disease outbreak or contamination on farms
- Diseased wild animals
- Unauthorised access to the site by members of the public
- Contamination of watercourses or groundwater
- Work close to occupied residential properties and trafficked public roadways
- Work on trafficked public roadways
- Investigations on and adjacent to the public road requiring a suitable traffic arrangement system (including a traffic management plan) to be implemented
- Investigations on or adjacent to a pedestrian right of way requiring a suitable safety management system to be implemented
- Work involving exposure of workers to excessive noise (e.g. working close to excavators)
- Working in confined spaces
- Materials or equipment falling onto trafficked carriageways
- Illegal/illicit dumping
- Working in proximity to other contractors and/or service providers

NOTE: Health and safety provisions on the site apply not only to employees, agents and subcontractors of the archaeological consultant and the client, but to members of the public and all other visitors.

6.2 **Prevention of Animal Disease**

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The following requirements for the prevention of the spread of animal disease should be adopted in the archaeological consultant's safety plan for the work:

- Section 10(1) of the *Animal Health and Welfare Act 2013* shall apply, namely that a person shall not wilfully, recklessly or negligently transmit a disease or introduce a disease agent, or cause or permit another person to transmit a disease or introduce a disease agent, to an animal or onto land or premises.
- The archaeological consultant shall seek to prevent the spread of animal disease in the course of site work undertaken with respect to this national road project. All personnel involved in such work will be required to comply with these requirements.
- All equipment coming from outside the state will be cleaned and disinfected on entry to the country.
- On first arrival on site all machines/vehicles will be sprayed with appropriate disinfectant. The archaeological consultant will verify to the local authority that this has been done, and the local authority may carry out spot checks, as appropriate.
- The Project Archaeologist and clients representative will liaise with the local District Veterinary Office (DVO) to establish the location of any restricted herds along the route of the investigation work. The liaison will continue on a regular basis throughout the site works. Where any landholder becomes aware that his/her herd has become infected, it is his/her responsibility to inform the Project Archaeologist and clients representative as a matter of urgency.
- Where the Project Archaeologist and clients representative has been informed of a restricted herd along the route of the road scheme, it will require the archaeological consultant to disinfect machinery, vehicles and personnel before leaving the land concerned. The number of accesses across the working strip will be reduced to one in the case of lands having restricted herd status. The archaeological consultant will arrange for disinfectant mats/baths to be replenished with disinfectants, as required.
- Persons working for or on behalf of the client in connection with the roads scheme who may have to call to landowners of restricted herds will ensure that their footwear and clothing are disinfected on leaving the property (or land) concerned.
- In the event of an outbreak of a serious Class A disease, the local authority in the area concerned will be subject to such operational restrictions as are imposed by the Department of Agriculture and Food.

The client will require the archaeological consultant or their agents to confine access to the working area to road crossings unless otherwise agreed with the landowner.

7. TENDER AWARD

7.1 Pricing

The service contract shall be awarded based on the most competitive tender returned and will be calculated on an assessment of the fixed price lump sum bid. Candidates should ensure that their Lump Sum Fixed Price submitted includes for all elements necessary to provide the defined services.

On award of tender the successful tenderer will be required to submit:

- evidence that the required insurances are in place (including Professional Indemnity Insurance)

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- Copy of Company Safety and Health Statement
- RAMS for the site