

Full Title:	Procedures and Documentation
Language of Instruction:	English
Module Code:	COMM I7003
Credits:	5
Valid From:	Semester 1 - 2014/15 (September 2014)
Module Delivered in	1 programme(s)
Module Description:	The purpose of this module is to provide the student with knowledge of contractual procedures, measurement, estimating and tendering systems used in Infrastructural Engineering.
Learning Outcomes:	
<i>On successful completion of this module the learner should be able to</i>	
<ol style="list-style-type: none"> 1. Recognise and discuss the organised systems within which projects take place. 2. Identify and be familiar with various types of contract documentation. 3. Demonstrate an ability to define, assimilate and use the Civil Engineering Standard Method of Measurement. 4. Relate, practice and assess the principles of estimating Civil Engineering works. 5. Recognise, summarise and contrast between various tendering options available to the industry. 	

Module Content & Assessment

Indicative Content
Project Organisation Project life cycle, inception through to testing, commissioning and handover. Project teams, roles and responsibilities.
Contract Documentation Preparation of contract documentation. Function and content of each.
Procurement and Tendering Different procurement options, Traditional, design and build, construction management, management contracting. Tendering options - selective, open, restricted, competitive, negotiated. Tendering procedures and decision to tender.
Standard Methods of Measurement Different types of method of measurement. Use of the Civil Engineering Standard Method of Measurement (CESSM) 4th edition. Measurement of the following classes, Earthworks, In situ concrete, concrete ancillaries, Pipework - pipes, fittings and valves, manholes, Pipework ancillaries. Preparation of Bills of Quantities, general items, provisional sums, prime cost sums, dayworks, list of principle quantities, adjustment item and general contingency allowance.
Estimating Establishment of all in rates for labour and plant. Build up of unit rates applicable to typical Civil Engineering elements.

Assessment Breakdown	%
Course Work	20.00%
End of Module Formal Examination	80.00%

Full Time

Course Work							
Assessment Type	Assessment Description	Outcome addressed	% of total	Marks Out Of	Pass Marks	Assessment Date	Duration
Continuous Assessment	Bill of Quantities preparation exercise for a certain section of civils works	2,3	10.00	0	0	n/a	0
Continuous Assessment	Exercise based on the selection of real life tenders and discussion of the alternative options.	1,5	5.00	0	0	n/a	0
Class Test	Bill of Quantity item estimation test.	4	5.00	0	0	n/a	0

No Project

No Practical

End of Module Formal Examination							
Assessment Type	Assessment Description	Outcome addressed	% of total	Marks Out Of	Pass Marks	Assessment Date	Duration
Formal Exam	End-of-Semester Final Examination	1,2,3,4,5	80.00	0	0	End-of-Semester	0

Reassessment Requirement
A repeat examination Reassessment of this module will consist of a repeat examination. It is possible that there will also be a requirement to be reassessed in a coursework element.

DKIT reserves the right to alter the nature and timings of assessment

Module Workload & Resources

Workload: Full Time

Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Formal lecture	3.00	Every Week	3.00
Tutorial	Supervised tutorial	1.00	Every Week	1.00
Directed Reading	Assimilation of presented course materials	2.00	Every Week	2.00
Independent Study	Completion of coursework exercises	2.00	Every Week	2.00
Total Weekly Learner Workload				8.00
Total Weekly Contact Hours				4.00

This course has no Part Time workload.

Resources

Recommended Book Resources

Institution of Civil Engineers 2012, *CESMM4 : civil engineering standard method of measurement*, 4th Ed., Institution of Civil Engineers London [ISBN: 9780727757517]

Supplementary Book Resources

Ivor H. Seeley, George P. Murray 2001, *Civil engineering quantities*, 6th Ed., Palgrave Basingstok [ISBN: 9780333800744]

Spence Geddes 1996, *Estimating for building and civil engineering works*, 9th Ed., Butterworth-Heinemann Oxford [ISBN: 0750627972]

John Hardy. 1988, *Measurement of civil engineering work : an introduction*, 2nd Ed., Measurement of civil engineering work : an introduction [ISBN: 0947763325]

Frank Harris and Ronald McCaffer 2006, *Modern construction management*, 6th Ed., Blackwell Oxford [ISBN: 9781405133258]

This module does not have any article/paper resources

Other Resources

website: etenders procurement website/a
<http://www.etenders.ie>

Module Delivered in

Programme Code	Programme	Semester	Delivery
DK_ECIVL_7	Bachelor of Engineering in Civil Engineering	4	Mandatory