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## REQUEST FOR PROPOSAL

### RFP UJ 100/2023: PROVISION OF A CONSORTIUM OF PROFESSIONAL CONSULTING SERVICES FOR THE MAJOR REFURBISHMENT OF UJ AFSLAAN RESIDENCE, APK CAMPUS

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#### SPECIFICATIONS

##### 1. General

The University of Johannesburg (UJ) cordially invites you to submit a proposal for the provision of **professional design, cost estimation, project management, and engineering services for UJ Afslaan Residence**, as detailed below, to UJ – Central Technical Services (CTS).

The fee proposal is to be structured as per the latest guideline scope of services and tariff of fees for persons registered in terms of the relevant Engineering and the Built Environment Legislation:

- Architectural Profession Act, 2000 (Act no 44 of 2000).
- Project Manager Profession Act, 2000 (Act no 47 of 2000).
- Quantity Surveying Profession Act, 2000 (Act no 49 of 2000).
- Civil Engineering Profession Act (Wet Services Engineer), 2000 (Act no 46 of 2000)
- Structural (Act no 46 of 2000)
- Mechanical Engineering Profession Act 2000 (Act no 46 of 2000)
- Electrical Engineering Profession Act 2000 (Act no 46 of 2000)
- Fire Engineering Profession Act 2000 (Act no 46 of 2000)
- Occupational Health and Safety (Registered with the appropriate body)

The request for you to provide **professional design, cost estimation, project management, and engineering services for the UJ Afslaan Residence, situated on APK Campus** for the University of Johannesburg is based upon the following:

##### 2. Scope Description

##### 2.1 Project Title: **PROVISION OF A CONSORTIUM OF PROFESSIONAL CONSULTING SERVICES FOR THE MAJOR REFURBISHMENT OF UJ AFSLAAN RESIDENCE, APK CAMPUS**

The project calls for a suitable supplier that can provide **professional design, cost estimation, project management, and engineering services** for UJ Afslaan Residence, APK Campus.

## **2.2 Project Specification**

### **2.2.1 Scope of Professional Service**

The University of Johannesburg requires the following professional service providers for **professional design, cost estimation, project management, and engineering services** for UJ Afslaan Residence, APK Campus.

**Professional Design and Cost Estimation Service:**  
**Professional design, cost estimation, Project Management, and engineering services**

- Architectural Services
- Project Management Services
- Quantity Surveying Services
- Civil Engineering (Water Engineer) Services
- Structural Engineering Services
- Mechanical Engineering Services
- Asbestos Removal Consultant services
- Town planning services
- Electrical Engineering Services
- Fire Engineering Services
- Project Construction Management Services (SACPCMP Registered)
- Occupational Health and Safety Consultant (Registered with an appropriate body)

The service provider must be led by a Project Manager or Engineer with experience in project management and Architecture, respectively.

The scope of the work generally entails the activities in all the works stages of the project as indicated below:

- Work stage 1: Inception
- Work stage 2: Concept and viability
- Work stage 3: Design Development
- Work stage 4: Documentation and Procurement
- Work stage 5: Construction
- Work stage 6: Close-Out

### **2.2.2 Client**

The client for this project is the University of Johannesburg, represented by Central Technical Services (CTS), situated at UJ on Empire, Auckland Park, Johannesburg.

### 3. Professional Consultant's Responsibility

The consultant and contractor team must ensure that the essential professional services that may be deemed necessary for the speedy execution of the project are specified and cost within their brief.

The principal responsibilities of the professional consultants will be to:

- Provide **professional design, cost estimation, project management, and engineering services** with best practices from their area of expertise.
- Ensure compliance with all applicable regulations.
- Identify options and report on the recommended works, including estimated costs for the execution of the works.

### 4. Timeline and Budget for Project

- |  |                        |
|--|------------------------|
| • Procurement process and request for bids | October –November 2023 |
| • Appointment of successful bidder         | November 2023          |
| • Complete designs                         | March 2024             |
| • Town planning Approval with COJ          | May 2024               |
| • Construction                             | July – December 2024   |

### 5. Legal Compliance

All work must comply with the Occupational Health and Safety Act (Act 85 of 1993) and all sub-regulations. All work is to be carried out in accordance with the requirements set out in the SANS 10400 – National Building Regulations and relevant SANS regulations applicable to a project of this nature.

### 6. Commencement of Work

The service provider is to commence work within seven (7) days from the issue of an official purchase order from UJ and the signature of the PROCSA 4th addition agreement.

### 7. Scope of Services

#### High-Level Objectives:

The scope of the work generally entails activities related to the PROCSA works stages of the project as indicated below for architectural and engineering services required:

- Work stage 1: Inception
- Work stage 2: Concept and viability
- Work stage 3: Design Development
- Work stage 4: Documentation and Procurement
- Work stage 5: Construction
- Work stage 6: Close-Out

**Location:**

**UJ AFSLAAN MIXED RESIDENCE, APK CAMPUS**

**8. Pricing Schedule**

Pricing is to be carried out in accordance with the PROCSA agreement for professionals as amended by the University. Pricing will include stages 1 to 6 as per the schedule attached at the end of this document.

**9. Contractual Agreement**

The successful professional team will sign a Service Level Agreement with the University of Johannesburg as compiled by the Client and the Department of Corporate Governance of the University of Johannesburg. The SLA will be provided to the successful bidder on the award of the contract and will outline the agreement between the parties, procedures to follow, a penalty clause, dispute resolution, and general obligations of both parties.

**10. Proposal Evaluation Conditions**

**The tender will be evaluated in 3 stages,**

Stage 1: Tender Compliance Evaluation

Stage 2: Functionality Evaluation

Stage 3: Financial Proposal and B-BBEE Evaluation

**10.1 Stage 2: Functionality Evaluation**

In keeping with the University's policy of operating, maintaining, and continuously improving its first-class facilities, the appropriate service providers must be sourced to match the requirements. To achieve this, the following functionality criteria are introduced to score the submitted proposals. In order for the fee proposal to be considered, the consultant must achieve a minimum score of 70 for functionality as stated below.

***Please note that only the Professional Consulting bids that meet the minimum criteria of 70 points or more for functionality will be considered for further evaluation in stage 3, fee proposal and B-BBEE.***

### Table 1: Functionality Matrix

RFP UJ Afslaan Residence, APK Campus – Consultant Procurement Ver 01

### 10.3 Stage 3: Financial Proposal and B-BBEE

The fee proposal will be evaluated using the following criteria:

- Price 80 Points
- B-BBEE 20 points

### 11. Pricing Schedule

PROVIDE PROFESSIONAL DESIGN, COST ESTIMATION, PROJECT MANAGEMENT, AND ENGINEERING SERVICES FOR UJ AFSLAAN RESIDENCE, APK CAMPUS					
State the Professional Service and Construction Implementation Costs: .....					
Item	Activity Description	Unit	Qty.	Rate	Amount
1	Stage 1: Inception	Sum			
2	Stage 2: Concept and viability	Sum			
3	Stage 3: Design development	Sum			
4	Stage 4: Documentation and Procurement	Sum			
5	Stage 5: Construction Management	Sum			
6	Stage 6: Project Closeout	Sum			
5	<b>Sub Total</b>				
6	<b>15% Value added Tax</b>				
7	<b>TOTAL COST (including VAT)</b>				

### 12. List of Returnable Documents

1. B-BBEE Certification
2. SARS Accreditation documentation and Tax Clearance certification.
3. Accredited as a UJ Supplier confirmation.
4. Relevant Experience Schedule (**please refer to 10.2 – Functionality Matrix**)
5. Project Brief / Plan (**please refer to 10.2 – Functionality Matrix**)
6. Project Team, list of the key personnel including qualified & registered professional personnel (**please refer to 10.2 – Functionality Matrix**)
7. The Director (s) of the leading consultants having more than 50% share equity should be a built environment professional with relevant registration
8. Schedule of Expertise (**please refer to 10.2 – Functionality Matrix**)
9. Pricing Schedule indicating professional fees, disbursement costs, any other relevant fees/markup & discounts, and value-added tax.
10. Project Team Organogram (**please refer to 10.2 – Functionality Matrix**)