

## REQUEST FOR PROPOSAL

**RFP UJ 43/2024: PROVISION OF A FULL TEAM OF PROFESSIONAL CONSULTING SERVICES FOR THE UNIVERSITY OF JOHANNESBURG (UJ) APK D-LAB CONVERSION PROJECT PHASE 2**

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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 APK D- Lab Roof Conversion**, 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 APK D- Lab Roof Conversion** for the University of Johannesburg is based upon the following:

#### 2. Scope Description

**2.1 Project Title: Provision of a Full Team of Professional Consulting Services for the University of Johannesburg ( UJ) APK D- Lab Conversion Project Phase 2.**

The project calls for a suitable supplier that can provide **professional design, cost estimation, project management, and engineering services for APK D- Lab Roof Conversion** at the University of Johannesburg.

#### 2.2 Project Specification

##### 2.2.1 Scope of Professional Service

## Annexure A

The University of Johannesburg requires the following professional service providers for **professional design, cost estimation, project management, and engineering services** for UJ APK D-Lab Conversion Project Phase 2.

### **Professional Design and Cost Estimation Service:**

**Professional design, cost estimation, Project Management, and engineering services**

1. Architectural Services
2. Project Management Services
3. Quantity Surveying Services
4. Civil Engineering (Water Engineer) Services
5. Structural Engineering Services
6. Mechanical Engineering Services
7. Town planning services
8. Electrical Engineering Services
9. Fire Engineering Services
10. Project Construction Management Services (SACPCMP Registered)
11. Occupational Health and Safety Consultant (Registered with an appropriate body)

The lead consultant must be a Project Manager/ Quantity Surveyor 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 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.

## **Annexure A**

- Ensure compliance with all applicable regulations.
- Identify options and report on the recommended works, including estimated costs for the execution of the works.

The project execution will be in the 2024 financial year – using the University of Johannesburg funds.

### **4. Legal Compliance**

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

### **5. 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.

Consultants appointed are required to familiarize themselves with submissions of work stages 1 and 2 from previous consultants and proceed to within a month prepare and submit Design and development from work stage 3, and in the second month prepare and submit Documentation and procurement work stage 4 to meet predetermined timelines by client, University of Johannesburg.

### **6. 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 3: Design Development
- Work stage 4: Documentation and Procurement
- Work stage 5: Construction
- Work stage 6: Close-Out

**Location:**

**UJ APK D LAB ROOF**

**7. Pricing Schedule**

Pricing is to be carried out following the PROCSA agreement for professionals as amended by the University. Pricing will be for stages 3 to 6 as per the schedule attached at the end of this document. These prices should include analyzing and or revising work done in stages 1 and 2.

**8. Contractual Agreement**

The successful professional team will sign a PROCSA agreement with the UJ PROCSA Addendum, with the University of Johannesburg as compiled by the Client and the Department of Corporate Governance of the University of Johannesburg. The PROCSA addendum is provided with the tender documents and will outline the agreement between the parties, procedures to follow, a penalty clause, dispute resolution, and general obligations of both parties.

**9. Proposal Evaluation Conditions**

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

- **Stage 1: Tender Compliance**
- **Stage 2: Technical / Functionality**
- **Stage 3: Price and B-BBEE (80 / 20)**

**9.1 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. 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 out of 100 points, for functionality will be considered for evaluation of their fee proposal in stage 3.***

## Annexure A

### 9.2 Stage 2: Functionality / Technical Evaluation Criteria

	Area	Criteria	Points per Item	Max Scoring Points
1	<b>Relevant Experience Schedule</b>	<p>Number of similar projects (demonstrate experience in a similar environment, size of project, and scope)</p> <p><b>Reference letters must be submitted for each project listed. (Similar projects completed in the last six (6) years 2018 to 2024)</b></p> <ul style="list-style-type: none"> <li>• Projects with a value less than R20M</li> <li>• Projects between R20M – R30M</li> <li>• Projects between R30M – 40M</li> <li>• Projects between R40M – R50M</li> <li>• Projects above R50M</li> </ul>	<p>0 points</p> <p>5 points</p> <p>10 points</p> <p>15 points</p> <p>20 Points</p>	<b>50</b>
2	<b>Project Brief/Plan (Methodology)</b>	<p>Understanding of the project</p> <ul style="list-style-type: none"> <li>• Understanding the requirements. Provide a 1-page brief of your understanding of the requirements, including the Intended execution (approach) of the project. Provide a 1–2-page brief of how you intend to execute the project from inception to completion.</li> <li>• Work plan indicating all 3 work stages, the timelines, and project duration</li> </ul>	<p>10 points</p> <p>5 Points</p>	<b>15</b>
3	<p><b>Project Team</b></p> <p><b>Proof of qualifications must be provided. Failure to provide proof of qualifications CERTIFIED will render the CVs and qualifications nonresponsive.</b></p> <p><b>NB – No points to be awarded for non-registered personnel.</b></p>	<p>List of the key personnel proposed for the project which must include:</p> <ol style="list-style-type: none"> <li>1. The project leader (actual day-to-day manager) must be <b>PR CPM SACPCMP / OR PR ARCH = 10</b></li> <li>2. <b>Overall, Team Review as specified in 2.2.1 above (all disciplines as per page 1 and 2 of this document) = 20</b></li> </ol> <ul style="list-style-type: none"> <li>• Provide short CVs of each of the key personnel that will be assigned to the project.</li> <li>• Key personnel's qualification certificates</li> <li>• Key personnel's professional registrations</li> <li>• Key personnel's experience of similar work.</li> </ul> <p><b>NB: If a fully professional team (all disciplines) is not provided, no points will be allocated. The bid will be disqualified.</b></p>	<p>10 points</p> <p>20 points</p>	<b>30</b>
4	<b>Project Organogram</b>	Provide an organogram chart indicating key personnel's positions and roles in the project.	5 points	<b>5</b>
	<b>Total</b>			<b>100</b>

**A bidder must obtain a minimum of 70 points out of 100 points to be considered for further evaluation in terms of stage 3: Price and B-BBEE.**

## Annexure A

### 10. 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 9.2 – Functionality Matrix)**
5. Project Brief / Plan **(please refer to 9.2 – Functionality Matrix)**
6. Project Team, list of the key personnel including qualified & registered professional personnel **(please refer to 9.2 – Functionality Matrix)**
7. Schedule of Expertise **(please refer to 9.2 – Functionality Matrix)**
8. Pricing Schedule indicating professional fees, disbursement costs, any other relevant fees/markup & discounts, and value-added tax.
9. Project Team Organogram **(please refer to 9.2 – Functionality Matrix)**

### 10. Pricing Schedule

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**State the Professional Service and Construction Implementation Costs: .....**

Item	Activity Description	Unit	Qty.	Rate	Amount
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			
	<b>Sub Total</b>				
	<b>15% Value added Tax</b>				
	<b>TOTAL COST (including VAT)</b>				

