

REQUEST FOR PROPOSAL



RFP UJ 72/2024: APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTING SERVICES FOR THE MAJOR REFURBISHMENT OF UJ STUDENT RESIDENCES FOR A PERIOD OF THREE YEARS

SPECIFICATIONS

1. General

The University of Johannesburg (UJ) cordially invites you to submit a proposal for the provision of **architectural, town planning services, professional design, cost estimation, project management, and engineering services for UJ Student 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).
- Town Planning - Planning Profession Act (Act 36 Of 2002)
- Project Manager and (Project Construction Management) 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 **architectural, town planning , professional design, cost estimation, project management, and engineering services for UJ Student Residences** for the University of Johannesburg is based upon the following:

- Bidders should outline the description of services typically expected to be required such as architectural design, engineering, project management, environmental assessments.
- Bidder teams must be well-equipped to manage the refurbishment effectively while meeting all institutional requirements and standards. The refurbishments may include, but is not limited to improvements in safety, aesthetics, functionality, and sustainability.
- The Bidders are expected to have a team that would be required to complete the scope of work with a team composition to cover all aspects of the scope. Such a team may be part of the bidder company or may be sub-contracted to the bidder, it being acknowledged that the team presented for the tender must, in the event that the bidder is successful, be the same team to execute any project awarded by UJ. The bidder will detail the roles and responsibilities of the key team members who will be involved in a

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project. The team composition may not be changed without UJ's consent and if replaced, such replacement team shall have comparable skills and experience as the team presented to UJ during the tender process. Failure to comply with this requirement shall constitute a material breach which will allow UJ to terminate the agreement with immediate effect.

- Refurbishing student residences involves a variety of construction services to ensure that the facilities are modern, functional, and conducive to student life, the construction services typically required for such projects may include but are not limited to:

- ❖ Architectural Services;
- ❖ Design and Planning;
- ❖ Structural Engineering;
- ❖ Evaluation of the integrity of current buildings to determine necessary reinforcements or modifications;
- ❖ Design of Structural Modifications;
- ❖ Mechanical, Electrical, and Plumbing (MEP) Services;
- ❖ HVAC Systems- Installation or upgrading of heating, ventilation, and air conditioning systems;
- ❖ Construction Management
- ❖ Quality Control
- ❖ Flooring Installation
- ❖ Painting and Decorating
- ❖ Safety and Compliance Services
- ❖ Sustainability Consulting and Energy Efficiency Improvements

2. Scope Description

2.1 Project Title: APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTING SERVICES FOR THE REFURBISHMENT OF UJ STUDENT RESIDENCES

The project calls for a suitable supplier to provide **architectural, town planning , professional design, cost estimation, project management, and engineering services for UJ Student Residence, in all UJ Campuses .**

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 Student Residence, in all UJ Campuses .**

Professional Design and Cost Estimation Service:

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

1. Architectural Services
2. Town Planning Services
3. Project Management Services
4. Quantity Surveying Services
5. Civil Engineering (Water Engineer) Services

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6. Structural Engineering Services
7. Mechanical Engineering Services
8. Asbestos Removal Consultant services
9. Town planning services
10. Electrical Engineering Services
11. Fire Engineering Services
12. Project Construction Management Services (SACPCMP Registered)
13. 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.

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 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.

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.

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 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

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7. 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

8. 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.

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**

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

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9.2 Stage 2: Functionality / Technical Evaluation Criteria

	Area	Criteria		Points per Item	Max Scoring Points
1	Relevant Experience Schedule	<p>Number of similar projects (demonstrate experience in a similar environment, project size, and scope) Provide as many project appointment letters/completion letters/reference letters, as possible.</p> <p>Reference letters must be submitted for each project listed.</p> <p>Projects with a value less than R15M = 0</p> <ul style="list-style-type: none"> Projects between R15M – R19 999M = 5 points per project Projects between R20M – R29 999M = 10 points per project Projects over R30M = 15 points per project 		<p>0 points</p> <p>5 points</p> <p>10 points</p> <p>15 points</p>	50
2	Project Brief/Plan (Methodology)	<p>Understanding of the project – Methodology</p> <ul style="list-style-type: none"> 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. Work plan indicating all 3 work stages, the timelines, and project duration. 		<p>10 points</p> <p>5 Points</p>	15
3	<p>Project Team</p> <p>Proof of qualifications must be provided. Failure to provide proof of qualifications will render the CVs and qualifications nonresponsive.</p> <p>NB – No points to be awarded for non-registered personnel.</p>	<p>List of the key personnel proposed for the project which must include:</p> <ol style="list-style-type: none"> The project leader (actual day-to-day manager) must be Pr CPM SACPCMP / OR PR ARCH = 10 Overall, Team Review as specified in 2.2.1 above (all disciplines) = 20 <ul style="list-style-type: none"> Provide short CVs of each of the key personnel that will be assigned to the project. Key personnel's qualification certificates Key personnel's professional registrations Key personnel's experience of similar work. <p>NB: If a fully professional team (all disciplines) is not provided, no points will be allocated. The bid will be disqualified.</p>		<p>10 points</p> <p>20 points</p>	30
4	Project Organogram	Provide an organogram chart indicating key personnel's positions and roles in the project.		5 points	5
	Total				100

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

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, relevant fees/markup & discounts, and value-added tax.
9. Project Team Organogram **(please refer to 9.2 – Functionality Matrix)**

11. Pricing Schedule

The shortlisted consultants will compete on all the available projects as offered by the CTS section of the University of Johannesburg

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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			
	Sub Total				
	15% Value added Tax				
	TOTAL COST (including VAT)				

Total percentage for the entire consultant fee (%) = _____

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State the Professional Service Rates per hour:

Item	Activity Description	Unit	Qty.	Hourly Rate	Amount
1	Architectural Services	per hour			
2	Town Planning Services	per hour			
3	Project Management Services	per hour			
4	Quantity Surveying Services	per hour			
5	Civil Engineering (Water Engineer) Services	per hour			
6	Structural Engineering Services	per hour			
7	Mechanical Engineering Services	per hour			
8	Asbestos Removal Consultant services	per hour			
9	Town planning services	per hour			
10	Electrical Engineering Services	per hour			
11	Fire Engineering Services	per hour			
12	Project Construction Management Services (SACPCMP Registered)	per hour			
13	Occupational Health and Safety Consultant (Registered with an appropriate body)	per hour			
	Sub Total				
	15% Value added Tax				
	TOTAL COST (including VAT)				