

REQUEST FOR PROPOSAL



RFP UJ 44/2024: TURNKEY PROPOSAL FOR THE RELOCATION AND REDESIGN OF THE GREENHOUSE FROM THE UNIVERSITY OF JOHANNESBURG (UJ) APK D-LAB ROOF TO ANOTHER LOCATION WITHIN THE CAMPUS

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 the APK D-Lab Greenhouse**, as detailed below.

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 Services
- Project Management Services
- Quantity Surveying Services
- Greenhouse Specialist
- Civil Engineering (Water Engineer) Services
- Structural Engineering Services
- Mechanical Engineering Services
- Electrical Engineering Services
- Fire Engineering Services
- Project Construction Management Services (SACPCMP Registered)
- Occupational Health and Safety Consultant (Registered with applicable OHS bodies)

The request for you to provide **professional design, cost estimation, project management, and engineering services for the relocation and design of the Greenhouse from the APK D-Lab roof to another location within the APK Campus** for the University of Johannesburg is based upon the following:

2. Scope Description

2.1 Project Title: TURNKEY PROPOSAL FOR THE RELOCATION AND REDESIGN OF THE GREENHOUSE FROM THE UNIVERSITY OF JOHANNESBURG (UJ) APK D-LAB ROOF TO ANOTHER LOCATION WITHIN THE CAMPUS

Annexure A

The project calls for a suitable supplier that can provide **professional design, cost estimation, project management, and engineering services for the APK D-Lab Greenhouse.**

BACKGROUND

The UJ student intake has gradually increased over the years, giving rise to a proportional demand for additional teaching and learning facilities at the University of Johannesburg APK Campus to accommodate all the admitted students. As it stands, the geographical/spatial layout of the APK Campus has limited remaining available space for new lateral developments or extensions. As a result, a vertical shell extension had to be put into consideration for the APK D-Lab Roof. The space was identified as a potential development area for the additional labs required by the Faculty of Science. The project is currently underway at design and planning stage, and there is therefore a requirement to move the old greenhouse facility that is currently in place, to allow for the development of new facilities on the D-Lab roof. The greenhouse would need to be moved to a new location, with applicable support services established where required in the new location.

The current greenhouse structure is currently embedded on the D-Lab roof slab, and due to its nature and complexity, and the priority to have it removed to be able to implement the main D-Lab roof project, it is advisable for the relocation project to be executed using a turnkey method as the most suitable approach. The team will liaise with the end user to construct the portal structure in a new position and fully commission the facility to a functional and operational conditions.

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 the APK D-Lab Greenhouse.

Professional Design and Cost Estimation Service:

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

3. Architectural Services
4. Project Management Services
5. Quantity Surveying Services
6. Greenhouse Specialist
7. Civil Engineering (Water Engineer) Services
8. Structural Engineering Services
9. Mechanical Engineering Services
10. Electrical Engineering Services
11. Fire Engineering Services
12. Project Construction Management Services (SACPCMP Registered)

Annexure A

13. Occupational Health and Safety Consultant (Registered with applicable OHS bodies)

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

The Scope of works for the works will entail the following:

- Assessment
- Removal of existing greenhouse steel structure including internal structures etc. inside structure.
- Termination of all electrical and mechanical services for relocation.
- Construction of surface bed and associated works for the reinstallation of greenhouse structure in a new location.
- Allowance for installation of signage and fire extinguishers etc.
- Allowance for supply and installation of mechanical (fans) and electrical works.

2.2.2 Client

The client for this project is the University of Johannesburg, represented by Facilities Management), situated at UJ on Empire, Auckland Park, Johannesburg.

14. 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.

Annexure A

- 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.

15. 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.

16. 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.

17. 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:

D-LAB, APK CAMPUS

18. 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.

19. 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.

20. 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. 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.

9.2 Stage 2: Functionality / Technical Evaluation Criteria

	Area	Criteria	Points per Item	Max Scoring Points
1	Relevant Experience Schedule	Number of similar projects (demonstrate experience in a related projects but any of the key members or subcontractors being tendered with in relation to size of project, and scope) Reference letters must be submitted for each project listed. (Similar projects completed in last six (6) years 2018 to 2024)		50

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		1. Projects with a value less than R 500 000.00 = 0 points 2. Projects between R500 000.01 – R 1 000 000 = 10 points 3. Projects between R 1 000 000.01 – R3 000 000.00 = 15 points 4. Projects between R 3 000 000.01 – R 5 000 000.00 = 20 points 5. Projects above R5M = 25 points	0 points 10 points 15 points 20 points 25 points	
2	Project Brief/Plan (Methodology)	Understanding of the project – Methodology <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 6 work stages, the timelines, and project duration 	10 points 5 Points	15
3	Project Team Proof of qualifications must be provided. Failure to provide proof of qualifications CERTIFIED will render the CVs and qualifications nonresponsive. NB – No points to be awarded for non-registered personnel	List of the key personnel proposed for the project which must include: <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 as per page 1 and 2 of this document) = 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. NB: If a full professional team (all disciplines) is not provided, no points will be allocated. The bid will be disqualified.	10 points 20 points	30
4	Project Organogram	Provide an organogram chart indicating key personnel's positions and roles in the project.	5 points	5
	Total			100

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.

3. List of Returnable Documents

- B-BBEE Certification
- SARS Accreditation documentation and Tax Clearance certification.

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

Stage 3: Price and B-BBEE

4. Pricing Schedule

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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)				