

REQUEST FOR PROPOSAL



RFP UJ 64/2024: PROVISION OF CIVIL ENGINEERING SERVICES FOR CENTRAL TECHNICAL SERVICES, FACILITIES MANAGEMENT, UJ.

SPECIFICATIONS

1. General

The University of Johannesburg cordially invites you to provide a proposal for providing professional civil engineering services to UJ – Central Technical Services, for the purpose as per the scope of work identified herein.

The request for you to provide a proposal to the University of Johannesburg is based upon the following:

Project Title: Civil Engineering Services for Central Technical Services

Purpose

The University of Johannesburg requires the expertise of a civil engineer to design and provide civil engineering expertise in the implementation of several capital projects on its APK, APB, DFC, SWC Campuses and Off Campus Facilities. This challenging contract position will require the individual to give civil engineering expertise in the implementation of projects in support of the Project Management Office on behalf of Central Technical Services. This will include, but not be limited to designing the different infrastructure of the University of Johannesburg.

The appointed Civil Engineer(s) will report to the Director: Projects through the Senior Manager: Projects – Central Services and will be responsible for civil engineering work as instructed.

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:

- Civil Engineering Profession Act (Act no 46 of 2000)
- Structural Engineering Profession Act (Act no 46 of 2000)

2. Scope Description

2.1 Project Title: PROVISION OF CIVIL ENGINEERING SERVICES FOR THE CENTRAL TECHNICAL SERVICES, FACILITIES MANAGEMENT, UJ.

Scope

Civil Engineer – Professional Level

Minimum requirements:

- a. A Civil Engineering Degree qualification (Compulsory)
- b. A minimum of 5 years' experience as a Civil Engineer post qualification (essential)
- c. Experience in the building Infrastructure environment (highly desirable)
- d. Registration with relevant professional body (Compulsory)

Timeline:

The anticipated timeline for this role is approximately 36 months.

Fee proposal:

Please provide the CV(s) of the candidate for review. Candidates must be willing to undergo an interview. The fee proposal is to be structured per the latest guideline scope of services and tariff of fees for persons registered in terms of the Civil Engineering Profession Act (Act no 46 of 2000) or Structural Engineering Professions (Act no 46 of 2000) and indicate the discount offered. Monthly rate to be included and hourly rate shown.

2.2.1 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 civil engineer must ensure that the essential professional services that may be deemed necessary for the speedy execution of the project are provided at all times. The principal responsibilities of the professional consultants will be to:

- Responsible for providing civil engineering designs or recommendations in all projects the university is executing at all times.

The project execution will be between September 2024 and September 2027 financial years – 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 project management 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:

ALL UJ CAMPUSES (DFC, SWC, APB, AND APK & OFF CAMPUS FACILITIES)

7. Pricing Schedule

Pricing will be hourly rates per resource which should include transport to different sites across all campuses of UJ, cell phone, printing, and any other miscellaneous required to execute the work. The project management services will not exceed 45 hours a week of 5 working days.

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 (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.

9.2 Stage 2: Functionality / Technical Evaluation Criteria

Area	Criteria	Points per Item	Max Scoring Points / (Min acceptable)
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 R1M = 0</p> <p><input type="checkbox"/> Projects between R1M – R2 999M = 10 points per project</p> <p><input type="checkbox"/> Projects between R3M – R4 999M = 15 points per project</p> <p><input type="checkbox"/> Projects over R5M = 20 points per project</p>	<p>0 points</p> <p>10 points</p> <p>15 points</p> <p>20 points</p>	50
Project Brief/Plan (Methodology)	<p>Understanding of the project</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 Show additional resources available in case the other one is off or sick 	15 points	15
Candidate being tendered on the project	<p>Civil engineering experience in Building projects after completing Tertiary education.</p> <p>As Shown on the CV.</p>		30

Proof of <u>CERTIFIED</u> qualifications must be provided. Failure to provide proof of qualifications will render the CVs and qualifications nonresponsive. NB – No points to be awarded for non-registered personnel.	<ul style="list-style-type: none"> Experience less than 5 years = 0 Experience more than 5 years but less than 7 Experience more than 7 years but less than 10 Experience over 10 years 	0 points 15 points 20 points 30 points	
Project Organogram	Provide an organogram chart indicating key personnel's positions in your organization and the current position of the person tendered with.	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.

10. List of Returnable Documents

1. Relevant Experience Schedule **(please refer to 9.2 – Functionality Matrix)**
2. Project Brief / Plan **(please refer to 9.2 – Functionality Matrix)**
3. Project Manager being tendered, qualifications & registered professional personnel **(please refer to 9.2 – Functionality Matrix)**
4. Pricing Schedule indicating the rate which includes transport (traveling), cell phone, printing, markup & discounts, and value-added tax.
5. Project Team Organogram **(please refer to 9.2 – Functionality Matrix)**

11. Pricing Schedule

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Item	Activity Description	Unit	Qty.	Rate	Amount
1	Provision of Civil Engineering Services for The Central Technical Services, Facilities Management, UJ. (The rate should be inclusive of transport, printing, cell phone costs, etc)	Sum	1		
	Sub Total				
	15% Value added Tax				
	TOTAL COST (including VAT)				

RECOMMENDED:

It is recommended to approve the request to publish a request for proposal for the Provision of Civil Engineering Services for Central Technical Services, Facilities Management, UJ

Project Requestor:

Senior Manager – Projects: Central Technical Services

.....2024
Christopher Mutereko Date

Recommended: Director - Central Technical Services

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21 June 2024
Greg James Date

Recommended: Executive Director: Facilities Management

.....2024
Kenneth Nkwana Date

Approval: Chief Operating Officer

.....2024
Dr. Mpoti Ralephata Date

