Request for Tender

APPOINTMENT OF A MULTIDISCIPLINARY TEAM WITH A CONSULTING ENGINEER AS THE PRINCIPAL AGENT FOR THE ASSESSMENT, DESIGN AND PROJECT MANAGEMENT OF REQUIRED REPAIRS, RENOVATIONS TO EXISTING INFRASTRUCTURE AND DEVELOPMENT OF NEW INFRASTRUCTURAL ASSETS AT THE KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON

SANBI Pretoria
Private Bag X101
Silverton 0184

Tender No: SANBI: G197/2014
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TENDER

TERMS OF REFERENCE:

THE SANBI REQUIRES THE SERVICES OF A MULTIDISCIPLINARY TEAM WITH A CONSULTING ENGINEER AS THE PRINCIPAL AGENT FOR THE ASSESSMENT, DESIGN AND PROJECT MANAGEMENT OF REQUIRED REPAIRS, RENOVATIONS TO EXISTING INFRASTRUCTURE AND DEVELOPMENT OF NEW INFRASTRUCTURAL ASSETS AT THE KWELERA NATIONAL BOTANICAL GARDEN, EAST LONDON

Introduction and Background

The SANBI has been granted infrastructure funds from the national Department of Environmental Affairs (DEA) for the period 2012/13 to 2016/17 for the expansion of national botanical gardens. The Kwelera National Botanical Garden is a new garden established by the SANBI and is located along the coast, 18.5 km NE of East London in the Eastern Cape, in partnership with the Eastern Cape Parks and Tourism Agency (ECPTA).

The Garden comprises two portions of land. The 160 ha Kwelera Nature Reserve forms the natural portion of the Kwelera National Botanical Garden. The 160 ha Kwelera NBG (formerly the Kwelera NR) was formally proclaimed and gazetted as SANBI’s 10th national botanical garden by the DEA Minister in the Government Gazette (Government Notice (GN) 578 published in GG No. 37854) on Friday 25 July 2014.

The second portion comprises 10.48 ha of private land adjacent to the Kwelera Nature Reserve, currently being acquired by the SANBI. This bid applies to both portions of land, jointly described henceforth as the Kwelera National Botanical Garden. The majority of the new infrastructure will be assigned to the 10.48 ha of land that the SANBI is in the process of acquiring (a Deed of Sale was signed by the SANBI CEO on 31 March 2014). The infrastructure will address the needs of the SANBI from an administrative, research, educational and tourism perspective.

1. Invitation to tender

Tenders are hereby invited for the assessment, design and project management of required repairs, renovations and upgrades to various infrastructure assets at the Kwelera National Botanical Garden, East London, Eastern Cape.

The tender process will be co-ordinated by the SANBI’s (South African National Biodiversity Institute) Supply Chain Management (SCM) section at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
2. Compulsory site briefing session

A compulsory site meeting and briefing session will be held on 29 September 2014 at 11h00 on site at the Rangers Houses, Kwelera National Botanical Garden, GPS coordinates: 32°54'29.74" S, 28°04'16.31" E, 18 km north of East London, Eastern Cape.

3. Terms of Reference

The purpose of this tender is to procure a multidisciplinary team with a Consulting Engineer as the Principal Agent for the assessment, design and project management of required repairs, renovations to existing infrastructure (including roads, fencing, pathways, and buildings) and the development of new infrastructural assets at the Kwelera National Botanical Garden, East London.

It is envisaged that the professional team will consist of at least the following:

- Consulting engineering services (Principal Agent), comprising civil, structural, geotechnical, traffic engineering, fire engineering, electrical and mechanical engineering services;
- Architectural services;
- Quantity Surveyor.

Additional professional input that will be required includes:

- Trail Design Specialist;
- Occupational Health and Safety Practitioner;
- Interior Designer;
- Professional Heritage Practitioner;
- Lightning, Earthing & Surge Protection Specialist;
- Land Surveyor.

Note: The Consulting Engineer, Architect and Quantity Surveyor MUST all have their offices located within the boundaries of the Buffalo City Metropolitan Municipality. Professionals associated with these services that have offices outside of this prescribed area will NOT be considered for this tender.

The services required from the multidisciplinary professional team will focus on the following two adjacent geographical areas:

1. Natural portion of land (160 ha): formerly the Kwelera Nature Reserve, now the Kwelera National Botanical Garden

   Road assessment, repairs and upgrades
   Fencing assessment and repairs
   Pathway upgrades
   Refurbishment and/or demolition of existing buildings
   Walking trail design and implementation in the Kwelera coastal dune forest (to be accessed only from the 10.48 ha portion of land), developed in close consultation with the SANBI, ECPTA and the national Department of Agriculture, Forestry and Fisheries (DAFF).
2. **10.48 ha portion of land (a portion of Remainder Farm 735 East London and Farm 736 East London)**

This portion of land is in the process of being sub-divided, rezoned and consolidated, using the services of the East London-based town planning consultants, Setplan. Setplan’s costs associated with the subdivision, re-zoning and consolidation will be covered separately by the SANBI. The Consulting Engineer appointed through this tender process is expected to support Setplan with civil engineering, electrical engineering and traffic engineering services required for the land use application process.

Once ownership of the 10.48 ha portion of land has been formally transferred to the SANBI, the services required from the multidisciplinary team will be to design, prepare contract/tender documentation, project manage and implement, with guidance and consultation with the SANBI, the following new construction works:

- Road construction
- Pathways
- Parking areas
- New buildings (entrance, visitors centre, offices, administration, education centre, multi-function hall, workshop, staff facility, storeroom, plant nursery infrastructure, vehicle garages, tea room)
- Fencing
- Boardwalks
- Hard landscaping
- Irrigation
- Ablutions
- Sewerage
- Signage
- Water provision
- Dam/reservoir
- IT infrastructure
- Telephones
- Electrical
- Security infrastructure
- Storm water drainage

The Principal Agent must consider the provisional project list as well as other possible projects in consultation with the SANBI and ECPTA, in order to ensure cost-effective execution. The Principal Agent must prepare a final list of SANBI-approved projects and cluster the projects in an optimal, efficient and cost-effective manner. Following this process, the Principal Agent, with support from other members of the multidisciplinary team, must draw up the Terms of Reference for tender documentation for the works, assist and advise the SANBI in the procurement of the construction contractor(s) and supervise, project manage and administer the construction works. All projects indicated above will require a bill of quantities and all construction must be done in accordance with acceptable industry standards and within the allocated budgets provided by the SANBI (and possibly ECPTA).

All environmental assessment/monitoring work required will be conducted by the East London-based company Terreco Environmental cc, which has been appointed separately.
by the SANBI. The SANBI will cover, through a separate budget and process, all costs associated with Terreco Environmental cc’s services. Environmental work conducted by Terreco Environmental cc will inform planned developments, particularly with regard to identifying areas (wetlands, natural dune forests and coastal grasslands in particular) sensitive to disturbance and infrastructural development. The Management Plan for the Kwelera National Botanical Garden, developed jointly by the SANBI and the Eastern Cape Parks & Tourism Agency (ECPTA), will also be used to guide and inform proposed developments.

The SANBI will also be appointing, through a separate process, a dedicated Landscape Architect to prepare the design and ensure implementation, together with the professional team, of the development of the cultivated/landscaped portion of the garden on the 10.48 ha portion of land. SANBI horticultural personnel from other national botanical gardens will also be requested to provide expert advice, when required.

It should be noted that while the SANBI has every intention of completing the full scope of work making full use of the budget provision given, the SANBI’s budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the Standard Professional Services Contract.

The Service Provider is required to provide all aspects of the Service with reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

The broad scope of services required shall be in accordance with the relevant Professional Board Notices providing the guideline scope of services and tariff fees for persons registered in terms of the Engineering Profession Act (Act No. 46 of 2000), the Architectural Profession Act (Act No. 44 of 2000), the Quantity Surveying Profession Act (Act No. 49 of 2000) and others where applicable.

Services are to be implemented in accordance with the six stages described under the relevant Professional Board Notices and Professional Fees Guidelines. Additional services may include Special Studies – Feasibility Studies as described in the same Board Notice.

Gated reviews will take place at each stage of the project and will be informed by availability of budget to proceed to the next stage. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence.

The Principal Agent will be responsible for the assembly of the proposed East London-based multidisciplinary team that is required in respect of the appointment. The professional services that would typically be required on the project include, but are not limited to:

- **Engineering (Structural, Civil, Traffic, Geotechnical, Electrical and Mechanical)**
  All standard services as described in stages 1 to 6 in clause 3.2.6 (inclusive) of Board Notice 206 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended or amplified upon in the project brief.

- **Architect**
  All standard services as described in stages 1 to 6 of section 1.1 of Board Notice 195 of 2011: Framework for the Professional Fees Guideline – In respect of services rendered by person(s) registered in terms of the Architectural
4. Key Personnel and competencies

4.1 Key Personnel

The Principal Agent shall maintain the involvement of the following key personnel as the demands of this contract require:

- A Project Structural Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of building structures, including similar assessment, repairs and rehabilitation projects;
- A Project Civil Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of roads, parking areas and stormwater drainage.
- A Project Electrical Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of building services, including a minimum of two office buildings projects.
- A Professional Architect (Pr. Arch) with at least 10 (ten) years verifiable experience, as a registered professional stated, in the design and construction of building projects, including a minimum of two office building and reconfiguration projects.
- A Professional Quantity Surveyor (Pr. QS) with at least 10 (ten) years verifiable experience, as a registered professional stated, in quantity surveying related to building and/or construction projects, including a minimum of two office building projects.
In this respect, the Principal Agent is responsible for entering into any contractual arrangements with the above professional team members that may be required for the duration of the appointment.

Should it become necessary to replace any of the key personnel listed at the time of tender or during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and only with the approval of the SANBI.

4.2 Competencies

The successful Service Provider and consultants must possess the following competencies:

- Experience in engineering design and construction management of similar scaled projects;
- Excellent knowledge, understanding and experience of building design and construction, in particular labour-intensive construction design;
- Excellent knowledge and understanding of the materials/tools available for buildings available in the production sectors;
- An understanding of the relevant regulatory processes applicable to the Built Environment sector;
- A high level of project and financial management experience and expertise;
- Excellent analytical and conceptual abilities, and report writing skills;
- At least 5 years of experience in working with the Construction Industry Development Board (CIDB): this will include a working knowledge of the CIDB system, experience in preparing documents and sourcing construction-related Service Providers through the CIDB system;
- Engineering consultants must be registered professionally with the Engineering Council of South Africa (ECSA).

The proposal should give clear examples of all professionals’ proficiency and recent experience in terms of the above skills, abilities & competencies.

5. Requirements for proposals

5.1 Content

The Service Providers interested in rendering the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- A brief description of the approach and methodology to addressing the objectives and specific requirements. This should demonstrate an understanding of the technical concepts;
- A work plan should be developed that indicates the following:
  - Proposed clustering of works within each of the two areas, and, in the 10.48 ha property, according to the pre- and post-transfer of ownership;
o Relative level of effort (time, phasing & cost) towards activities and deliverables; and
o Clear allocation of roles, responsibilities and resources towards the deliverables;
o The work plan should also indicate tasks that may be sub-contracted out and provide an indication of the approximate time requirements and budget for these tasks (please note section 5.3 below regarding the submission of budget details);

- Details of the Service Provider including all the consultant profiles that outline relevant skills, experience and track record in support of the required competencies;
- Evidence of past experience in implementing labour-intensive infrastructure/construction projects linked to the Expanded Public Works Programme (EPWP), as well as experience in using labour-intensive construction methods;
- Contact details for at least three current or recent clients/references within the last five years;
- All costs must be shown separately for the entire duration of the project. Refer to the requirements of the submission, 5.3 below. This must only be included in the original copy.

5.2 Required documents

The submission must include the following as a minimum requirement:

a) A valid original Tax Clearance Certificate for each participating company or individual professional;
b) A copy of all proposed professionals’ valid and up-to-date registration with the relevant professional councils;
c) Proof of office location for the Consulting Engineer, Architect and Quantity Surveyor.
d) Proposed fee/cost structure and ability to source additional staff/services on short notice. This must only be contained in the original document as per 5.3, below;
e) A copy of the company’s Unemployment Insurance Fund (UIF) registration;
f) Letter of good standing from the office of the Compensation Commissioner and registration certificate as required through the Compensation for Occupational Injuries and Diseases Act (COIDA);
g) A valid original B-BBEE Certificate for each participating company or individual professional
h) Company details (where relevant), mission statement and policies with an indication of the management structure, communication and supervision;
i) Proposed model (methodology) and work plan for implementation;
j) A copy of the company/individual’s latest Audited Financial Statement;
k) At least three traceable references: provide the names and contact details of any past or present clients you have supplied similar services to over the past 5-10 years.
Failure to submit the required documentation in points (a) to (d) above WILL lead to disqualification.

The SANBI reserves the right:

a) To verify any information supplied in the tender document;
b) Not to appoint any Service Provider;
c) To cancel or withdraw this RFT at any time without attracting any penalties or liabilities;
d) To have the final say in the appointment of the Service Provider and that this will be binding;
e) To disqualify a tender or cancel any subsequent contracts should it be found that information was not disclosed or inaccurate facts were provided or that facts were misrepresented.

5.3 Submission

A total fixed-fee bid price (inclusive of VAT) is to be included for the following three professional services:

- Consulting Engineer;
- Architect;
- Quantity Surveyor.

Anticipated fees or costs must also be indicated in the document marked “ORIGINAL” for professional input that would be considered additional services. This must not be included in the total fixed-fee bid price.

This is a two-envelope tender process. Service Providers are to submit one (1) pack of original proposals, marked “ORIGINAL” in a separate envelope and three (3) packs of copies, marked “COPY” in a second envelope.

Financial or pricing details must only be included in the pack marked “ORIGINAL”.

NB. Failure to submit:
- 1 (one) pack of original documents with pricing included; and
- 3 (three) packs of copies without pricing data

in the prescribed manner WILL lead to your bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours on or before 17 October 2014, 11:00. Normal office hours are from 08:00 – 16:00 daily.

Alternatively, submissions may be posted to the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Tender Number: Bid SANBI: G197/2014
NB: all documents must be compiled and clearly labelled as required.

**Closing date for submissions is: 17 October 2014 at 11:00.**

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

**6. Evaluation criteria**

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

The first stage will evaluate functionality according to the criteria listed in the table below:

<table>
<thead>
<tr>
<th>FUNCTIONALITY CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity (technical and professional qualifications of key professionals in relation to the scope of work, managerial capability, administrative capacity and support resources, availability of resources and work load)</td>
<td>40</td>
</tr>
<tr>
<td>Model (methodology) and work plan for implementation as per point 5.1 of the ToR and additional information supplied at the briefing session</td>
<td>20</td>
</tr>
<tr>
<td>Demonstrated experience in construction project management (includes working with the CIDB and construction-related professionals, and managing contractors). At least three traceable references within the last five years must be supplied.</td>
<td>30</td>
</tr>
<tr>
<td>Demonstrated experience in the implementation of labour-intensive infrastructure and construction projects under the Expanded Public Works Programme (EPWP)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Maximum possible score for functionality** 100

**Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.**

The second stage will evaluate the price and equity of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 90/10 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 90 points and a maximum of 10 points will be awarded based on the bidder’s B-BBEE Status Level Certificate.

Failure to submit the B-BBEE certificate mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

**Sufficient information must be provided to allow the evaluation panel to evaluate bids against these functionality criteria.**
7. General terms

All documents submitted in the response to this Request for Tender (RFT) shall be written in English.

Potential Service Providers shall not assume that information and/or documents previously supplied to the SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of three months calculated from the closing date of this tender. Any inquiries in connection with this RFT shall be submitted in writing to either the postal address as specified above or to the following e-mail address: m.matlala2@sanbi.org.za, referring to your request as:

‘Tender number: SANBI: G 197/2014 “Appointment of a multidisciplinary team with a Consulting Engineer as the Principal Agent for the assessment, design and project management of required repairs, renovations to existing infrastructure and the development of new infrastructural assets at the Kwelera National Botanical Garden, East London.” as the subject.

Answers to e-mailed enquiries will be forwarded to all parties who attended the compulsory briefing session.

For any technical information the following person may be contacted:

- Mr Christopher Willis at (012) 843 5200 or at e-mail c.willis@sanbi.org.za.

In the event of the SANBI and the successful bidder failing to reach an agreement within 30 days from the appointment date, the SANBI reserves the right and shall be entitled to appoint the second highest scoring bidder or to re-advertise, should that bid not be acceptable.

8. Nature of appointment & contractual arrangement

The appointment as a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual terms and conditions. The preferred form of contract for the Professional Services as per this RFT will be the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009), (Third Edition of CIDB document 1014).

Contract and payment:

- The contract will be drawn up between the SANBI and the Principal Agent;
- Invoices will be paid for upon deliverables received;
- Invoices must indicate the deliverable produced. No upfront payments will be made;
- The SANBI will pay for the satisfactory completion of work within 30 days of submission of invoice;
- Invoices submitted to the SANBI must be addressed to the SANBI Chief Director: Conservation Gardens & Tourism.
9. Confidentiality
Any or all information made available to the Service Provider by the SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the SANBI.

10. Preparation of proposal
The SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

11. Tender documentation availability
The tender documents can be downloaded from the SANBI website, www.sanbi.org.

12. Reporting & management
- While the consultant will be working with a number of SANBI staff, final accountability rests with the SANBI Chief Director: Conservation Gardens and Tourism.
- Payment will be made on approval of deliverables by the Principal Agent and the SANBI Chief Director: Conservation Gardens and Tourism.
- All reports must be in Word and/or Excel.
- An electronic version of all reports must be submitted.

13. Contract period
Phase 1 will involve the provision of assistance by the successful bidder to the SANBI's town planning consultants (Setplan) in the land use application process, as well as work required on the 160 ha portion of land (former Kwelera Nature Reserve, now the Kwelera National Botanical Garden) – as described in section 3 above.

Phase 2 will take place post-acquisition of the 10.48 ha portion of land (portion of Remainder Farm 735 East London and Farm 736 East London) by the SANBI, and will be dependent on the finalisation of the sale and transfer of the said portion of land to the SANBI.

The appointment will be effective from the date of appointment until the final completion certificate is issued for the final work order under this RFT.

The contract will be reviewed for quality after twelve months from the date of commencement, and continuation will be dependent on satisfactory service delivery. In addition the work packages themselves will be subject to gated reviews at each stage of the project. In this case, decisions to proceed with a package (or part thereof) will be determined primarily by budgetary constraints.
14. Compliance reports and meetings
The Service Provider and the SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held every three months or more frequently as agreed. The Service Provider will also meet the SANBI as and when it deems necessary.

15. Supply Chain Management contact
For more information on the Supply Chain Management section requirements contact: Ms Molatelo Matlala on (012) 843 5200 or e-mail m.matlala2@sanbi.org.za.

16. General information
The SANBI may require information relating to the qualification and experience of persons who are proposed or available to provide services. This may include, but is not limited to, résumés, documentation of accreditations, and/or letters of reference.