

#### **A1.3.4 ENGINEERING PROFESSIONAL SERVICES (STRUCTURAL, CIVIL, ELECTRICAL AND MECHANICAL ENGINEERING).**

All standard services as described in Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021

##### **Stage 1 – Inception**

Duties shall entail to establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies.

- 1.1. Assist in developing a clear project brief.
- 1.2. Attend project initiation meetings.
- 1.3. Advise on procurement policy for the project.
- 1.4. Advise on the rights, constraints, consents and approvals.
- 1.5. Define the scope of services and scope of work required.
- 1.6. Conclude the terms of the agreement with the Lead Consultant.
- 1.7. Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- 1.8. Determine the availability of data, drawings and plans relating to the project.
- 1.9. Advise on criteria that could influence the project life cycle cost significantly
- 1.10. Provide necessary information within the agreed scope of the project to other consultants involved.

**Civil and Structural deliverables** will typically include:

- Agreed scope of services and scope of work
- Signed agreement with the Lead consultant
- Report on project, site and functional requirements
- Schedule of required surveys, tests, analyses, site and other investigations
- Schedule of consents and approvals and related timeframes.

**Electrical and Mechanical deliverables** will typically include:

- Agreed scope of services and scope of work
- Signed agreement with the Lead consultant
- Report on project, site and functional requirements
- Schedule of required surveys, tests, analyses, site and other investigations
- Schedule of consents and approvals and related timeframes.

##### **Stage 2 – Concept and Viability (often called preliminary design).**

Duties shall entail to prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- 2.1. Agreed documentation programme with principal consultant and other sub

- consultants involved.
- 2.2. Attend design and consultants' meetings.
- 2.3. Establish the concept design criteria.
- 2.4. Prepare initial concept design and related documentation for submission to the client
- 2.5. Advise the client regarding further surveys, analyses, tests and investigations that may be required.
- 2.6. Establish regulatory authorities' requirements and incorporate into the design.
- 2.7. Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- 2.8. Establish access, utilities, services and connections required for the design.
- 2.9. Participate in coordinated design interfaces with architect or other consultants involved.
- 2.10. Prepare preliminary process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- 2.11. Provide cost estimates and life cycle costs, as required.
- 2.12. Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

**Civil and Structural deliverables will typically include:**

- Concept design
- Schedule of required surveys, tests and other investigations and related reports
- Process design (where applicable)
- Preliminary design
- Cost estimates, as required.

**Electrical and Mechanical deliverables will typically include:**

Deliverables will typically include:

- Concept design
- Schedule of required surveys, tests and other investigations and related reports
- Process design (where applicable)
- Preliminary design
- Cost estimates, as required.

**Stage 3 – Design Development (also termed detailed design).**

Duties shall entail to develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project.

- 3.1. Review documentation programme with principal consultant and other consultants involved.
- 3.2. Attend design and consultants' meetings.
- 3.3. Incorporate client and authorities' detailed requirements into the design.
- 3.4. Incorporate other consultants' designs and requirements into the design.
- 3.5. Prepare design development drawings including draft technical details and specifications.
- 3.6. Review and evaluate design and outline specification and exercise cost control.
- 3.7. Prepare detailed estimates of construction cost.
- 3.8. Liaise, co-operate and provide necessary information to the principal consultant

and other consultants involved.

3.9. Submit the necessary design documentation to local and other authorities for approval.

3.10. Design development drawings, approved and signed by all stake holders and relevant professional (Pr.Engineer / Pr.Technologist)

**Civil and Structural deliverables will typically include:**

- Design development drawings
- Outline specifications
- Local and other authority submission drawings and reports
- Detailed estimates of construction costs.
- Terrace civil layouts and details (bulk earthworks)
- Storm water reticulation plans and details.
- Sewage reticulations plans and details
- Portable water reticulation
- Road layout and details
- Fencing layout and details
- Foundation plans, floor plans and detail
- Star, reinforcement and bending schedule details.
- Structural details for foundations, columns, beams, roof and detail footing
- Renewal of Statutory approvals that may have lapsed e.g. Traffic Impact Assessment

**Electrical and Mechanical deliverables will typically include:**

- Design development drawings
- Outline specifications
- Local and other authority submission drawings and reports
- Detailed estimates of construction costs.
- Design and submission of Fire Drawings to meet the relevant regulations and standards.

**Stage 4 – Documentation and Procurement**

**The client retains the sole mandate on procurement process relating to the building contract however, the Engineers shall be called on to assist at the discretion of the client on the following duties:**

Duties shall entail to prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- 4.1. Attend design and consultants' meetings.
- 4.2. Prepare specifications and preambles for the works.
- 4.3. Accommodate services design.
- 4.4. Check cost estimates and adjust designs and documents, if necessary, to remain within budget.
- 4.5. Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- 4.6. Prepare documentation for contractor procurement.
- 4.7. Review designs, drawings and schedules for compliance with approved budget.

- 4.8. Call for tenders and/or negotiation of prices and/or assist the principal consultant or quantity surveyor where relevant.
- 4.9. Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- 4.10. Evaluate tenders.
- 4.11. Prepare contract documentation for signature.
- 4.12. Assess samples and products for compliance and design intent.
- 4.13. Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.

Deliverables for Civil & Structural, Electrical and Mechanical will typically include:

- Specifications
- Services co-ordination
- Working drawings
- Budget construction cost
- Tender documentation
- Tender evaluation report
- Tender recommendations as per agreed scope of services.
- Priced contract documentation.

### **Stage 5 – Contract Administration and Inspection**

Duties shall entail to manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- 5.1. Attend site handover.
- 5.2. Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- 5.3. Carry out contract administration procedures in terms of the contract.
- 5.4. Prepare schedules of predicted cash flow.
- 5.5. Prepare pro-active estimates of proposed variations for client decision-making.
- 5.6. Attend regular site, technical and progress meetings.
- 5.7. Inspect the works for conformity to contract documentation as described under Clause 3.3.2 of the applicable Board notice
- 5.8. Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing.
- 5.9. Adjudicate and resolve financial claims by contractors.
- 5.10. Assist in the resolution of contractual claims by the contractor.
- 5.11. Establish and maintain a financial control system.
- 5.12. Clarify details and descriptions during construction as required.
- 5.13. Prepare valuations for payment certificates to be issued by the principal agent.
- 5.14. Witness and review of all tests and mock-ups carried out on site.
- 5.15. Check and approve contractor drawings for compliance with contract documents.
- 5.16. Update and issue drawings register.
- 5.17. Issue contract instructions as and when required.

- 5.18. Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- 5.19. Inspect the works and issue practical completion and defects lists.
- 5.20. Arranging for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, and record drawings and operating manuals.

Deliverables for Civil & Structural, Electrical and Mechanical will typically include:

- Schedules of predicted cash flow
- Construction documentation
- Drawing register
- Estimates for proposed variations
- Contract instructions
- Financial control reports
- Valuations for payment certificates
- Progressive and draft final accounts
- Practical completion and defects list
- All statutory certification and certificates of compliance as required by the local and other statutory authorities.

#### **Stage 6 – Close-Out**

Duties shall entail to fulfill and complete the project close-out, including necessary documentation to facilitate effective completion, handover and operation of the project.

- 6.1. Inspect and verify the rectification of defects.
- 6.2. Receive comment, approve and issue relevant payment valuations and completion certificates.
- 6.3. Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- 6.4. Prepare and/or procure as-built drawings and documentation.
- 6.5. Conclude the final accounts where relevant.
- 6.6. Prepare and present completion report.

Deliverables for Civil & Structural, Electrical & Mechanical will typically include:

- Valuations for payment certificates
- Works and final completion lists
- Operations and maintenance manuals, guarantees and warranties
- As-built drawings and documentation
- Final accounts.
- Submit completion certificate
- Presentation of close out report.

#### **A1.3.4.1 Specific Conditions of Service per Engineering Discipline**

##### **A. Structural Engineering Services**

Work must be performed by a structural engineering business undertaking, which is under the fulltime supervision of a registered professional structural engineer or a registered professional structural engineering technologist, and which is owned and controlled by registered professionals by at least a percentage determined by the Engineering Council of South Africa,

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in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000),

The Structural Engineer will be required to undertake **geotechnical surveys** as part of their disbursements to ensure that structural designs are site specific.

## **B. Civil Engineering Services**

Work must be performed by a civil engineering business undertaking, which is under the fulltime supervision of a registered professional civil engineer or a registered professional civil engineering technologist, and which is owned and controlled by registered professionals by at least a percentage determined by the Engineering Council of South Africa, in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000).

The core scope of services include and **not limited to** storm water drainage, water supply (availability of water and the exact position of borehole), emergency water, reticulation (all possible connections to buildings), bulk earthworks, roads and parking, paving, sewerage connection/system.

**\*\*\*The Civil Engineer shall be expected in areas where there is no municipal bulk supply to undertake the service of a geo-hydrological survey and provide the client (SAPS) with a full report of borehole positions and complete specification in order for the client to establish a borehole to meet the water needs for the project. The client will be responsible for the execution of the borehole drilling.**

**\*\*\*The Civil Engineer shall be required to appoint a Land Surveyor to re-establish the site boundaries, benchmarks and site pegs on the client identified site (as per site clearance documentation) at project planning phase. The Land Surveyor shall also be responsible to point the site boundaries, benchmarks, site pegs and any necessary topographical information to the contractor during site hand over to the contractor.**

**The consultant shall be expected to include a budget for undertaking these works as part of the disbursements, which shall be paid on proven-basis.**

Please refer to the guideline manuals listed below for minimum requirements for the project. Should the project site be located on non-dolomite sub-strata, the consulting engineer shall design according to the specific requirements contained in the manuals listed below (latest version as at the time of implementation):

- PW 342: Guidelines for the Design of Civil Services for Prisons;
- PW 345: Standard Specification for Domestic and Fire Water Storage and Fire Water Supply for Public Buildings;
- PW 347: Civil Engineering Manual.

However, should the project site be located on dolomite sub-strata, the consulting engineer shall also incorporate the specific requirements contained in the Department's PW 344 manual (latest version as at the time of implementation) listed below:

- PW 344: Appropriate Development of Infrastructure on Dolomite: Guidelines for Consultants.

**\*\* (Source website: [publicworks.gov.za/consultantsdocs.html](http://publicworks.gov.za/consultantsdocs.html))**

The fees of this additional service shall be deemed to be included in the tender offer as per the Clause 4.3 of Board Notice No. 22 of 2021.

### **C. Electrical Engineering Summary of Work**

Work must be performed by an electrical engineering business undertaking, which is under the fulltime supervision of a registered professional electrical engineer or a registered professional electrical engineering technologist, and which is owned and controlled by registered professionals by at least a percentage determined by the Engineering Council of South Africa, in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000).

The following table indicates a summary of work components that shall fall within the Electrical Engineering scope:

<b>DESCRIPTION</b>	<b>SCOPE of WORK</b>
Electrical supply establishment (negotiate with supply authority and application)	YES
Eskom supply line deviation (negotiate with supply authority and application)- WHEN APPLICABLE	YES
Mini substations (including switchgear, protection and metering)	NO
<b>DESCRIPTION</b>	<b>SCOPE of WORK</b>
Connection with local authority low voltage infrastructure (metering kiosk, main supply circuit breaker)	YES
Electrical reticulation and distribution system	YES
Electrical reticulation and cabling of site and buildings including low voltage distribution boards, lightning and surge protection	YES
Installation of power skirting, power points, switched socket outlets and luminaries	YES
Perimeter and vehicle circulation area lighting	YES
Telephone and data - reticulation routes and layouts only	YES
CCTV - reticulation routes and layouts only	YES
Electronic access control - reticulation routes and layouts only	YES
Installation of intercoms	YES
Installation of panic button with combined siren/strobes	YES
Installation of walk through metal detector and provision of handheld scanners	YES
Emergency power generator	YES
Uninterrupted power supplies (UPS) (If applicable)	YES
Inverters battery backup/ Solar system	YES
Lightning protection (building roof lines, covered parking, generator canopy and water tank stand)	YES
Electronic fire detection (Mechanical Discipline)	NO
Electrical fencing	NO
Borehole pump – electrical point of supply only (if applicable)	YES

Borehole pump, control gear, protection and water level control (mechanical discipline)	NO
Fire water booster pumps and domestic water pressure pump – electrical points of supply only	YES
Fire water booster pump, domestic water pressure pump, control gear and protection (mechanical discipline)	NO
Hot water generation (mechanical discipline)	NO
HVAC (mechanical discipline)	NO
Vehicle gate automation (mechanical discipline)	NO
Installation of turnstiles with electronic control panels (mechanical discipline)	NO
Alternative energy saving solutions.	YES
Testing, commissioning and certification	YES
Training & training certificates: (1) Generator operation (2) UPS Operation (3) Inverter battery backup/ Solar system	YES
Handover documentation including as built drawings, commissioning documentation, certificates of compliance, training certificates, equipment manuals, comprehensive closeout report and electrical final account	YES

**NB:**

The 'Client' (TMS) shall undertake the Electronics Engineering scope of works however, the Electrical Engineer shall be expected to include the reticulation and first fix works as part of their scope.

**D. Mechanical Engineering Services Summary of Work**

Work must be performed by a mechanical engineering business undertaking, which is under the fulltime supervision of a registered professional mechanical engineer or a registered professional mechanical engineering technologist, and which is owned and controlled by registered professionals by at least a percentage determined by the Engineering Council of South Africa, in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000),

The following table indicates a summary of work components that shall fall within the Mechanical Engineering scope:

DESCRIPTION	SCOPE OF WORK
Air-conditioning and ventilation systems (HVAC)	YES
Dehumidifiers (Fire Arms Safe)	YES
Lifts and escalators for multi-storey buildings- IF APPLICABLE	YES
Sprinkler systems/ Fire extinguishers/ Fire hose reels where required/ Fire-fighting equipment/ Fire hydrant	YES



Gas reticulation systems where required	YES
Security systems	NO
Hot water systems including reticulation of systems (hydro boils, heat pumps etc.)	YES
Internal drainage ie. Grease/ Fat Trap	YES
Borehole Equipment (Borehole Pump; Control Gear; Protection; Level Control)- IF APPLICABLE	YES
Water treatment plant (If applicable)	YES
Fire water booster pump, domestic water pressure pump, control gear and protection	YES
Electronic Fire Detection	YES
Installation of turnstiles with electronic control panels	YES
Vehicle gate automation	YES
Training & training certificates: (1) Turnstiles (2) Vehicle gate automation (3) Electronic Fire Detection (4) Pumping equipment including water treatment plant	YES
Testing, commissioning and certification	YES
Handover files with as built drawings, commissioning documentation, certificates of compliance, training certificates and equipment manuals.	YES

#### A1.3.5 CONSTRUCTION HEALTH AND SAFETY PROFESSIONAL SERVICES

All standard services Stages 1-6 as described in Board Notice 167 of 2019: South African Council for the Project and Construction Management Professions, Project and Construction Management Professions Act, 2000 (Act 48 of 2000).

The main scope of work for the Occupational Health & Safety Consultant is to develop a comprehensive Health & Safety project specification, evaluate and approve the health and safety plan submitted by the appointed contractor. The Health & Safety agent is required to monitor and ensure compliance with the Occupational Health and Safety regulations in accordance with the latest Occupational Health and Safety act.

The following standard documents shall be applicable:

- Occupational Health and Safety Act 85 of 1993 (OHS Act).
- All regulations published in terms of the OHS Act.
- Construction Regulations, 2014
- SABS codes referred to by the OHS Act.
- Contract Documents
- Basic Conditions of Employment Act (Act 75 of 1997)
- National Environmental Management Act 107 of 1998 and all Regulations
- Compensation for Occupational Injuries and Diseases (COID) Act No.130 of 1993
- Code of Practice as published by the South African Council for the Project and Construction Management (SACPCMP).

- CIDB Code of Conduct.

**The detailed scope of work shall be as follows:**

**Stage 1: Project Initiation and Briefing**

- 1.1 Demonstrate the Construction Health and Safety Agent competency and resource.
- 1.2 Assist in developing a clear construction project health and safety brief.
- 1.3 Attend the construction project initiation meetings.
- 1.4 Conclude the terms of the agreement with the client.
- 1.5 Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project.
- 1.6 Advise the client on the adequacy of health and safety competency and resources of the other consultants.
- 1.7 Identify construction project health and safety risk profile.
- 1.8 Provide necessary information within the agreed scope of the construction project to the other consultants.
- 1.9 Define the Construction Health and Safety Agent scope of work and services.

**Stage 2: Concept and Feasibility**

- 2.1 Agree the documentation programme with the principal consultant and other consultants.
- 2.2 Attend design and consultants meetings.
- 2.3 Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants.
- 2.4 Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project.
- 2.5 Advise on preliminary cost estimates/budgets for construction project health and safety.
- 2.6 Prepare draft construction project baseline risk assessment
- 2.7 Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their roles, responsibilities and liabilities
- 2.8 Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists.
- 2.9 Assess and approve the appropriate specialists health and safety plans.
- 2.10 Monitor the implementation of the appropriate specialists health and safety plans, including periodic audits.
- 2.11 Prepare the draft construction project health and safety specification.
- 2.12 Agree the format and procedures for health, safety and hygiene construction project control.
- 2.13 Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities.
- 2.14 Liaise, cooperate and provide necessary information to the client/principal consultant and the other consultants.

### **Stage 3: Design Development**

- 3.1 Review the documentation programme with the principal consultant and the other consultants.
- 3.2 Attend design and consultants meetings.
- 3.3 Finalize the construction project health and safety risk profile.
- 3.4 Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure.
- 3.5 Manage, coordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme.
- 3.6 Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and finalize the construction project baseline risk assessment.
- 3.7 Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications.
- 3.8 Agree on a format for the health and safety file.
- 3.9 Assess and approve necessary construction project health and safety plans for early works.
- 3.10 Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works.
- 3.11 Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets.
- 3.12 Liaise, cooperate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants.

### **Stage 4: Tender Documentation and Procurement**

**The client retains the sole mandate on procurement process relating to the building contract however the Construction Health & Safety Agent shall be called on to assist at the discretion of the client on the following duties:**

- 4.1 Attend design and consultants meetings.
- 4.2 Assist in developing a clear construction project health and safety procurement process.
- 4.3 Finalize construction project tender health and safety specifications and integrate with procurement documentation.
- 4.4 Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants.
- 4.5 Prepare construction project health and safety documentation for submission to authorities.
- 4.6 Participate in construction project tender clarification meetings
- 4.7 Assist with the evaluation of tenders and verify the contractor's competencies, knowledge and resources to carry out the construction works in a safe and healthy manner.
- 4.8 Assist the cost consultant in the finalization of the construction project health and safety cost estimate/budget.
- 4.9 Assist with the preparation of contract documentation for signature.
- 4.10 Prepare construction project health and safety mobilization and access plans for the construction work.

- 4.11 Assess samples, mock-ups: and products for construction project, structural maintainability and operability health and safety compliance.

### **Stage 5: Construction Documentation & Management**

- 5.1 Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans.
- 5.2 Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work.
- 5.3 Attend site handover meetings and lead construction project health and safety mobilization and access plans.
- 5.4 Attend regular site, technical and progress meetings.
- 5.5 Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes
- 5.6 Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary.
- 5.7 Monitor design risk management.
- 5.8 Perform incident and accident investigations where necessary.
- 5.9 Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits.
- 5.10 Conduct construction health and safety management system audits.
- 5.11 Facilitate construction health and safety system and plans reviews for continual improvement.
- 5.12 Monitor the compilation of the construction project health and safety file by the contractor(s).
- 5.13 Prepare and maintain the consolidated health and safety file.
- 5.14 Prepare the structure commissioning health and safety plans.

### **Stage 6: Project Close Out**

- 6.1 Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period.
- 6.2 Cancel all construction project health and safety legal appointments.
- 6.3 Prepare the health and safety operations and maintenance report.
- 6.4 Prepare the consolidated construction project health and safety close - out report.

### **A1.4 SCOPE OF WORKS**

The size of the site is approximately 1,5883 ha. The facilities will inter alia consist of:

#### **A. Community Service Center Spaces**

1. Covered Veranda
2. Work Area in front of counter (Including help desk to certify documents)
3. Work Area behind the counter
4. Statement drafting area. (Three individual seating spaces)

5. Sensitive Statement drafting area.
6. Kitchen
7. Radio Room/ CAS Terminal Office
8. Interogation Room/ Fingerprint Area (with washbasin)
9. CSC Commander Office (Level 10)

**B. Public Ablution Block**

1. Male Ablutions
2. Female Ablutions
3. Paraplegic Ablution

**C. Victim Friendly Facility Spaces**

1. Reception Area with Waiting Room
2. Counseling Room
3. Bathroom
4. Treatment Room

**D. Offices**

1. Station Commander Office (Level 13) Incl. Mini Boardroom
2. Secretary (Level 5) with Waiting Area

**E. Visible Policing Offices**

1. Section Commander Office (Level 12)
2. Sub-section Commanders Office (Level 10)

**F. Operational Support CSC (SHIFTS)**

1. One Open Plan Office Commanders: Shifts (Level 10 x 4)
2. One Open Plan Office (Level 8 x4)
3. One Open Plan Office (Level 7 x4)
4. One Open Plan Office (Level 6 x 22)
5. One Open Plan Office (Level 5 x 17)

**G. VISPOL Support**

Operational Admin (Flash, General Enquires, Exhibit Management)

1. Office (Level 10) for three Officers
2. Office (Level 8) for three Officers
3. One Office (Level 7) to accommodate four Officers
4. One Office (Level 6) to accommodate four Officers

5. One Office (Level 5) to accommodate five Officers
6. Locker Room (with lockers)/ Parade Room

**H. Detective Services Spaces**

1. Section Commander Office (Level 12)
2. Office (Level 10) for three Officers
3. Office (Level 8) for three Officers
4. Office (Level 7) for four Members
5. Office (Level 6) for five Members
6. Office (Level 5) for five Members
7. Admin Office (Level 7) for two Members
8. Admin Office (Level 6) for six Members
9. Admin Office (Level 5) for four Members

**I. Detective Services Centre**

1. Office (Level 10)
2. Office (Level 8)
3. Admin Office (Level 7) for two Members

**J. Support Head**

1. Commander Office (Level 12)
2. Office (Level 8)
3. Admin Office (Level 7)

**K. HRM**

1. Commander Office (Level 10)
2. Office (Level 8)
3. Member Office (Level 7)
4. Open Plan Admin Office (Level 5)

**L. SCM**

1. Office (Level 8)
2. Open Plan Admin Office (Level 5)

**M. Finance**

1. Commander Office (Level 10)
2. Office (Level 8) for two Officers (one office)
3. Open Plan Admin Office (Level 7) for three Members

4. Open Plan Admin Office (Level 5) for three Members

**N. CIMAC**

1. Commander Office (Level 10)
2. Office (Level 8)
3. Member Office (Level 7)
4. One Admin Office for Member (Level 6) and Member (Level 5)

**O. Management Information Centre**

1. Commander Office (Level 10)
2. Office (Level 8)
3. One Admin Office (Level 5) for three members

**P. Support Space as per Work Area**

*General*

1. Boardroom/ Lecture Tea Room
2. Computer Server Room
3. Cleaners Rest Room

**Q. Safes**

1. Walk-in Safe (Fire-Arm/ Ammuo- SAP 13)
2. Walk-in Safe (Fire-Arms Station Amoury)
3. Walk-in Safe (Fire-Arm/ Ammuo-CSC)
4. Walk-in Safe (Exhibts General)

**R. Store Spaces**

1. Docket and Archive (with shelves)
2. Registry and Archive
3. Cleaning Material Store Room
4. Garden Equipment Store Room
5. Stationary Store Room
6. Roadblock Equipment Garage (Lockup Garage)
7. MGP Store

**S. Male Cells Standard Spaces**

1. Four Cells
2. Four Courtyard Spaces
3. One Secured passage to Cells

4. One Security Service Duct

**T. Females and Juveniles Cells Standard Spaces**

1. Two Cells
2. Two Courtyard Spaces
3. One Secured passage to Cells
4. One Security Service Duct

**U. Cell Standard Spaces**

1. Blanket/ Linen Store Room
2. Pantry
3. Kitchen
4. Ablutions
5. Kitchen Yard
6. Prisoner Property Store
7. Waiting Lobby
8. Declaration of Statements Area
9. Admittance Area (Including Cell Guard Office and Fingerprint Area)
10. Secure Off-Loading Area (Max. height 3,5m)
11. Visitors Room (Two Cubicles)
12. Search Room (Adjacent to Visitors Room)
13. ID Photo Room
14. Holding Cell

**V. Emergency Generator Room (Generator must be provided)**

**W. Emergency Water Storage**

**X. Air-cons and Dehumidifier must be provided where and if necessary**

**Y. Security Measures as per Security Advisory Spec.**

**Z. Undercover Parking**

1. Official Light Vehicles Area to accommodate Seventy vehicles (Including turning area)
2. Wash Bay
3. Refuse Area
4. SAP 13 Vehicle Camp
5. Open Parking for Personnel/ Public allowed on Site

As per approved needs assessment document with a **total assignable area** approximately **1895,80 m<sup>2</sup>**. The client shall be providing prototype design drawings and specifications to act as guidelines of the required standards, functional relationships and process flow



requirements. The project design team shall be expected to undertake full designs based on the approved needs assessment, site-specific parameters, statutory requirements and client standards and requirements.

### A1.5 LOCATION OF PROJECT

Location : Bushbuckridge  
 Property Description : Portion 127 of the Farm Maviljan No. 252 – KU, Mpumalanga Province  
 Local Municipality : Bushbuckridge Municipality  
 GPS co-ordinates : S 24 degrees 50' 12.7266" E 31 degrees 4' 5.6068"

### A1.6 PROJECT ESTIMATED COST

Total Estimated Building Cost	R 87 625 066,55
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\*Excluding VAT & Professional Fees

### A1.7 PROJECT DURATION / PRELIMINARY TARGET DATES

The client approved planning period (stage 1 – 4.1) for all disciplines is **24 weeks (6 Months) and (2 Months for Client Approval)** excluding industrial break from appointment of the consultant team and construction (stages 5 & 6) **TWENTY-FOUR (24) months** from the date of appointment of the successful contractor excluding industrial break.

Award and Mobilization	<b>3 Months</b>
Construction Duration	<b>18 Months</b>
<i>(Letter of award shall include the Construction Permit to the end of the 3 months defects liability period)</i>	
Defect Liability Period	<b>3 Months</b>
Total Construction Contract Duration	<b>24 Months</b>

The Lead Consultant together with the rest of the consultancy team shall be expected to provide a detailed program based on the client approved duration above for the complete works related to stages 1 to 6 outlined in the approved Project Execution Plan (PEP).

#### Work Stages Target Durations are as follows:

- Stage 1 Inception: **2 Weeks**
- *Presentation and Client Approval:* **2 Weeks**
- Stage 2: Design Concept and Viability: **4 Weeks**
- *Presentation and Client Approval:* **2 Weeks**
- Stage 3 Design Development: **6 Weeks**
- *Presentation and Client Approval:* **2 Weeks**
- Stage 4.1 Tender Documentation: **12 Weeks**
- *Presentation and Client Approval:* **2 Weeks**
- Stage 4.2 Procurement: Approximately **24 Weeks (Dependent on client internal**

**procurement processes)**

- **Mobalisation** **3 Months**
- **Stage 5 Construction: permit duration** **18 Months (Inclusion of construction permit duration)**
- **Stage 6 Project Closeout:** **75 Working Days**

**A1.8 INFORMATION AVAILABLE FROM THE CLIENT**

- SAPS needs assessment approved as annexure "A".
- SAPS designs examples and specifications. (To be used for functional analysis only)
- Five Star 2012 specifications for new police facilities (**Source website: [public.gov.za/consultantsdocs.html](http://public.gov.za/consultantsdocs.html)**)
- Site clearance reports (Consultant to determine if adequate and client to advise on additional needs)

**NB: An information hard copy pack shall be issued to the successful bidder on appointment.**

**A1.9 CLIENT REPRESENTATIVE**

The Client Representative for the project is:

**SAPS Departmental Project Manager** : Colonel T Tlolane/ LT Colonel Noqobo  
**Tel** : +27 79 830 8088/ 082 301 7805  
**Email** : [TlolaneT@saps.gov.za](mailto:TlolaneT@saps.gov.za) /  
: [NoqoboVuyokazi@saps.gov.za](mailto:NoqoboVuyokazi@saps.gov.za)

The SAPS reserves the right to replace the mentioned Client Representative with another member of its staff or any individual / firm from the private sector should it be deemed necessary at any stage during the execution of the project.

**A1.10 MINIMUM TECHNICAL PROJECT TEAM COMPOSITIONS**

The project team composition and level of responsibility shall be in strict accordance to the prescribed Identification of work (IDoW) categories in the respective board notices. The following eight (8 No.) **Professionals** shall be the minimum team composition that the Lead Consultant shall be expected to provide for the project per a discipline.

**Proof of all professional registrations must be attached and failure to do so shall result in disqualification.**

***Failure to meet the minimum post-registration experience will lead to disqualification.***

***Failure to reach 60% of the Functionality Criteria which includes the following team composition will lead to disqualification.***

**A1.10.1 Professional Construction Project Manager - Registered with SACPCMP (*with a minimum of 3 years' experience post registration*)**

**A1.10.2 Professional Architect - Registered with SACAP (*with a minimum of 5 years' experience post registration*)**

**A1.10.3 Professional Quantity Surveyor - Registered with SACQSP (*with a minimum of 3 years' experience post registration*)**

**A1.10.4 Professional Structural Engineer - Registered with ECSA (*with a minimum of 3 years' experience post registration*)/ Professional Structural Technologist – Registered with ECSA (*with a minimum of 5 years' experience post registration*)**

**A1.10.5 Professional Civil Engineer - Registered with ECSA (*with a minimum of 3 years' experience post registration*)/ Professional Civil Technologist – Registered with ECSA (*with a minimum of 5 years' experience post registration*)**

**A1.10.6 Professional Electrical Engineer - Registered with ECSA with built environment experience - Registered with ECSA (*with a minimum of 3 years' experience post registration*)/ Professional Electrical Technologist with built environment experience – Registered with ECSA (*with a minimum of 5 years' experience post registration*)**

**A1.10.7 Professional Mechanical Engineer with built environment experience  
Registered with ECSA with built environment experience - Registered with ECSA (*with a minimum of 3 years' experience post registration*)/ Professional Mechanical Technologist with built environment experience – Registered with ECSA (*with a minimum of 5 years' experience post registration*)**

**A1.10.8 Professional Construction Health & Safety Agent - Registered with SACPCMP (*with a minimum of 3 years' experience post registration*).**

***\*\*Not a Professional Construction Health & Safety Manager\*\*.***

**NB: The Lead Consultant shall be expected to seek client approval prior to making any substitutions or changes to the team members approved on appointment. The Lead Consultant shall formally request substitution of any team professional member. Proposed new team member curriculum vitae and professional qualifications must meet the minimum qualification prescribed for the position should be submitted.**

**\*\*\*\* All project meetings (Stages 1-6), shall be attended by the Lead Consultant as well as the professionally registered personnel per a discipline as per submitted and approved CVs\*\*\*\***

***Any deviation from this provision may result in the cancellation of this agreement.***

## **A1.11 INFORMATION REQUIRED FROM THE APPOINTED LEAD CONSULTANT**

Based on the scope of works and services required the Lead Consultant must provide a comprehensive **Project Execution Plan (PEP)** prior to commencement of works (within 2 weeks after being commissioned). The PEP shall be expected at minimum to consist of the

following aspects;

- Key project tasks and expected deliverables
- The project risks and opportunities
- The project processes, resources and programming until construction start
- Defines all project stakeholders, their roles and responsibilities
- Project projected cash flows per work stage
- Defines all allocated project team members including; an organogram indicating the levels of authority and areas of responsibility of all professional and technical staff that would be employed on the project. This organogram must be accompanied with full curriculum vitae of the all the multidisciplinary team members and **certified proof of professional registrations** with the relevant statutory professional bodies.
- Valid Professional Indemnity Certificate for the practice and/ or eight disciplines.

The PEP will form the basis for monitoring the performance of the Lead Consultant and their sub consultants.

## **B1. EXTENT OF SERVICES (FULL SERVICE) - (FEE INCLUSIONS AND EXCLUSIONS)**

The Lead Consultant must, in the price offer, make provision for, and include all, professional costs for involvement in the design and coordination for the provision of all services outline in section A1.3 including attendance to all their sub consultants.

No professional fees, in excess of what was tendered, will be considered for professional work performed, and time spent, by the Lead Consultant in any matters associated with these items.

## **C1. PERCENTAGE BASED FEES (AS INCREASED OR DECREASED)**

### **C1.1 REMUNERATION FOR SERVICES**

The professional services fees shall be calculated per discipline in accordance to the provisions of the respective board notices with any adjustments offered by the bidder in the final fee schedule in section D3 subject to the specific terms and conditions stated elsewhere in the agreement.

#### **C1.1.1 Construction Project Management Discipline**

In accordance with the provisions of Board Notice 202 of 2011: Guideline Scope of Service and Recommended Guideline Tariff of Fees issued in terms of Section 34(2) of the Project and Construction Management Profession Act.2000 (Act 48 of 2000) published in the Government Gazette No. 34858, dated 23 December 2011

#### **C1.1.2 Architectural Discipline**

In accordance with the provisions of Board Notice 172 of 2021: Final Guideline Professional Fees issued in terms of Section 34(2) of the Architectural Profession Act, 2000 (Act No 44 of 2000), published in the Government Gazette No. 45554, dated 26 November 2021.

### **C1.1.3 Quantity Surveying Discipline**

The tariff of fees payable and applicable to this appointment will be calculated in accordance with the Guideline Tariff of Professional fees (2015) as published in Board Notice 170 in Government Gazette No 39134 dated 28 August 2015 as prescribed by the South African Council for the Quantity Surveying Profession in terms of the Section 34 (2) of the Quantity Surveying Professions Act, 2000 (Act No. 49 of 2000).

Consultant's attention is specifically drawn to Clause 10.49 of the abovementioned Tariff of Professional fees, which defines "**Value for Fee Purposes**". Value for fee purposes shall exclude electrical and mechanical services ancillary to building services.

### **C1.1.4 All Engineering Services (Structural, Civil, Electrical and Mechanical Engineering Disciplines)**

All standard services as described in Board notice 22 of 2021 Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, Gazette No. 44333 published on 26 March 2021

**Part of the normal services of the consulting Mechanical and Electrical Engineer on all projects includes the provision of services related to all financial matters such as calculation of quantities, cost estimates, cost control and procurement process. This clause supersedes clause 3.2 normal services.**

### **C1.1.5 Construction Health and Safety Agent Discipline**

In accordance to with the provisions of Board Notice 167 of 2019: South African Council for the Project and Construction Management Professions, Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000).

## **C1.2 PARTIAL SERVICES**

Where any discipline is required to perform a portion of the standard services only, the relevant portion of the works shall be payable in accordance to the applicable fees in the Board Notice or as pre-approved by the client.

## **C1.3 PAYMENTS OF PROFESSIONAL FEES**

### **C1.3.1 Interim Payments of Professional Fees**

The professional fees are based on the following parameters;

- a) Scope of **services**;
- b) Scope of the **project/works**;
- c) **Project** programme;
- d) Cost of the **project**;
- e) Appointment of other **consultants (if applicable)**;
- f) Appointment of a **contractor(s)**.

All fee accounts must be accompanied by an updated original written certification (value for fee purposes breakdown) by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with their respective board notices as stated on this terms of reference.

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The amount reflecting on "Tenderer's Cost Estimate for Fee Calculation Purposes" on the Pricing Schedule (D3) will be adjusted in terms of the quantity surveyor's certification for each discipline on each fee account.

Accounts for Services rendered may be submitted on the successful completion of each stage of work once the full multidisciplinary deliverables of the particular stage has been met. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the Service Provider and the Employer. Payment of accounts rendered will be subject to the checking thereof by the Employer. The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Terms of Reference and make payment on the basis of the balance of the account in accordance with clause 14.3 of the Standard Professional Services Contract (July 2009 edition) published by the Construction Industry Development Board (CIDB).

For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation, shall be:

- the net amount of the accepted tender, or
- If tenders were received but not awarded, the lowest acceptable tender price will be used as base for the calculation of fees, unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- if the contract is awarded by negotiation the negotiated price, or
- If no tenders are invited or if no suitable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the engineer's estimate or if appointed, 80% of the quantity surveyor's estimate. If the project is cancelled after the end of Pre contract stages (Stage 4.2) the client approved pre tender estimate shall be the one representing the value of the Works and will be the basis of fee calculation (which for purposes of final pre contract payments will be deemed to be 80% of the client approved pre tender estimate).

All fee claims must be accompanied by a copy of the order form, reflecting the amount(s) on which your fees are based. The onus, however, rests on the Lead Consultant to calculate the fees on the appropriate value and according to the correct fee scale, read in conjunction with the letter of Invitation. Further to this, all fee accounts must be accompanied by an updated original written certificate by the quantity surveyor, if appointed, of the amount(s) on which fees are based.

### **C1.3.2 Adjustments of Professional Fees**

The consultant fees will, save the provisions of Paragraph C1.3.1 above, only be adjusted upon the appointment of the contractor, as well as upon completion of the final account and project closeout (stage 6).

The following shall be the gates for adjustment:

Gate 1: Our Contractor award at the follow key milestones.

Gate 2: On Practical completion.

Gate 3: On Final account completion.

Any adjustments to the professional fees must be requested in writing accompanied by a detailed motivation for the request in accordance to the provisions of the relevant board notice or provisions in this agreement. It should be noted that no adjustments to the fees will be made automatically without the request of the Lead Consultant

#### **C1.5 INTERIM PAYMENTS FOR STAGE 5**

Interim payments for Stage 5 will be allowed as defined in C1.1 under “**Remuneration for Services**” above. One third of the fees for Stage 5, however, will be apportioned to the draft final account, which must be a complete draft final account for the Project, or any separate identifiable phase of the Project, complete in all respects for the Employer to verify for correctness. Interim payments for the draft final account will be allowed only when the Employer has received this.

#### **C1.6 FEES FOR STAGE 6**

The Lead Consultant shall be allowed **120 working days** from date of practical completion to prepare, conclude and settle the final account.

#### **C1.7 FEES FOR DOCUMENTATION FOR WORK COVERED BY A PROVISIONAL SUM**

The **ONLY** provisional sum items that shall be allowed shall be for:

- Any other scope formally approved by the client.

**All design related aspects of the project shall be fully measured and no provisional sums shall be allowed for these items.**

The documentation fee in respect to the allowable provisional sums shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the **Lead Consultant** in respect of each section of such work.

#### **C1.8 TIME CHARGES FOR WORK DONE UNDER A PERCENTAGE BASED FEE**

Not applicable

## **C1.9 FEES FOR ALTERNATIVE TENDERS**

No fee shall be payable for documentation prepared for alternative tenders involving the mere substitution of material not requiring any measurements or calculation.

## **C1.10 REPLICATIONS**

With regard to replications and duplication, all professional disciplines will be required to execute their work in the most economical manner in the best interest of the SAPS.

To this end the former shall consult at an early stage to determine the requirements of the SAPS with regard to repetitive units, buildings or structures (without significant change) in the documentation for the project.

Further to relevant clauses of each professional discipline's tariff of professional fees, the fees in respect of replications and duplications shall be extended to include the replication of individual distinct repetitive units, buildings or structures, without significant change with the said building contract of a previous building contract, such as (but without limiting the intention of this conditions of appointment).

## **C1.11 CANCELLATION OR ABANDONMENT**

Should instructions having been given by the **Client** to the **Lead Consultant** to proceed with any of the **stages** of **services** set out in clause A1.3 and the whole or part of the **works** is cancelled or abandoned, the Lead Consultant shall be remunerated for these services on satisfactory completion of the prescribed deliverable of the relevant stage. Remuneration shall be in accordance to the provisions set out in the relevant clauses in this agreement failing which the provisions of the board notices shall apply.

## **C1.12 EXTENDED INITIAL CONTRACTUAL CONTRACT PERIOD**

In the event of the initial **contract** period being exceeded by more than 20%, through no fault of the **professional consultancy team**, the **Lead Consultant** shall be remunerated for all additional work (on proven basis) over and above the period exceeding the additional 20%, resulting from the extension of time. Remuneration shall be applied on a pro rata basis based on the accepted percentage fee offer for Stage 5 of the Lead Consultant.

The Lead Consultant shall be expected to make a formal application with motivation for the extension of the initial contract period for client for approval prior to undertaking any additional service.

**NB: This clause supersedes any provisions made in all board notices mentioned in the terms of reference in regards to fees on extended initial contractual contract period.**

The initial contractual and actual construction period shall be taken as commencing on the same day and all time periods shall be calculated in calendar days without any deduction for builder's holidays.



### **C1.13 PRINCIPAL AGENT AND PRINCIPAL CONSULTANT**

**The appointed Lead Consultant will perform the role of the Principal Consultant and the Principal Agent.**

The Lead Consultant must first seek formal Bid Adjudication Committee (BAC) written approval from Client Representative, for any decisions that have any financial implications. This is in compliance with the Public Finance Management (Act No. 1 of 1999) before any changes to the original scope of works are effected or before any instruction is issued to proceed with work, which has a financial implication.

**NB: No additional services, which have any financial consequences, should proceed without prior formal written approval from the client.**

### **C1.14 ADDITIONAL SERVICES**

The **Lead Consultant** shall be expected to obtain BAC written approval for any additional services that are beyond the normal services as prescribed in the respective disciplines board notices prior to their execution.

The basis of remuneration of these services shall be negotiated and agreed upon between the Lead Consultant and the client prior to written approval and commencement of the services.

### **C1.15 QUALITY ASSURANCE SYSTEM**

No separate payment shall be made for the implementation of a quality management system in line with available and accepted quality management standards as contemplated in any prevailing legislation which has a bearing on the execution of any of the duties of the Lead Consultant and the project team, including but not limited to the relevant legislation applicable to each of the respective discipline and its respective codes of conduct.

The cost of providing this service shall be deemed included in the percentage-based fee tendered for normal services.

Project Execution Plan (PEP), shall be required to demonstrate how Total Quality Assurance will be executed and managed for the duration of the appointment. It is expected that, a comprehensive Quality Assurance Report shall be updated and submitted every second month to Client Representative without fail.

### **C1.16 ENVIRONMENTAL IMPACT ASSESSMENT**

Not Applicable

### **C1.17 PROFESSIONAL INDEMNITY**

The Lead Consultant and the sub-consultants shall be expected to provide valid professional indemnity insurance in respect to each discipline (Construction Project Management, Architectural, Quantity Surveying, Civil & Structural Engineering, Electrical & Mechanical Engineering and Construction Health and Safety) to the amount equal to two times the normal

fees estimate, and shall upon appointment within 14 days issue to the client a valid certificate to that effect from the underwriting company or broker.

The **Lead Consultant** shall for the duration of the project ensure that the full multidisciplinary professional team maintains their professional status and shall annually by the end of March provide proof of all professional status from the relevant governing bodies failure to which will be deemed a breach of this contract.

#### **C1.18 PENALTY**

If due to Lead Consultant negligence or for reasons within their control, the Lead Consultant does not perform the services within the period of performance (prescribed per stage as per section A1.3.1 to A1.3.5 ), the employer shall without prejudice to their other remedies under the agreement or in law, be entitled to levy a penalty for every day or part thereof, which shall elapse between the end of the period specified for performance, or an extended period of performance, and the actual date of completion at the rate of **0.1% of the contract amount. Actual penalty amount per calendar day shall be included in the letter of award.**

#### **C1.19 LIMIT OF LIABILITY**

The minimum amount of compensation payable by the Lead Consultant to the Client in respect of liability under this agreement or as a result of work executed in terms of this agreement is limited to an amount equal to twice the amount of fees payable by the client to the Lead Consultant under agreement, or any amount becoming available under the professional indemnity insurance stated in the schedule (with the Lead Consultant contributing any excess, required in terms of the professional indemnity insurance), whichever is the highest.

#### **C1.20 SET OFF**

The Client reserves the right to set off against any amount payable to the Lead Consultant any sum owed by the Lead Consultant to the Client in respect of this project.

#### **C1.21 DISBURSEMENTS**

It is required from the bidder to indicate, in the Schedule in Par.C1.22 submitted with this bid, the calculation of disbursements related to the periods mentioned above, and included in the bid amount. It should be noted that this schedule will only be used to determine the Client's liability regarding extension of the construction period, which is not attributable to the Professional consultancy team. Information in the schedule must be sufficiently detailed to determine the actual time related disbursements included. Payment of fees will, for the duration of the project, be paid as prescribed elsewhere in this document.

The disbursements schedule is subject to commercial risk evaluation conducted by the client. The Lead Consultant shall allow for at least **sixteen (16) visits** of the **professional team** to the Client at their premises located at, 18 De Havilland Crescent, Acacia Building, Perseus Techno Park, Lynnwood Manor, to make presentations to the client after appointment. In the case where any part or section of the Service Provider's work is in question and further presentation is required, the Client will not be held liable for any costs incurred by the Lead Consultant for further presentation(s).

## **C1.22 SCHEDULE OF DISBURSEMENTS**

The documentation and quantities below refers to documents submitted to the client. Quantities provided in the schedule(s) of disbursements below are **provisional**, and are subject to change depending on the needs of the project and individual bidder. However, for the purposes enabling bidders to price on the same basis, provisional quantities were used in this document. Should there be any changes from provisional quantities provided in the schedule(s) of disbursements, it is the responsibility of the bidder to provide such proof.

The rates below must not exceed the guidelines of reimbursement of expenses set out in respective discipline Board Notices, and will be applicable for the duration of the contract inclusive of any extension of the contract period.

***Failure to complete all schedules of disbursement (Section C1.22.1 to C1.22.8) will lead to disqualification.***

**SCHEDULES OF DISBURSEMENTS (Refer Par. C1.21 above)****C1.22.1 Construction Project Management Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	500	R	R
2	Duplicating on white paper (A3 size)	Page	1500	R	R
3	Document binding (A4 Size)	Set	50	R	R
4	Duplicating of drawings (A0 Size)	Page	0	R	R
5	Duplicating of drawings (A1 Size)	Page	100	R	R
6	Planning and presentation Meetings at the client's office	No.	16	R	R
7	Attending Progress and Technical Meetings on site	No.	58	R	R
8	Courier costs (On proven Cost basis)	No.	1	R	R
9	Clerk of Works (Stage 5 & 6)	Monthly	24	R	R
<b>Total Disbursements carried forward to Paragraph D3.1 (Excluding VAT)</b>					<b>R</b>

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**C1.22.2 Architectural Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	500	R	R
2	Duplicating on white paper (A3 size)	Page	1500	R	R
3	Document binding (A4 Size)	Set	50	R	R
4	Duplicating of drawings (A0 Size)	Page	0	R	R
5	Duplicating of drawings (A1 Size)	Page	100	R	R
6	Planning and presentation Meetings at the client's office	No.	16	R	R
7	Attending Progress and Technical Meetings on Site	No.	58	R	R
8	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
9	Municipal Submission fees	Lump Sum	1	R 70 000,00	R 70 000,00
10	Landscape Architect	Lump Sum	1	R	R
<b>Total Disbursements carried forward to Paragraph D3.2 (Excluding VAT)</b>					<b>R</b>

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**C1.22.3 Quantity Surveying Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	2000	R	R
2	Document binding (A4 Size)	Set	10	R	R
3	Planning and presentation Meetings at the client's office	No.	16	R	R
4	Attending Progress and Technical Meetings on site	No.	58	R	R
5	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
<b>Total Disbursements carried forward to Paragraph D3.3 (Excluding VAT)</b>					<b>R</b>

\* Please provide separate page if space is insufficient

**C1.22.4 Structural Engineering Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	300	R	R
2	Duplicating on white paper (A3 size)	Page	600	R	R
3	Document binding (A4 Size)	Set	4	R	R
4	Duplicating of drawings (A1 Size)	Page	400	R	R
5	Planning and presentation Meetings at the client's office	No.	16	R	R
6	Attending Progress and Technical Meetings on Site	No.	58	R	R
7	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
8	Geotechnical Surveys	Lump Sum	1	R120 000,00	R120 000,00
<b>Total Disbursements carried forward to Paragraph D3.4 (Excluding VAT)</b>					<b>R</b>

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**C1.22.5 Civil Engineering Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	300	R	R
2	Duplicating on white paper (A3 size)	Page	100	R	R
3	Document binding (A4 Size)	Set	4	R	R
4	Duplicating of drawings (A1 Size)	Page	300	R	R
5	Planning and presentation Meetings at the client's office	No.	16	R	R
6	Attending Progress and Technical Meetings on site	No.	58	R	R
7	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
8	Land Surveyor	Lump Sum	1	R70 000,00	R70 000,00
9	Geo-Hydrological Survey	Lump Sum	1	R200 000,00	R200 000,00
<b>Total Disbursements carried forward to Paragraph D3.5 (Excluding VAT)</b>					<b>R</b>

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**C1.22.6 Electrical Engineering Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	200	R	R
2	Duplicating on white paper (A3 size)	Page	100	R	R
3	Document binding (A4 Size)	Set	4	R	R
4	Duplicating of drawings (A1 Size)	Page	400	R	R
5	Planning and presentation Meetings at the client's office	No	16	R	R
6	Attending Progress and Technical Meetings on Site	No.	58	R	R
7	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
<b>Total Disbursements carried forward to Paragraph D3.6 (Excluding VAT)</b>					<b>R</b>

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**C1.22.7 Mechanical Engineering Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	200	R	R
2	Duplicating on white paper (A3 size)	Page	100	R	R
3	Document binding (A4 Size)	Set	4	R	R
4	Duplicating of drawings (A1 Size)	Page	400	R	R
5	Planning and presentation Meetings at the client's office	No.	16	R	R
6	Attending Progress and Technical Meetings on Site	No.	58	R	R
7	Courier costs (On proven Cost basis)	Lump Sum	1	R 10 000,00	R 10 000,00
8	Fire Specialist	Lump Sum	1	R80 000,00	R80 000,00
<b>Total Disbursements carried forward to Paragraph D3.7 (Excluding VAT)</b>					<b>R</b>

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**C1.22.8 Construction Health and Safety Agent Disbursements**

Item no.	Description	Unit	Quantity	Rate	Total
1	Duplicating on white paper (A4 size)	Page	500	R	R
2	Document binding (A4 Size)	Set	4	R	R
3	Planning Meetings at the client's office	No.	13	R	R
4	Planning and presentation Meetings at the client's office	No.	16	R	R
5	Attending Progress and Technical Meetings on Site	No.	58	R	R
6	Courier costs (On proven Cost basis)	Lump Sum	1	R 5 000,00	R 5 000,00
<b>Total Disbursements carried forward to Paragraph D3.8 (Excluding VAT)</b>					<b>R</b>

- Please provide separate page if space is insufficient