



SCOPE OF WORK

BID NUMBER: RW10403297/23

**PROVISION TO APPOINT A PRINCIPAL CONSULTANT TO
UNDERTAKE ENGINEERING MANAGEMENT SERVICES FOR
EMFULENI SECTION 63 INTERVENTION FOR A DURATION OF 20
MONTH**

Rand Water has been signed by the Department of Water and Sanitation to be Implementing Agent for Emfuleni Section 63 intervention project. The project includes numerous water and sanitation-related activities that are currently being carried out by contractors and overseen by consulting engineering firms and the client (Rand Water). The Emfuleni Section 63 principal consultant will be broadly responsible for providing engineering management services for all project-related activities as outlined below.

Stage 1: Inception Services

1. Facilitate development of a clear project brief.
2. Assist the client in the procurement of necessary and appropriate other consultants including the clear definition of their roles and responsibilities.
3. Define the consultant's scope of work and services.
4. Conclude the terms of the agreement with the client.
5. Facilitate a schedule of the required consents and approvals.
6. Prepare, co-ordinate and monitor a project initiation programme.

7. Facilitate client approval of all Stage 1 documentation.

Stage 2: Concept and Viability Services

1. Assist the client to procure the other consultants.
2. Communicate the project brief to the other consultants and monitor the development of the concept and viability.
3. Agree format and procedures for cost control and reporting by the other consultants.
4. Prepare a documentation programme and indicative construction programme
5. Manage and integrate the concept and viability documentation for presentation to the client for approval.
6. Facilitate approval of the concept and viability by the client.
7. Facilitate approval of the concept and viability by statutory authorities.

Stage 3: Design Development Services

1. Prepare, co-ordinate, agree and monitor a detailed design and documentation programme.
2. Conduct and record consultants' and management meetings.
3. Facilitate input required by health and safety consultant.
4. Facilitate design reviews for compliance and cost control.
5. Facilitate timeous technical co-ordination.
6. Facilitate client approval of all Stage 3 documentation.

Stage 4: Documentation and Procurement Services

1. Recommend and agree procurement strategy for contractors, subcontractors and suppliers with the client and the other consultants.
 2. Prepare and agree the procurement programme.
 3. Advise the client, in conjunction with the other consultants, on the appropriate insurance.
 4. Co-ordinate and monitor preparation of procurement documentation by consultants in accordance with the project procurement programme.
 5. Manage procurement process and recommend contractors for approval by the client.
 6. Agree the format and procedures for monitoring and control by the quantity surveyor of the cost of the works.
1. Co-ordinate and assemble the contract documentation for signature.

Stage 5: Contract Administration Services

1. Conduct and record regular site meetings.

2. Monitor, review and approve the preparation of the construction programme by the contractor.
3. Regularly monitor performance of the contractor against the construction programme.
4. Adjudicate entitlements that arise from changes required to the construction programme.
5. Receive, co-ordinate and monitor approval of all contract documentation provided by contractors.
6. Agree quality assurance procedures and monitor implementation thereof by the other consultants and the contractors.
7. Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant.
8. Monitor preparation of the environmental management plan by the consultant.
9. Establish procedures for monitoring scope and cost variations.
10. Monitor, review, approve and issue certificates.
11. Receive, review and adjudicate any contractual claims.
12. Monitor preparation of financial control reports by the other consultants.
13. Prepare and submit progress reports.
14. Co-ordinate, monitor and issue practical completion lists and the certificate of practical completion.
15. Facilitate and expedite receipt of the occupation certificate where relevant.

Stage 6: Close Out Services

1. Co-ordinate and monitor rectification of defects.
2. Manage procurement of operations and maintenance manuals, guarantees and warranties.
3. Manage preparation of as-built drawings and documentation.
4. Manage procurement of outstanding statutory certificates.
5. Monitor, review and issue payment certificates.
6. Issue completion certificates.
7. Manage agreement of final accounts.
8. Prepare and present the project close-out report.