



THEMBISILE HANI LOCAL MUNICIPALITY



APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING FIRMS (MULTI - DISCIPLINARY COMPANIES) FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THEMBISILE HANI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

SCOPE OF WORK

Part C3: Scope of Work
C3 Scope of Work

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



THEMBISILE HANI LOCAL MUNICIPALITY



APPOINTMENT OF A PANEL OF CONSULTING ENGINEERING FIRMS (MULTI - DISCIPLINARY COMPANIES) FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THEMBISILE HANI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

C3 SCOPE OF WORK

C3.1. SCOPE

The Engineering services required of the Consulting Firm will be those in connection with the investigations, design and construction monitoring and supervision of the project.

The successful Consulting Firm will be required to conduct on this Project, a detailed analysis of the works required, compile and submit assessment reports wherein his proposals will be contained, design the system as per the agreement with the Thembisile Hani Local Municipality.

C3.2. DESCRIPTION OF THE PROJECT

C3.2.1. APPOINTMENT OF THE PANEL OF CONSULTING ENGINEERING FIRMS FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FOR THEMBISILE HANI LOCAL MUNICIPALITY, ON AN AS AND WHEN REQUIRED BASIS FOR THREE (3) YEARS

The construction works to be monitored and supervised by the Consulting Firm shall include all related works which the Consulting Firm shall have designed and quantified himself after an agreement with the Thembisile Hani Local Municipality. The contract supervision period will be for the duration of the Construction period as indicated in the bill of quantities, commencing from the date of award of contracts to Contractor(s). It is advised that Consulting Firms use as guideline, the latest ECSA fee scale published in terms of the Engineering Professions Act (Act 46 of 2000) and applicable at the time of tender. Consultants shall be guided by a construction cost estimate for the above project(s) as provided by the Thembisile Hani Local Municipality.

					
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C3.2.2. Investigation process

The Engineer shall after been exposed to site, familiarise himself with the site for the purpose of conducting investigations. In terms of this project, the appointed Consulting Firm shall be expected to undertake works which include inter alia the following activities:

- Business/ Implementation plan development
- Inception and Scope Identification Report;
- Preliminary designs Reports;
- Detailed designs Reports;
- Compilation of tender documents
- Adjudicate and tenders and compile tender adjudication reports
- Contract administration, construction monitoring and supervision

Unless specified otherwise in writing the Consulting Firm shall comply with the submission dates listed below, failure which the Thembisile Hani Local Municipality shall apply penalties in terms of this contract.

Description	Action/Submission Date
Draft inception and Scope Identification Report	Within 30 calendar days of the date of appointment
Final inception and Scope Identification Report	Within 7 calendar days of the date of approval of draft Inception and Scope Identification Report
Preliminary designs Reports (PDR)	Within 30 calendar days of the date of approval of the letter of appointment
Detailed Design Reports (DDR)	Within 7 calendar days of the date of approval of Preliminary designs Reports (PDR)
Draft tender Document	Within 15 calendar days of the date of approval of Preliminary designs Reports (PDR)
Final tender document	Within 5 calendar days of the date of approval of draft Tender Document
Tender evaluation report(s)	Within 5 calendar days from the date of closing of tenders
Monthly progress reports	Within first 5 calendar days of commencement of the month
Minutes of the monthly site meeting	Within 7 calendar days of the date of the site meeting
Any other reports required by the Thembisile Hani Local Municipality	Within 5 calendar days of the date of the notice (Unless in an emergency situation where a deadline has been separately given)

C3.2.3. Training and Skills Development

Where necessary and on instruction by the Thembisile Hani Local Municipality, the Consulting Firm shall be required to provide services relating to training of emerging Contractors or/and individuals on and off-site through the Construction CETA Accredited Training Institution(s)/Authority(ies) or as approved by the Thembisile Hani Local Municipality. Training to be provided to Contractors and/or

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individuals shall include but not limited to aspects relating to construction. The Consulting Firm shall be responsible for monitoring the performance of the appointed Training Institution(s) and shall submit regular monthly reports to the Thembisile Hani Local Municipality. Further reports required from the Consulting Firm relating to training shall be submitted as and when required.

C3.3. EXECUTION OF ENGINEERING SERVICES

C3.3.1. Programme of Activities

The Consulting Firm shall submit a programme indicating the project milestones to the Thembisile Hani Local Municipality within 14 (fourteen) days of the date of the letter of acceptance of tender.

C3.3.2. Preparation of Tender Documents

The Consulting Firm shall be expected to compile a tender document for which the various standard specifications shall be approved by the Thembisile Hani Local Municipality

The following documents shall form part of the Tender Document:

- (a) VOLUME 1: The General Conditions of Contract (GCC2015/JBCC/NEC/FIDIC), issued by the South African Institution of Civil Engineering (SAICE).
- (b) VOLUME 2: Works related Standard Specifications approved by the Thembisile Hani Local Municipality.
- (c) VOLUME 3: The Project Document, which format shall be provided by the Thembisile Hani Local Municipality.
- (d) VOLUME 4: The Standard Drawings or drawings for Tender Purposes as approved by the Thembisile Hani Local Municipality.

The Consulting Firm's duties will include:

- The compilation of Volume 3 (Project Document) in accordance with the Thembisile Hani Local Municipality's requirements and production of 3 draft documents, for the purpose of discussion with and acceptance by the Thembisile Hani Local Municipality.
- The correction and amendment of the draft Volume 3, and 4 (if, or as, required).

C3.3.3. Advertising inviting tenders

The Consulting Firm shall on instruction by the Thembisile Hani Local Municipality, prepare the tender advertisement in accordance with the Thembisile Hani Local Municipality's standard requirements and submit the advertisement to the Thembisile Hani Local Municipality, who shall place the advertisements with the relevant publications.

C3.3.4. Consulting Firms Meeting for Works

A Consulting Firms Meeting shall be held in lieu of a Site Inspection Meeting. The Consulting Firm shall in agreement with the Thembisile Hani Local Municipality arrange and conduct the meeting.

Arrangements will include:

					
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- (a) Acquiring a suitable venue
- (b) Preparing the agenda and all necessary visual aids.
- (c) Providing an attendance register
- (d) Providing additional sets of tender documents
- (e) Keeping minutes of the meeting

Additional notes:

Unless otherwise instructed, 6 sets of tender documents, each with an additional bill of quantities (unbound) shall be available at the site inspection.

The fee for the tender documents if prescribed must be collected from the person taking them, names and addresses recorded and all passed on to the Thembisile Hani Local Municipality. In the case of payment by cheque, the name of the company must be clearly printed on the cheque and the cheque made payable to Thembisile Hani Local Municipality.

PROCEDURE AT SITE INSPECTION

The Thembisile Hani Local Municipality's Representative will open the meeting by introducing himself and welcoming all present. He will then introduce the Thembisile Hani Local Municipality's personnel, the Thembisile Hani Local Municipality's agent, if any, (for example, a District Representative) and the Thembisile Hani Local Municipality's Consulting Engineer.

He may then hand over to the Consulting Engineer who will, thereafter, conduct the meeting along the following lines:

The Agenda for the meeting and the arrangements for the day should be outlined. The stages of the proceedings will include the following:

- Announce any amendments made to the tender documents (including change to date for submission of tenders).
- Mention the need for Consulting Firms to complete and sign the attendance register.
- Describe the works with as much detail as is required for specific items or operations.
- Invite questions.
- Remind those present that, before leaving, they must complete and sign the FORM A: "CERTIFICATE OF CONSULTING FIRM'S VISIT TO THE SITE" and get it signed by the Thembisile Hani Local Municipality's Representative.

Description of the works should include the requirements in respect of the Engineer's office.

Estimate:

It is sound practice which is expected from a Consulting Firms not to divulge the estimate for the project during site inspections. Knowledge of the estimated cost can influence the values of tenders submitted and it is not unknown for estimates to be significantly out of the range of the tenders received and shortlisted for detailed evaluation.

Attendance Register:

At the conclusion of the meeting the Thembisile Hani Local Municipality's Representative shall:

- (a) Ensure that the date of the Inspection or Meeting is recorded on the attendance register.
- (b) Cross out any unused space below the last entry
- (c) Write his name and sign the Attendance Register in the appropriate places.

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C3.3.5. Tender Evaluation

The Thembisile Hani Local Municipality shall through its internal Bid Evaluation and Adjudication Committees evaluate and award contract to the successful Consulting Firm. The Thembisile Hani Local Municipality may however at sole discretion utilised the Consulting Firm to undertake a tender evaluation process in part or full.

C3.3.6. Contract Documents for the Works

- (a) The Consulting Firm shall produce two sets of contract documents for signature and one for office use, and together with the tender documents submitted by the successful Consulting Firm as his tender, and shall deliver them to the office of the **Manager Technical Services, Thembisile Hani Local Municipality, Stand No. 24, Front Opposite Kwaggafontein Police Station, Along the R573 (Moloto), Mpumalanga Province**, within one week of the award of the contract.
- (b) Each set of contract documents to be prepared for signature shall include Volume 3 of the tender documents which shall be a photocopy of the original document completed and submitted by the successful Consulting Firm, and any amendments and/or corrections made in terms of clauses 6 and/or 17 of the tender rules shall be made herein.
- (c) The following shall be bound at the back of Volume 3, or bound together as a separate volume and, in either case, a table of contents shall be provided:
 - All addenda issued, together with receipt of same completed and signed by the successful Consulting Firm.
 - All letters, statements and documents submitted by the successful Consulting Firm with his tender
 - All correspondence between the Consulting Firm and the successful Consulting Firm prior to tender acceptance.
 - The letter of acceptance of tender.
 - The Contractor's letter of acceptance
- (d) The contract documents shall comprise all the documents mentioned in (b) and (c) above, together with Volumes 1 and 2 and the guarantee, which shall remain a separate document.

C3.3.7. Management and Supervision of the Contract

The Consulting Firm will be required to provide the following key personnel together with all necessary support personnel required for the competent management and supervision of the contract. An organogram shall be submitted with the tender.

Key personnel:

- (a) Project Leader

The Project Leader will be responsible for the overall management and supervision of the Works. His duties shall be as set out in the General Conditions of Contract (GCC 2015) (which General Conditions of Contract will apply to the Works).

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The "Engineer" shall be registered with the Engineering Council of South Africa or other international body recognised by the Thembisile Hani Local Municipality.

- (b) Site Personnel

Site Supervision shall be conducted by an Engineer's Representative and where necessary, his Technical Assistant and other personnel required by the Thembisile Hani Local Municipality.

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The Site Management Team will be responsible for the co-ordination and management of the day-to-day activities of the Works. Unless agreed otherwise, the Site Supervision shall be on a full time basis.

Duties will also include responsibility for Training and Mentoring functions. The Engineer's Representative will be dedicated to this project and may not work on any other work for the duration of this contract unless agreed otherwise with the Thembisile Hani Local Municipality.

- (c) The Consulting Firm shall state in his tender, on Form C included herewith, the names of the above key personnel he proposes to employ and shall submit their CVs with contactable references, and should state relevant experience pertaining to this project. Key personnel who may work on an *ad hoc* basis should be included.

The competence and experience of the Consulting Firm's proposed key personnel will be evaluated by the Thembisile Hani Local Municipality when evaluating tenders.

- (d) The category of each proposed key person shall be indicated on Form C. The following definitions shall apply:

- Category A shall mean a top practitioner whose expertise is nationally or internationally recognised and who provides advice at a level of specialisation where such advice is recognised as that of an expert.
- Category B shall mean a partner, a sole proprietor, a director, or a member who, jointly or severally with his other partners, co-directors, or co-members, bears the risks of business, takes full responsibility for the liabilities of such practice, performs work of a conceptual nature in engineering design and development, provides strategy guidance in planning and executing a project and/or carries responsibility for quality management pertaining to a project.
- Category C shall mean all salaried senior professional and technical staff performing work of an engineering nature and who carry the direct technical responsibility for one or more specific activities related to the project. A person referred to in Categories A or B may also fall in this category if such a person performs work of an engineering nature at this level.
- Category D shall mean all other salaried technical staff performing work of an engineering nature under the direction and control of any person contemplated in categories A, B or C.

- (e) None of the personnel mentioned under (a) and (b) shall be replaced during the course of the Works contract without the written approval of the Thembisile Hani Local Municipality. The names and signed CVs with contactable references of the proposed replacements shall be submitted to the Thembisile Hani Local Municipality at the earliest opportunity.

- (f) The Thembisile Hani Local Municipality shall be entitled to instruct the Consulting Firm to remove forthwith from the Works any person employed by the Consulting Firm on or about the execution of the Works who, in the opinion of the Thembisile Hani Local Municipality, misconducts himself or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Thembisile Hani Local Municipality on reasonable grounds to be undesirable.

C3.3.8. Housing and Office Accommodation

It shall be the responsibility of the Consulting Firm to provide housing and/or office accommodation for the above personnel. However, an individual office and carport will be provided for the Site Personnel, through the Works or as approved otherwise by the Thembisile Hani Local Municipality.

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Frequent inspections and monitoring of the works will be required and therefore personnel will need to be housed at a convenient location, either in suitably situated permanent houses/flats or in portable accommodation.

C3.3.9. Transport

The Consulting Firm shall provide suitable transport arrangements for the Engineer and Site Personnel.

C3.3.10. Duties of the Consulting Firm

- (a) The Consulting Firm shall ensure that all the Works required under the Works are carried out timeously and satisfactorily and shall apply effective financial control.
- (b) The Consulting Firm shall be responsible for the normal duties associated with the management and supervision of a Works contract, which duties shall, *inter alia*, include:
 - Monitoring and reporting of the Contractors’ programme
 - Implement Engineer’s quality control plan
 - Monitor Contractors’ quality control plan
 - Site audits, inspection, quality control testing, approval, rejection of work
 - Measurement and certification of completed work inclusive of cash flow forecasts and job creation forms
 - Regular Site Meetings with Contractors and Thembisile Hani Local Municipality
 - Environmental control
 - Monitoring and reporting of Contractor’s
 - Supervision of traffic accommodation arrangements.
 - Act as the Agent of the Thembisile Hani Local Municipality for the fulfilment of the duties imposed on Thembisile Hani Local Municipality by the Construction Regulations to the Occupation Health and Safety (OHS) Act.
 - Assisting with setting up of Project Liaison Committee’s and where necessary may be required to employ a Public Liaison Officer as part of his site team.”

C3.3.11. Duties of the Site Personnel

- (a) Normal Duties

In addition to duties related to the normal day-to-day activities of the Works, the Site Personnel may be required to assist with the supervision of separate contracts. Where the Consulting Firm shall incur the cost as a result thereof, the breakdown of cost analysis shall be prepared and submitted to the Thembisile Hani Local Municipality for approval prior to implementing. The Site Personnel may be required to represent the Thembisile Hani Local Municipality at community forums, local fire protection associations and other relevant association when instructed.

- (b) Incident Reporting Functions

The Site Personnel’s role in Incident Management System shall be the collection and analysis of the incident data, to facilitate the co-ordination and co-operation of all organisations/agencies. Incident reporting shall include work related and any other incident that may occur or have occurred on site during and after normal working hours. Incidents shall be reported in a format discussed with and approved by the Thembisile Hani Local Municipality.

- (c) Occupational Health and Safety (OHS) Functions

The Consulting Firm shall Act as an Agent of the Thembisile Hani Local Municipality on OHS related functions and shall assume all duties and responsibilities assigned to the Thembisile Hani Local Municipality in terms of the Occupational Health and Safety Act 85 of 1993 as

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amended from time to time. This shall include delegating or appointing a member of their Project Head Office Staff or a Site Personnel to carry out duties relating to compilation of safety plan(s) as well as safety inspection and auditing.

C3.3.12. Reports

The Consulting Firm shall prepare the various progress and monthly reports required by the Thembisile Hani Local Municipality. In addition, upon completion of the Works, a draft Contract Report followed by a final Contract Report shall be prepared by the Consulting Firm. All these reports shall be prepared in a format discussed with and approved by the Thembisile Hani Local Municipality.

Payment for these items shall be included in the sum per month for Management and Supervision of the Works.

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