**TERMS OF REFERENCE**

**Nature of Service: Independent Surveyor**

1. **Background**

The purpose of this appointment is to engage the services of a suitably qualified, independent engineer with proven experience in civil engineering and surveying to undertake a comprehensive assessment of recent structural failures observed in a renovated area. This includes subsidence, roof sagging, and ceiling deformation, which may be attributable to either defective earthworks or structural design/execution.

Renovations were recently undertaken in the HSRC Sweetwaters office (Old Bus Depot, Sweetwaters, PMB 3201). These works included grading of the land and construction of plinths intended to support a new or modified structure. Several months following completion, structural issues have emerged, including sagging ceilings and signs of roof collapse. The root cause of these issues is currently unknown.

This situation necessitates a technical investigation by a qualified expert to determine whether the failures are due to compromised earthworks (e.g., compaction, grading, or soil stability) or flaws in the structural elements (e.g., foundation, superstructure, or workmanship).

1. **SPECIFICATION (SCOPE OF WORK)**

The HSRC seeks to appoint an independent Engineer with Surveying Experience in the Sweetwaters office (Old bus depot, Mbubu Rd, Sweetwaters, PMB, 3201) based on specifications below:

* Conduct a **site inspection** and visual assessment of all affected areas.
* Review available **construction documentation**, including engineering drawings, renovation plans, and geotechnical reports (if available).
* Assess the **earthworks,** including grading, fill material, compaction, drainage, and plinth stability.
* Investigate the **structural integrity** of foundations, plinths, roof supports, and related elements.
* **Quantify damages** and deviations from standard construction practices.
* Determine likely causes of observed failures using established engineering principles.
* Provide **written technical reports** with photographic evidence, expert analysis, and conclusions regarding the cause of failure.
* Offer **professional recommendations** for remediation and rectification.
* Conduct a follow up visit to verify that the recommended remedial actions have been implemented sufficiently then provide another report.

**2.** **MANDATORY REQUIREMENTS (Bidders who will not comply with the below requirements will be disqualified)**

* A minimum experience of five (5) years in Structural engineering assessments, and/or Construction supervision or failure investigations, and/or Earthworks and geotechnical-related evaluation) – **provide valid recommendations letter** for similar work completed (written on the company letterhead indicating address, contact and contact person, signature and position) – **Complete table 1**
* Proof of professional registration – **provide a valid registration** as a **Professional Engineer** or **Professional Engineering Technologist or relevant** (recognized by **Engineering Council of South Africa)**
* Provide certification recognized by SAQA **- provide a valid degree or diploma** in **Civil Engineering, Structural Engineering**, or **Engineering Surveying**
* A compulsory site inspection will be required.
* Provide proof of report writing skills – **provide 3 detailed reports** completed not older than 3 years (on a company letterhead)

Table 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Company** | **Telephone** | **Contact Person** | **Services Rendered** | **Address** | **Contract period** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

**3. PRICING SCHEDULE**

|  |  |
| --- | --- |
| **Services**  | **Amount** |
| Call out & Site inspection |  |
| Hourly rate |  |
| Sundries |  |
| Report and recommendations |  |
| Follow up inspection and report |  |
| Total (including VAT) |  |

| **FUNCTIONALITY** | **SUB-CRITERIA** | **POINTS** |
| --- | --- | --- |
| 1. **Experience**
 | Kindly provide reference letters demonstrating issuing of structural inspection certificates for commercial buildings. **(15)*** 1 reference letters (5)
* 2 reference letters (10)
* 3 or more reference letters (15)
 | **30** |
| Please provide evidence/proof or company profile demonstrating your experience in engineering and issuing of structural inspection certificates. **(15)*** 3 years (5)
* 5 years (10)
* 6 years and over (15)
 |
| **2.Capacity** (Demonstrate capacity   by submitting the following) | The inspecting engineer/s must have a minimum of 3 years inspecting commercial buildings and issuing compliance certificate. | **30** |
| Provide detailed CV(s) demonstrating projects that have been completed by the engineer concerned, showing the size of commercial buildings inspected and certificates issued. * Projects completed -with evidence of sizes commercial buildings:  2-5 (10) points
* Projects completed with evidence of sizes commercial buildings -6-8 (20) points
* 9 and Above Projects completed with evidence of sizes commercial buildings (30) points
 |
| 1. **Project plan**
 | Demonstrate your Inspection procedure, report compilation, and issuing of structural inspection certificate: * The entire plan for the Issuing of the structural certificate to the HSRC including timelines and a contingency plan

a) Project planb) Communication * No plan (0)
* Poor plan – **report plan, no inspection plan and no timelines** (10)
* Good plan **report plan, and inspection plan, no timelines** (30)
* Excellent plan **report plan, inspection plan, timelines** (40)
 | **40** |
|  | **100** |  |
| **Minimum Threshold percentage:70%** |  |
|  |  |  |  |

***Selection of suppliers will be based on the 80/20 preference point system***