

## **Project Management and Principal Consultant Services**

### **Pricing Instructions:**

1. Pricing must be as per the latest gazetted Guideline Scope of Services and Recommended Guideline Tariff of Fees for Persons Registered in terms of the Project and Construction Management Professions Act, 2000 In respect of Professional Construction Project Management Services (Act No. 48 of 2000).
2. The fee proposal must be a percentage fee for normal service based on the cost of works estimate of **R1 166 864 998,00**. The cost of works estimate is inclusive of the estimated cost of Construction Works, Construction Work Contingency, Construction cost escalation and excludes Vat. The fee proposal must be priced as follows for the stages of appointment as outlined in the Scope of Service:
  - 2.1. **Stage 3:** A percentage fee for Stage 3 should be submitted for the normal scope of service applicable to the implementation and completion of this stage. Refer to the Scope of Work document (Part C3.1) for the outline of deliverables for Stage 3.

A pricing of 70% of the total fee percentage allocation for Stage 3 (Design Development) is required on the tendered fee applicable for normal service for Stage 3 – refer to Pricing Schedule. The reduced pricing of Stage 3 percentage fee amount is required due to the following:

    - The new Professional Consultant Team is appointed to only review and update the previously completed stage 3 work for the Domestic Arrivals portion of the project scope and are not required undertake a full redo of the Stage 3 work. The extent of review and update is described in Scope of Work - Section C3.1.
    - The new Professional Consultant Team is appointed to only undertake Full Stage 3 work for the Domestic Departure portion of the project scope due to the project having achieved completion of Stage 2 which will not be redone. The extent of the Stage 3 work for the Domestic Departure scope of the project is described in the Scope of Work - Section C3.1.
  - 2.2. **Stages 4 – 6:** The percentage fee for these stages should be submitted for the normal scope of service applicable to the implementation and completion of this stages.
3. The Additional Project Management Services must be priced as a Lump sum based on the described detailed scope of work in C3.1 and the Scope of Service for the additional service:

### **3.1. Tenant Coordination Services:**

Pricing of this service shall be a Lump Sum fee. A detailed breakdown of how the Lump Sum was derived / calculated must be submitted as supporting documents. Lump sum fee must include for attendance of meetings as set out in in the Scope of service. Where management fee is applicable for the Specialist service, such management fee should be provided in the calculation of the lump sum.

3.2. Operation Readiness and Transfer (ORAT) Services:

Pricing of this service shall be Lump Sum fee. A detailed breakdown of how the Lump Sum was derived / calculated must be submitted as supporting documents. Lump sum fee must include for attendance of meetings as set out in in the Scope of service. Where management fee is applicable for the Specialist service, such management fee should be provided in the calculation of the lump sum.

3.3. Construction Specialist:

Pricing of this service shall be a Time-Based fee as per pricing schedule provided for the require Stages of service. Refer to the pricing table.

4. Disbursements cost must be included as a percentage of the total fee payable as guided by your fee scales and shall be claimed as proven costs and payable at agreed intervals during the life of the project. The pricing of disbursements must not include costs for travel, accommodation and parking as these costs are not payable on the project. Bidders must include in their disbursement a once off amount of R10 000 (Excl. VAT) to fund the Airport Access Permits and related Training costs per person allocated to work full time on this project. No mark-up to be levied on Permit costs. Bidders must provide supporting breakdown of the disbursement allowances and calculation.
5. Where provisional sum is provided in the Pricing Schedule (e.g. for Specialist services allowance), it will be a fee provision which might not form part of the final payable fee to the service provider. If applicable, expenditure against the provisional sum will require submission of 3 quotations by the appointed service provider which will be adjudicated by the ACSA prior to execution of the designated service. Where the provisional sum is not spent or is partially spent, the balance of the unspent sum will be declared as a project saving.
6. Expenditure allocation against the provided fees contingency allowance will only occur once substantiated and approved by ACSA. The consultant team is expecting to conduct any and all aspects of work to assist ACSA in the decision-making process for the consideration of use of contingency. These activities are considered to be a part of the design development and associated standard fees. The use of contingency will only be adjusted (i.e. added to the construction value for free determination) at the successful receipt of the investment decision in parallel with the FIDPM Stage 3 Approval.
7. The discounting of fees is **not compulsory for Stage 3 – 6** on the Standard and Additional Services and shall therefore be applicable at the discretion of the bidder (not compulsory).
8. The discounting of fees is **not compulsory for Stage 4 – 6** on the Standard and Additional Services and shall therefore be applicable at the discretion of the bidder (not compulsory).
9. Approved Tenderers pricing regime (i.e. % of fees, disbursement, discount, etc.) at tender stage shall be applicable throughout the life of the project for application where fees variation is approved by ACSA.
10. The variation / adjustment of the Consultant Fees will be as follows:

- 9.1. Variation / adjustment of fees at Stages 4 – 6 will be undertaken where the construction value at tender stage (Consultant appointment tender stage) is varied by more than 5% (Up or Down). Such variation shall be undertaken in line with the provision of the Contract Agreement and the variation fee calculation will be as per the Fee scale Guidelines from the respective Professional Councils.
- 9.2. The adjustment of the fees for Stages 3 - 6, if applicable, will take place at the following intervals:
- Upon receipt of the Investment Decision from ACSA subsequent to the approval of the FIDPM Stage 3 Report.
  - The cost of work to be utilised for the adjustment of the Stages 4 – 6 fees shall be from the BOQ of the appointed Contractor/s as the confirmed cost of works.
- 9.3. Where approved original Construction Programme is varied for any reasons other than increase of project scope and its associated extension of time delay (e.g. extension of time delay), such variation will not result in variation of professional fees.
11. The accepted total fees in the Form of Offer will be for the duration of all appointed project Stages, however the **Initial appointment is for stage 3 (Phase 1)**. The full appointment for **stages 4 – 6 (Phase 2)** will be applicable after completion of the Phase 1 appointment, which is subject to approval of the Investment Decision issued and approved as per ACSA's internal governance processes.
12. Instruction to proceed with the next phase (Phase 2) of implementation in terms of this contract and the associated scope of work will be confirmed in writing by the ACSA. Note that ACSA is under no obligation to continue with any stage/s of the outlined project phases. Should the appointed bidder not be granted approval to commence with phase 2, this will not be seen as a cancellation, termination or abandonment of the project that will trigger termination fees or any additional payments apart from those for services rendered up to the previous completed phase.
13. Payment of fees shall be done as per percentage apportionment of fees at completion of each stage as set out in the relevant professional body's fee scale guidelines. The pro-rata payment of fees prior to completion of a stage shall be motivated by the Professional Consultants for approval by the designated ACSA Project Steering Committee. All approved fee claims and invoices shall be submitted to the appointed project Quantity Surveyor for project costs' accounting purposes.
14. No advance payments of fees will be made. The professional Consultants' team members must all complete their respective scope of works before any of the team members are paid. Pro-rata payment of professional fees shall be applied as follows:
- 13.1. In the detail design and documentation phase (Stages 3 to 4):
- 70% of the fees per stage will only be submitted for payment upon submission of the draft stage gate report / documents.

- The remaining 30% will only be submitted for payment upon the submission of the final stage gate report with the given all sign off approval comments being actioned by the Professional Team.

13.2. During the construction phase (Stage 5):

- At this stage a pro-rata fee will be agreed prior to the commencement of Construction works based on the duration of the appointed Main Contractor's baseline construction programme approved by the Construction Project Manager up to Practical Completion.
- The proposed pro-rata fees shall be submitted to ACSA's Project Board for approval prior to fees claim.

13.3. During Handover and Close Out Phase (Stage 6 and FIDPM Stage 7)

At these stages, a pro-rata of 50% split of the total fees allocated to Stage 6 will be payable as follows:

- Initial 50% of the fees claim will be payable at the completion of the ORAT process and the signed off acceptance by ACSA (and Project Stakeholders) of the submitted handover documentation.
- Remaining 50% fees will be payable after successful certification of Final Completion of the Works and sign off approval by ACSA of the Project Close Out Report.

14. Period for payment of an approved fee claim invoice will be in line with ACSA's payment cycle, which is 30 calendar days from approval and receipt of the correct invoice. Submission of approved invoices shall be made by no later than the 25<sup>th</sup> of each month.
15. The professional consultant team is expected to conduct any and all aspects of work with due professionalism and diligence to assist ACSA in any decision-making process to advance the project. These activities are considered to be a part of the design development and associated standard fees.

**TABLE 1: Construction Project Management (Principal Consultant) Services**

CTIA DOMESTIC TERMINAL EXPANSION - Professional Services Fees				
<b>Table 1– Professional Fees</b>	Estimated construction value (Excl. Vat)		<b>R 1 166 864 998,00</b>	
	Fees calculated as per the latest gazetted South Africa Council for the Project and Construction Management Professions Act No. 48 of 2000 fees guideline.		Offered fees (Excl. VAT)	
<b>Project Management - Principal Consultant</b>	R			
Stage of Services according to SACPMP	% of basic fee for each stage	Amount (Excl. VAT)	% Discount offered	Offered Fee (Excl. VAT)
<b>PHASE 1</b>				
Work-stage 1 Inception	N/A	N/A	N/A	N/A
Work-stage 2 Concept and Viability	N/A	N/A	N/A	N/A
<b>Work-stage 3 Design development</b> <b>ONLY PRICE 70% OF THE 25%</b>	25%			
<b>TOTAL PHASE 1</b>	<b>25%</b>			<b>R</b>
<b>PHASE 2</b>				
Work-stage 4 Documentation & Procurement	10%			
Work-stage 5 Works / Construction	40%			
Work-stage 6 – Handover	5%			
<b>TOTAL PHASE 2</b>	<b>55%</b>			<b>R</b>
<b>SUB - TOTAL 1 (Add Totals for Phase 1 &amp; 2)</b>		<b>R</b>		<b>R</b>
Total Disbursements - Include as a percentage (                      %)				
<b>SUB TOTAL 2 (Add Sub-Total 1 &amp; Disbursements)</b>				<b>R</b>
Total Additional Services - From Table 1C				
<b>SUB TOTAL 3 (Add Sub-Total 2 &amp; Specialist Services)</b>				<b>R</b>
<b>CONTINGENCIES 20% OF SUB-TOTAL 3</b>				<b>R</b>
<b>TOTAL OFFERED FEE EXCL. VAT (Add Sub-Total 3 &amp; Contingencies)</b>				<b>R</b>
<b>VAT 15% (OF TOTAL OFFERED FEE)</b>				<b>R</b>

TOTAL OFFERED PROFESSIONAL FEE INCL. VAT - Carry to FORM OF OFFER		R
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BIDDERS NAME	
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**TABLE 1A: Summary of Additional Services – PROJECT MANAGER**

Additional services	Unit	Amount	% Discount offered	Total Offer including discount (Excl. Vat
Tenant Coordination Services	*Lump Sum			
ORAT (Operational Readiness and Transfer / Training)	*Lump Sum			
<b>TOTAL ADDITIONAL SERVICES (EXCL. VAT)</b> Total to be forwarded to <b>Table 1C</b> below				

**\*Refer to Scope of Work and Scope of Service**

**\* Provide as an attachment, supporting breakdown of the calculation of the Lump Sum fee per service.**

**TABLE 1B: Summary of Additional Services – CONSTRUCTION SPECIALIST**

Specialist Services	Project Stages of Service	Unit	Hours	Rate	% Discount offered	Total excl. Vat
Construction Specialist	Stage 3	Hours	48			
	Stage 4	Hours	24			
	Stage 5	Hours	300			
<b>TOTAL SPECIALIST SERVICES (EXCL. VAT) - Total to be forwarded to Table 1C below</b>						

**TABLE 1C: Totals for Additional and Specialist Services – PROJECT MANAGER**

	Totals from Table 1A & 1B	Total excl. Vat (From Table 1A & 1B)
<b>1</b>	<b>TABLE 1A TOTAL</b>	<b>R</b>
<b>2</b>	<b>TABLE 1B TOTAL</b>	<b>R</b>
	<b>TOTAL AMOUNT (EXCL. VAT)</b>	<b>R</b>

<b>Total (Excl. VAT) carry over to Table 1 against the Total Additional Services line item.</b>
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BIDDERS NAME	
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**NOTE:**

Project teams should make appropriate allowances for all communication and material commensurate with a project of this nature and value. This will include, but not be limited to, concept sketches, brochures with presentation material and user client sketches for approval, scale models, 3D representations etc.

Payments for the additional services will be adjudicated and approved by the Employer and paid on a proven cost basis only.

Failure to submit the priced offer using the prescribed schedules will make the bid liable for disqualification.

Do not leave any area blank in the pricing schedules (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly).

Bidder's offers that contain correctional fluid will be disqualified. Corrections must be countersigned.

Airport Access Permit costs:

- Permit costs will need to be paid up front by the successful bidder and claimed back from the disbursement cost allowance for permits. Proof of payment for permits to support the claim will be required.
- No mark-up to be levied on Permit costs.
- All project allocated employees will be checked for criminal records and no airport permit will be issued to employees with criminal record/s.
- Foreign Nationals will need to provide a valid working permit as prescribed by ACSA Permit Office.
- Cost for lost permits and replaced employees will not be reimbursed by ACSA.