



Bid No SS/017/01/2020

Architectural and Building Project Management Services for a three (3) year period

Addendum to Tender Document

Tender Document Issue Date: 17/01/2020

Addendum Issue Date: 07/02/2020

Tender Closing Date: 18/02/2020

This addendum to Tender Document Bid No SS/017/01/2020 is issued in response to queries raised at the briefing session held on 27/01/2020 at SANSa Hermanus.

Addendum items:

A) GENERAL

- 1) The Tender issued under bid number SS/017/01/2020 is for Architectural and Building Project Management Services.
- 2) It should be noted that bidders are not expected to provide designs of the required buildings with their proposals, only a proposal of how SANSa's building projects over the next 3 years will be designed and managed including but not limited to the methodology and approach to design, management of the building contractor and examples of previous similar sized and complex projects undertaken.
- 3) Once appointed the successful bidder will then provide design concepts to SANSa's building committee who will make the final decision on the design.
- 4) The successful supplier will be required to sign a performance based contract for the period within which services are rendered, and the lead architect will be a member of the SANSa building committee.
- 5) The lead architect must act as the principal agent as the architect will manage the build, therefore for SANSa's purposes the project manager would be the Lead Architect or Principal Agent. The *Principal Agent* means the person or entity appointed by the client to manage or administer the services of all the other consultants during a building project. The Principal agent may be an architect, a quantity surveyor, an engineer or a project manager.
- 6) The requirement is for the awarded architect to design sustainable environmentally friendly green buildings in each case. The main criteria should be based on energy and

water efficiencies, and the proposal must indicate that the supplier has experience in such designs. SANSA does not require the services of a green engineer/energy consultant as the building is not required to be registered as a four-star rating (this is a guide to what the aim should be). The design should incorporate the aspect of a green building with savings measures in place.

- 7) The Tender submission date will remain unchanged as provided in the tender document. SANSA has a very strict deadline for the award of the architectural services supplier.
- 8) There will not be a separate tender run for other professional services and these must be included in the proposal.
- 9) The SANSA site in Hermanus is heritage sensitive as experienced with previous builds, and all plans will need to be approved by the Western Cape Heritage Council.
- 10) An Environmental Impact Assessment (EIA) will not be necessary due to the type and purpose of the buildings that is going to be constructed.
- 11) The construction of buildings will be done in phases as indicated in the tender document (section 2) over a period of three years. The allocated timeframe for the construction is indicated in the tender document for each building.
- 12) Construction Monitoring will be at level 3 (CM3), and at least weekly visits will be required (please see section D LOCATION below). These are medium sized projects where the complexity of the construction works is expected to be of a routine nature.
- 13) There should be no scope creep as the requirements for each building are specified. The final design will be approved by SANSA, and the scope of work managed by the building committee.
- 14) The Principal Agent will be required to provide the bill of quantities including required fittings, furniture and fixtures for the accepted design proposals. This will be utilised to contract the building contractor to do the actual build.

B) CONSULTANTS

- 1) The award will be to an architectural company who would need to ensure that they have access to the required consultants/subcontractors. Therefore, the supplier information provided with the proposal must be for the architectural company submitting the bid (this include references, BBEEE certificate and CSD registration).
- 2) A Health and Safety Officer must be part of the building project and would form part of the building specifications scope of services, handled by the principal agent/architect.
- 3) Provision needs to be made for a wet services engineer as there is a requirement for water re-use. This will also assist with the sewer connections on site as well as proper drainage and factoring in considerably high water table on the erven.
- 4) Other consultants referred to the document should be available and arranged by the principal agent **IF REQUIRED**. An hourly rate must be quoted in the financial proposal for these consultants. Should the architect believe that a particular consultant is not required, this can be indicated as N/A. Should a consultant be utilised for this project they need to be registered with an appropriate body for the profession they are in. All

consultants will form part of the available architect team, and will be managed by the Principal Agent.

- 5) For the purposes of the tender, only proof of SACAP registration and registration of the bidding supplier (principal agent) needs to be provided. During the project phase, proof of registration of any utilised consultants will need to be provided to the building committee.

C) COSTING AND FINANCIAL PROPOSAL

- 1) The evaluation of the financial proposal will be done according to an estimated cost of each building provided below.
- 2) Potential suppliers should provide details of how the costs per building were calculated using the estimated budgets provided below. It is important for potential suppliers to indicate if the methodology for calculating costs is linked to the actual building costs or not, is fixed or not, and what items would result in a variation to the cost provided in the tender. Details must be provided as stated on page 26 of the tender document.
- 3) A detailed financial proposal must be submitted which should include the hourly rate for the appointment of subcontractors during the design and construction phases. A spreadsheet is now provided to guide the costing process.
- 4) The estimated budgets for each building is as follows (reference to section 2 in tender document):
Space Weather Centre (2.2.1) = R 12 million
Generator House (2.2.2) = R 0.9 million (R 900 000)
Guest Accommodation (2.2.3) = R 0.9 million (R 900 000)
Student Residence Wing (2.2.4) = R 0.7 million (R 700 000)
- 5) Please note that the estimated budgets given in item 4 above includes fittings and fixtures and excludes loose furniture and computer equipment.
- 6) SANSA will accept the March 2015 Gazetted Fee Scale less discount offered, however, it must be stated clearly in the proposal that this is the Fee Scale that was utilised for the proposal and will be applied to determine the costs.

D) LOCATION

- 1) The buildings will be constructed on the SANSA premises located at Hospital Street, Hermanus.
- 2) The successful bidder will be required to manage the construction project and therefore needs to commit to be on site regularly (could be as frequently as daily) and is required to be immediately available should there be any uncertainty, emergency or other construction issue.
- 3) In light of item 1 and 2, it is absolutely essential that bidders are located within close proximity to the site in HERMANUS, therefore the tender document stipulates a radius of 60 km from the site (item 2.1 (g) page 32 of the tender document). This stipulation remains as this is an important aspect of being able to provide the required services.
- 4) The successful bidder will also be required to attend weekly site meetings.

- 5) Costs related to the distance from the site of the appointed supplier must be provided within the financial proposal. Only disbursements within a 60 km radius will be considered, and travel costs not declared in the proposal and contractually agreed will not be considered and monitored throughout the implementation of the contract. Please note that SANSA will not cover any accommodation or subsistence rates only transport.
- 6) Please note that the distance from the site is a specification criterion that is part of the scope of work and requirements of the organisation.

E) CONCLUSION

- 1) This Addendum serves as an official addendum to the Tender Document for bid SS/017/01/2020.
- 2) This Addendum will be posted on the SANSA website and will be emailed to all suppliers who attended the compulsory briefing session on 27/01/2020.