



# **TERMS OF REFERENCE**

**APPOINTMENT OF A MULTI-DISPLINARY BUILT ENVIRONMENT PROFESSIONAL CONSULTANT FIRM/CONSORTIUM/JOINT VENTURE FOR A PERIOD OF (3) THREE YEARS FOR THE PLANNING, DESIGNING, CONTRACT DOCUMENTATION AND SITE SUPERVISION FOR VARIOUS PHYSICAL INFRASTRUCTURE PROJECTS WITHIN VARIOUS GOLDFIELDS TVET COLLEGE CAMPUSES**

The College will appoint one Provider that has all elements/functions within its team for the next three (3) years.

## Contents

1. INTRODUCTION .....	3
3. SCOPE OF WORK .....	4
4. PRICING.....	4
5. EVALUATION PROCESS .....	4
Table 1 – Civil Engineer Evaluation Criteria .....	5
Table 2 – Structural Engineer Evaluation Criteria .....	6
Table 3 – Electrical Engineer Evaluation Criteria .....	7
Table 4 – Mechanical Engineer Evaluation Criteria.....	8
Table 5 – Architect Evaluation Criteria .....	9
Table 6 – Quantity Surveyor Evaluation Criteria .....	10
Table 7 – Principal Agent Evaluation Criteria .....	11
Table 8 – Health and Safety Agent Evaluation Criteria .....	12
6. REQUIREMENTS .....	13
7. ENQUIRIES .....	13
8. GENERAL.....	13

## 1. INTRODUCTION

Goldfields TVET College will be implementing various physical infrastructure projects within the next three years. The projects will be funded by the Department of Higher Education and the College's internal Capital Budget. The projects to be undertaken include but are not limited to the following,

- Maintain and/or upgrade existing campus building structures
- Construction of new building structures
- Maintain and/or upgrade campus bulk services
- Development of green building efficiency initiatives within campuses
- Upgrading of existing perimeter fencing
- Professional fees have been capped at 12% of Project value, no more will be allowed

The College therefore seeks to appoint a single team of built environment professional consultants for the planning, designing, contract documentation and site supervision for the various physical infrastructure projects within the various Goldfields College campuses.

## 2. REQUIRED BUILT ENVIRONMENT PROFESSIONAL CONSULTANTS (see scope of works document for descriptions of work)

S/N	DESCRIPTION	TICK IF BIDDING FOR SERVICES
1	<b>Civil Engineer</b> (Refer to Table 1 -Evaluation Criteria)	
2	<b>Structural Engineer</b> (Refer to Table 2 -Evaluation Criteria)	
3	<b>Electrical Engineer</b> (Refer to Table 3 -Evaluation Criteria)	
4	<b>Mechanical Engineer</b> (Refer to Table 4 -Evaluation Criteria)	
5	<b>Architect</b> (Refer to Table 5 -Evaluation Criteria)	
6	<b>Quantity Surveyor</b> (Refer to Table 6 -Evaluation Criteria)	
7	<b>Principal Agent</b> (Refer to Table 7 -Evaluation Criteria)	
8	<b>Health and Safety Agent</b> (Refer to Table 8 -Evaluation Criteria)	

Bidders are required to submit all required documentation associated with the services they are bidding as stipulated on the Evaluation Criteria. Both in the RFP and the other related downloads.

### **3. SCOPE OF WORK**

Bidders that will form part of the panel will be required to undertake professional consulting services from Stage 1 – 6 in accordance to the typical lifecycle of a project according to the statutory body that they are professionally registered with. The stages of the project will include the following,

- a) Stage 1 – Inception
- b) Stage 2 – Concept and Viability (Preliminary Design)
- c) Stage 3 – Design Development (Detail Design)
- d) Stage 4 – Documentation and Procurement
- e) Stage 5 – Contract Administration and Inspection
- f) Stage 6 – Close Out

This will be done alongside PURCOSA

Bills are to be prepared when the time arises to go out to Public Contractors to complete the works. PURCO SA will resume duties once the BILLS/Bill of Quantities are complete and tender process will be followed.

### **4. PRICING**

The maximum allowable for each Project is 12% - this will be clearly defined at the information session.

### **5. EVALUATION PROCESS**

Goldfields TVET College needs to be satisfied, in all respects, that the organisations selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

The general methodology of selection will be that proposals will be evaluated on their technical ability to perform the services. Any proposals scoring below 70 points on functionality for a particular Service will not be evaluated on the nextstage.

These below criteria will be used in conjunction with what is in the RFP document and the scope of works document.

Table 1 – Civil Engineer Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for civil engineering project undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Lead Engineer (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	
	Built Environment Qualification of personnel monitoring site with experience in civil engineering projects (Submit CV with Qualification)	20
<b>Insurance</b>	Honours Degree or higher <b>= 20 Points</b>	
	Bachelor's Degree <b>= 15 Points</b>	
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

Table 2 – Structural Engineer Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for structural engineering project undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Lead Engineer (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	
	Built Environment Qualification of personnel monitoring site with experience in structural engineering projects (Submit CV with Qualification)	20
<b>Insurance</b>	Honours Degree or higher <b>= 20 Points</b>	
	Bachelor's Degree <b>= 15 Points</b>	
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

Table 3 – Electrical Engineer Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for electrical engineering project undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Lead Engineer (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	
	Built Environment Qualification of personnel monitoring site with experience in electrical engineering projects (Submit CV with Qualification)	20
<b>Insurance</b>	Honours Degree or higher <b>= 20 Points</b>	
	Bachelor's Degree <b>= 15 Points</b>	
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

Table 4 – Mechanical Engineer Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for mechanical engineering project undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Lead Engineer (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	
	Built Environment Qualification of personnel monitoring site with experience in mechanical engineering projects (Submit CV with Qualification)	20
<b>Insurance</b>	Honours Degree or higher <b>= 20 Points</b>	
	Bachelor's Degree <b>= 15 Points</b>	
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>



Table 5 – Architect Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for a project where architectural services were undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Architect (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	20
	Years of experience of qualified draftsman (Submit CV with Qualification)	
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
<b>Insurance</b>	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

Table 6 – Quantity Surveyor Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for a project where quantity surveying services were undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Lead Quantity Surveyor (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	
	Built Environment Qualification of personnel monitoring site (Submit CV with Qualification)	20
<b>Insurance</b>	Honours Degree or higher <b>= 20 Points</b>	
	Bachelor's Degree <b>= 15 Points</b>	
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)	15
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

Table 7 – Principal Agent Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for a project where project management services were undertaken within the last 5 years with a minimum construction value R 5 million  Valid Letter <b>= 35 Points</b>	45
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Project Manager (Submit CV with Professional Body / Council registration certificate)  15 or more years <b>= 30 Points</b> 9 – 14 years <b>= 20 Points</b> 5 – 8 years <b>= 10 Points</b> 1 – 4 years <b>= 5 Points</b>	40
<b>Insurance</b>	Professional Indemnity (P.I) with a minimum cover value to the amount of R 3 million (Submit Cover Page of the P.I indicating cover amount)  Valid and Active P.I Cover <b>= 15 Points</b>	15
<b>TOTAL</b>		<b>100</b>

Table 8 – Health and Safety Agent Evaluation Criteria

CRITERIA	SUB-CRITERIA	POINTS
<b>Experience of firm on similar projects and scale</b>	Positive and favourable reference letter signed by client for a project where Health and Safety Agent services were undertaken within the last 5 years with a minimum construction value R 5 million	35
	Valid Letter <b>= 35 Points</b>	
<b>Experience and Qualification of Key Personnel</b>	Years of experience of Professionally Registered Health & Safety Agent (Submit CV with Professional Body / Council registration certificate)	30
	15 or more years <b>= 30 Points</b>	
	9 – 14 years <b>= 20 Points</b>	
	5 – 8 years <b>= 10 Points</b>	
	1 – 4 years <b>= 5 Points</b>	20
	Health and Safety Officer/Manager qualification of personnel with experience in built environment projects (Submit CV with Qualification)	
	Honours Degree or higher <b>= 20 Points</b>	
<b>Insurance</b>	Bachelor's Degree <b>= 15 Points</b>	15
	National Diploma <b>= 10 Points</b>	
	Professional Indemnity (P.I) with a minimum cover value to the amount of R 1 million (Submit Cover Page of the P.I indicating cover amount)	
	Valid and Active P.I Cover <b>= 15 Points</b>	
<b>TOTAL</b>		<b>100</b>

## **6. REQUIREMENTS**

The below listed documents are to be submitted with the bid. (See mandatory documentation in RFP)

- a) Letter of Good Standing (COIDA)
- b) Valid Tax Clearance Certificate
- c) B-BBEE Certificate or Sworn Affidavit indicating B-BBEE status
- d) Company Profile

## **7. ENQUIRIES**

Enquiries for the Terms of Reference should be submitted by no later than the closing date to the following;

Document Enquiries - [stephen.preston@purcosa.co.za](mailto:stephen.preston@purcosa.co.za)

Purco SA will handle all queries during the process.

## **8. GENERAL**

- The appointment of qualifying Service Provider will be at the Goldfields TVET College's sole discretion
- Goldfields TVET College does not bind itself to accept any bid/proposal and reserves the right NOT to appoint the service provider.
- Service Providers will need to register as a Goldfields College's Vendor upon appointment, if not already registered.