



PROFESSIONAL SERVICES CONTRACT FOR VAALPARK OFFICE SPACE CONVERSION & REFURBISHMENT FOR THE CENTRALEAST CLUSTER (FS & KZN OU)

1. INTRODUCTION

This document establishes the standard technical evaluation strategy for the Commercial enquiry to establish a professional services contract for Architectural Services for the refurbishment and conversion of the three residential properties into offices. Including the space planning and workspace optimisation in Vaalpark within the CentralEast Cluster (FS & KZN Operating Unit).

2. REVISION HISTORY

Date	Rev.	Compiler	Remarks
September 2023	0	M. Da Côte Carreira	First issue

3. ABBREVIATIONS & DEFINITIONS

3.1. Abbreviations

Abbreviation	Description
CRA	Concept Release Approval
CADD	Computer-Aided Design and Drafting
CV	Curriculum Vitae
DGN	MicroStation CADD format file
ECSA	Engineering Council of South Africa
PDE	Power Delivery Engineering
PDF	Portable Document Format
SCOT	Steering Committee of Technology
SME	Subject Matter Expert
SACAP	South African Council for the Architectural Profession

4. TECHNICAL SCOPE

The development scope of works shall include Architectural Services for the refurbishment and conversion of the three residential properties into offices. Including the space planning and workspace optimisation in Vaalpark within the CentralEast Cluster (FS & KZN Operating Unit)..

The *Consultant's* resources shall be primarily involved in the Concept Design phase, Detailed Design and Execution Phase of the project. The *Consultant* shall provide the following services on request per task order and their scope of work shall involve:

1. Architectural Services:
 - 1.1. Principal Agent Role for the project.
 - 1.2. Production of architectural concept and detailed design documents, detailed costing, drawings in CADD and pdf format (site plans, elevations, floor plans etc.), finish boards, Life-Cycle Cost Analysis report, etc.
 - 1.3. Sustainable designs for the renovated buildings and properties (Energy efficiency, water saving, strategic use of natural light, rainwater harvesting and grey water re-use).
 - 1.4. Facilitating the project review meetings.
 - 1.5. Coordination and managing of “in-house” or sub-consulted professional services / consultants for the various design disciplines (*Civil Engineering, Geotechnical Engineering, Electrical Engineering and Mechanical Engineering*) and specialised systems and services, as may be required.
 - 1.6. Handing over the final design submission to Network Engineering & Design and Project Execution.
 - 1.7. Managing the procurement processes and appointment of sub-consulted / sub-contracted Professional Services / Suppliers / Contractors for the Design and Construction of the Warehouse Development for the various disciplines within the requirements of the Eskom Procurement Processes.
 - 1.8. Providing technical support during contracting and construction phase of the assigned project. This shall include the various sub-consulted / sub-contracted Professional Services stated, but not limited to the information in point 1.5 above.
 - 1.9. Managing and collecting acceptance control data, reviewing, updating, and signing off the As-Built data and drawings at project completion.
 - 1.10. Providing final sign-off to put the asset into commercial operation.
 - 1.11. Sub-Consulted Professional Services will be as required and may include, but not be limited to the items listed below:
 - 1.11.1. Civil Engineering Services
 - 1.11.2. Electrical Engineering Services
 - 1.11.3. Mechanical Engineering Services

Receivables

The *Employer* shall provide the *Consultant* with the following items:

1. All available information that assists in the investigation, scoping, costing and production of packages for the project, in the form of the preliminary project package, i.e. Concept Release Approval (CRA) form, and all other applicable documents.
2. High level project schedule specifying the start dates, end dates and other important milestones per activity, included in the project package.
3. All other work that does not require Eskom specific equipment and software shall be undertaken at the Consultant's premises using the Consultant's equipment and software.
4. The Consultant/s shall be free to pursue other ventures should there not be any project package requiring their attention.
5. List of stakeholders with contact details
6. Site plan

It is advisable that the documents be handed over to the *Consultant/s* in a formal meeting (task order handover meeting), in the presence of key project participants, namely, the Project Coordinator, Senior Design Engineer/s (Civil and Structural Engineer). The Project Coordinator shall be responsible for arranging and coordinating such a meeting. As part of the design process the *Consultant/s* is expected to visit the project site. If latent errors are found on the site plan, the *Consultant/s* shall notify the *Employer*.

Design Tools

The *Consultant* is expected to be in possession of or have access to, but not limited to, the following design tools:

1. Microsoft Office or a similar suite of desktop productivity applications.
2. The relevant design software as determined by the Consultant, all output files / drawings shall be required to be converted to MicroStation Connect Edition / OpenRoads Designer Connect Edition (*.dgn) or latest version.
3. Access to soil analysis laboratory as approved by Eskom
4. Subscription and access to Eskom's PDE SCOT Documents Site (<https://scot.eskom.co.za/UserLogin.do>)
5. Printing equipment capable of printing A4, A3, A2, A1 and A0 drawings
6. Quality and acceptance control systems (e.g. reports, inspection forms, checklists)
7. Cloud facility for file storage, sharing and/or transfer

Deliverables

All work to be done as per Eskom specifications/standards in and deliverables to be submitted to Eskom in MicroStation Connect Edition / OpenRoads Designer Connect Edition (or later) and PDF format. The *Consultant* shall subscribe to Eskom's PDE SCOT Documents Site (<https://scot.eskom.co.za/UserLogin.do>) to access latest documents, specifications and drawings.

The *Consultant* shall, at minimum, provide the following items or as specified in the task order to the *Employer* on completion of each task order:

1. Architectural Design

- 1.1. Concept and Detailed Design including, but not limited, to the following:
 - 1.1.1. Design Reports, including cost estimates, lifestyle costing, etc.
 - 1.1.2. Drawings (Site Plan, Elevations, Floor Plans, Sections etc)
 - 1.1.3. Finish Boards – All required building finishes, material specifications, furniture, etc.
2. Civil Engineering Services:
 - 2.1. Concept and Detailed Design including, but not limited, to the following,
 - 2.1.1. Design Reports, including design philosophy, design criteria, standards and details, design options (at Concept design phase),
 - 2.1.2. Drawings construction drawings and details)
 - 2.1.3. Detailed Specifications for Construction
 - 2.1.4. Bill of Quantities for Construction
 - 2.1.5. Cost Estimate

3. Electrical Engineering Services:
 - 3.1. Concept and Detailed Design including, but not limited, to the following,
 - 3.1.1. Design Reports, including design philosophy, design criteria, standards and details, design options (at Concept design phase),
 - 3.1.2. Drawings construction drawings and details)
 - 3.1.3. Detailed Specifications for Construction
 - 3.1.4. Bill of Quantities for Construction
 - 3.1.5. Cost Estimate

Project Construction Supervision and Consultation service

Upon acceptance of the detailed design package by the *Employer*, the *Consultant/s* must be available to provide the following services:

1. Provide a construction supervision and quality assurance service for the warehouse development, for the entire construction duration.
2. Arrange and coordinate pre-tender, squad check, and kick-off meetings immediately prior to construction commencing.
3. Arrange and coordinate stakeholders meeting immediately prior to commissioning commencing.
4. Arrange and coordinate any ad hoc meetings that may be required by the Employer.
5. Arrange, coordinate and provide a consultation service to the appointed Contractors, Eskom Engineering and the Eskom Project Management department at construction and commissioning phases, with the aim of resolving any design related issues that may arise.
6. In the event of any identified design problem requiring new revisions of drawings to be issued, the Consultant shall produce such revisions. These new revisions shall be checked and approved by their registered professional.
7. Check and verify the checklists and test certificates.
8. Arrange and coordinate commissioning of all systems and buildings for commercial operation.

Project Pre-Close-out and Close-out

Upon completion of commissioning, the *Consultant* shall be responsible and accountable for checking of as-built drawings, operation and maintenance manuals, acceptance and quality control data and test certificates for completeness and correctness. All drawings are required to be updated on MicroStation format. dgn and .pdf formats, as per the construction mark-ups and then signed off and filed on ProjectWise as As-Built. A soft copy and a signed hard copy of updated as-built drawings shall be provided to the *Employer*, in MicroStation Connect Edition / OpenRoads Designer Connect Edition. dgn and .pdf, no later than one calendar month after receiving the marked-up drawings from *Contractor* and *Engineer's Representative*.

On a regular basis (frequency to be determined by the *Employer's Project Manager*), the *Employer* will schedule periodic review of the project to determine the status and progress of the project. The *Consultant* shall attend the project review meetings and present their project progress.

All draughting requirements needed to produce detailed designs must be provided by the *Consultant*. All drawings shall comply with the Eskom standard for drawing practises 240-87658920 - Standard Drawing Practice for CAD Users in the Power Plant and Control Plant Technologies Environment and for Electrification Networks. The *Consultant* shall be able to propose an alternate set of draughting standards for Architectural drawing practice for this development. All drawings to be submitted to Eskom Distribution shall be submitted in MicroStation Connect Edition / OpenRoads Designer Connect Edition. dgn and pdf formats.

Eskom will neither check nor approve detailed design package for correctness. The onus lies with the *Consultant/s* to ensure that Eskom receives detailed design package that is free of errors.

Site visits may be required during the detailed design phase for information gathering and verification processes. Sites requiring more than two visits during the detailed design phase shall be subject to the approval of the *Employer*.