



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HPM/01/04/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL CONSTRUCTION PROJECT MANAGERS TO SUBMIT QUOTATIONS TO LEAD AND MANAGE A TEAM OF PROFESSIONAL CONSULTANTS FOR THE DESIGN AND EXECUTION OF THE ACQUISITION AND UPGRADES OF THE SAHRA HEAD OFFICE ACCOMMODATION, IN CAPE TOWN, WESTERN CAPE.



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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced construction project managers to submit quotations to lead and manage a team of professional consultants for the design and execution of the Acquisition and Upgrades of the SAHRA Head Office Accommodation in Cape Town, Western Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources. It is a statutory entity established under the National heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.
- 2.2 The SAHRA Head Office is located at 111 Harrington Street, Cape Town, in the Western Cape. It is currently occupied by 60 staff members, with the balance of 25 staff members occupying a leased building adjacent to the SAHRA Head Office.

3. PROPERTY AND HISTORICAL BACKGROUND

- 3.1 The subject property comprises two distinct buildings, namely the Granite Lodge and the adjacent building which was the extension. The buildings are of historical significance and have been refurbished to offer office accommodation.

The Granite Lodge was built in c. 1834 and is a predominantly Georgian granite-fronted house, which was built for Anthony Oliphant, the first Attorney-General of the Cape Colony. This house was subsequently occupied by the artist and tobacconist, Otto Landsberg from 1845 to 1865. Following which, Mary Arthur purchased the house, and it was used as the St George's Orphanage for Girls.

- 3.2 The adjacent building was constructed as an extension to the orphanage, and it was designed in 1917 by the architects Parker and Forsyth. The buildings were renovated,

and what is referred to as the Parker building, was extended in 1993 for the predecessor of SAHRA, the National Monuments Council.

- 3.3 The two buildings have been linked internally, therefore offering easy access between the different areas. The external façade of the buildings noted the two different styles. Although the buildings are old, they have been refurbished to offer good quality office accommodation.
- 3.4 Declared a national monument by Government Notice No. 2157, as published in Government Gazette 12814 of 2 November 1990. Current grading: Grade II (PHS).

4. PROPERTY INFORMATION

Deed description of property: Erf 147880, Cape Town, City of Cape Town

Registered owner: South African Heritage Resources Agency

Extent of subject property: 1 505m²

Title Deed Number: T15765/1991

Zoning: Mixed Use 3

Coverage: 100%

Height: Maximum height above base level to top of roof: 38.0m

Street Centreline Setback: Council may require a street centreline setback, in which case:

- (i) all buildings or structures on the land unit shall be set back 8m from the centre line of the abutting public street or streets; and
- (ii) the provisions of section 18.2 shall apply.

Building Lines: Street building line and common building line

Points on a building above base level

up to 10,0m:	0,0 m
over 10,0 m and up to 25,0 m:	0,0 m
over 25,0 m and up to 38,0 m:	(H minus 25,0m) divided by 2

Parking ratio: Offices: 4 bays per 100m² GLA

5. LOCATION AND SITUATION

- 5.1 The subject property is situated on the periphery of the Cape Town Central Business District (CBD), within Zonnebloem and adjacent to Gardens. The Cape Town CBD is a popular node, offering both commercial and residential property. The Zonnebloem precinct is situated to the east of the CBD and is a large area, extending along the N2 National Road and includes District 6. Zonnebloem offers a diverse mix of property types, including commercial property along spine routes as well as a large residential component.
- 5.2 The subject property is situated on the corners of Harrington, Roeland and Canterbury Streets in Zonnebloem. This is considered a good location with excellent exposure to passing trade. Roeland Street is a key arterial through the area, linking Philip Kgosana Drive to Plein Street and Parliament.
- 5.3 The main pedestrian entrance is located on Harrington Streets, with the subject property forming 109 and 111 Harrington Street. The vehicular entrance is located on Canterbury Street and this allows access to the rear parking area.



Locality map: Erf 147880, 109-111 Harrington Street, SAHRA office

6. 109 and 111 HARRINGTON STREET

- 6.1 The main pedestrian entrance to the two buildings is 111 Harrington Street and this allows access into the reception foyer. This area offers a reception desk, seating area and access to various walkways. The reception foyer offers exposed brickwork, and this adds to the appeal of the area. This area is double volume and is an aesthetically appealing entrance. The boardroom is accessed directly from the reception foyer and this room offers a large meeting area.
- 6.2 The ground floors of both buildings are easily accessible from the reception foyer, with various passageways extending from the central core. The ground floor offers both smaller individual offices as well as larger rooms which offer open plan working areas. Given the history of the buildings, the layout is such that it follows an older dwelling type design, with various rooms, storerooms, and walkways. The finishes to the offices are of a fair standard, with timber and carpet floor coverings.
- 6.3 Separate male and female ablution facilities are located on this floor, as well as a single shower. A disabled WC and basin are also located on the ground floor. The sanitary ware is dated, but of a fair standard.
- There is a small kitchen on the ground floor, and this offers a double sink and built in cupboards (BIC). To the rear of the Granite Lodge, there is a small open courtyard offering a seating area. A door at the rear of the reception foyer allows access from the main building to the rear parking area.
- 6.4 Three staircases allow access between the ground and first floors. The first floor of the building offers several offices, similar to the ground floor, with both smaller and larger offices. The offices are typically the bedrooms of the dwelling and are of a good extent. Some of the offices in the Granite Lodge open out onto a narrow balcony overlooking Harrington Street.
- In addition, the first floor of the dwelling also offers a large staff pause area. This area is of a large extent and forms a communal meeting area. A kitchen is accessed directly from this area, comprising BIC and a double sink.
- 6.5 The library is also accessed from the staff area. The library is split between two areas, with the upper portion offering a small extent and opening out onto the roof.

- 6.6 Overall, the subject property has been well maintained and the historic charm of the building has been maintained, through elegant refurbishment and careful attention to detail. In some sections of the building, there are sash windows, shutters, chandeliers, high ceilings and fireplaces which adds to the unique appeal of the subject property. Although the building has been refurbished to offer office accommodation, the grandeur of the historic buildings has not been lost, particularly with regards to the Granite Lodge.
- 6.7 The parking area of the subject property is located at the rear and is accessed from Canterbury Street. This paved area offers 14 demarcated parking bays, as well as three secure garages.
- 6.8 The Belhambra tree, at the rear of the building and in the main parking area, can grow to a height of 25m, with a 12m diameter canopy, and a buttressed base of over 4m in diameter, and can have a life span of over 150 years. This specimen is of substantial girth and with its large, spreading canopy, provides an important oasis of shade and greenery in the urban landscape.
- The value of a tree to a context is determined by landscape value, ecological functions, culture and heritage value and socioeconomics. This tree is considered to be of high value on all counts. It should be considered valuable not least for its stature, or irreplaceability and contribution to the urban environment, despite being an exotic variety. (*Rennie Scurr Architects – Feasibility Report*).

7. ACQUISITION AND UPGRADES DESIGN OF THE SAHRA HEAD OFFICE

- 7.1 The property identified for the acquisition and upgrades is Erf 147880, referred to as the SAHRA Head office, situated at 109-111 Harrington Street, Cape Town, Western Cape.
- 7.2 The concept is the refurbishment and expansion which includes the modernisation of the existing structures that should interconnect to the proposed new 7-level building with high-end specifications.

- 7.3 In a feasibility undertaken by SAHRA, it was determined that the current bulk of erf 147880, 111 Harrington Street, Cape Town can be increased to accommodate SAHRA's needs for additional office space and on-site parking.
- 7.4 The intention is to phase the project:
- 7.4.1 **Phase I:** the refurbishment of the existing structures which includes, but is not limited to, the replacement of the roof, improved accessibility routes from the entrance to the rest of the building, office finishings, external work and site services, and all adherence to local authority requirements.
- 7.4.2 **Phase II:** the development and construction of the new 7-level building which is to include parking facilities and offices, elevator, office finishings, external work, site services, car lift and adherence to local authority requirements.
- 7.5 The estimated escalated construction costs including professional fees and VAT for the above-mentioned phases is R 136 000 000,00 (One Hundred and Thirty Six Million Rand). The estimated project duration is estimated to be 36 months.
- 7.6 The information reports and proposed designs / specifications for the office refurbishment and expansion are provided and attached to the Terms of Reference. Refer to Annexes A - B.
- The inclusion of these report is to assist bidders in understand SAHRA's concept for the proposed refurbishment and additional office space.
- 7.7 The designs and specifications proposed in the attached annexes does not imply the final proposal. The construction project manager along with the professional consultant team is expected to perform due diligence in finalising the proposed refurbishment and expansion of the SAHRA head office.
- 7.8 The National Heritage Resources Act 1999, the Space Planning and Norms for Office Accommodation used by Organs of State 2005, DSAC Infrastructure Management Policy 2021, Government Immovable Asset Management Act 2007, the Public Finance Management Act 1999, and the Occupational Health & Safety Act 1993, must be adhered too, and to direct all efforts to comply with, for the proposed Head Office Accommodation refurbishment and expansion project.
- 7.9 A **compulsory briefing meeting** will be held. This compulsory briefing meeting will afford each interested service provider the opportunity to be fully aware of and to

understand what is required of them in the procurement processes and in the execution of the contract.

8. SCOPE OF SERVICES

8.1 The construction project manager shall perform the following standard services under the following stages: refer to *Table 1*

PROJECT STAGES	DESCRIPTION
1	Inception
2	Concept and Viability
3	Design Development
4	Documentation and Procurement
5	Construction
6	Close-out

Table 1: Standard services, stages 1 – 6

8.2 The service provider must be registered with The South African Council for the Project and Construction Management Professions (SACPCMP) and/or with an equally verified bodies in South Africa and adhere to the Project and Construction Management Professions Act, 2000.

8.3 The CMP must be well-versed in all construction methodologies and procedures and be able to successfully manage a multi-disciplinary team of professional consultants to achieve the project deliverables.

8.4 The CMP's responsibilities will include, but not be limited to the following:

- Develop project execution plans and plan all construction operations.
- Manage construction schedule, timelines and activities
- Manage project execution within the scope
- Issue progress updates to the Employer, when requested
- Provide direction over contracts
- Lead and coordinate a multi-disciplinary team of professional consultants
- Manage contract and technical meetings
- Ensure the Employer's expectations are met or exceeded.

9. EMPLOYMENT OPPORTUNITIES

- 9.1 In support of the National Government of South Africa's aim to alleviate poverty through the creation of employment opportunities, the Employer is seeking to increase the intensity of labour, as appropriate, in all of its infrastructure sector projects.
- 9.2 The CMP is to allow for construction work to be executed in such a manner so as to maximise the use of labour-intensive construction methods in order to provide unskilled and semi-skilled employment opportunities.
- 9.3 All employment opportunities created for the project, and employment used on the project from the concept stage to close, must be documented and submitted to SAHRA in the format required.

10. TERMS AND CONDITIONS OF PROPOSALS

- 10.1 All costs and expenses incurred by potential service providers relating to their Tender Offer will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any Tender Offer or the Cancellation of this project.
- 10.2 While SAHRA endeavours to ensure that all information provided to all potential service providers are accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 10.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 10.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 10.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 10.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.

- 10.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 10.8 Service providers are required to declare any conflict of interest they may have in for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 10.9 A valid Tax Compliance PIN and/or CSD Registration Report, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 10.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 10.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 10.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 10.13 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 10.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 10.15 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 10.16 The Bid offers, and proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 10.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 10.18 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information will result in your proposal being excluded from the evaluation process.
- 10.19 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.



10.20 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;

- a) SBD 1 Invitation Bid
- b) SBD 3.1 Pricing Schedule
- c) SBD 4 Declaration of Interests form
- d) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
- e) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- f) SBD 9 Certificate of Independent Bid Determination

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation.

10.21. SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

11. EVALUATION CRITERIA

All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Criteria	Scoring	Total
1	<p>The number of years of experience as a construction project manager:</p> <p>10 or more years 7 - 9 years 4 – 6 years 3 years Less than 3 years</p> <p>The service provider is to submit proof of number of years as a CMP</p>	<p>5 4 3 2 1</p>	50
2	<p>Number of construction projects managed:</p> <p>10 or more projects 7 – 9 projects 4 – 6 projects 3 years Less than 3 years</p> <p>The CMP must list the project details and project value of the construction projects managed, with contactable reference details.</p>	<p>5 4 3 2 1</p>	50
	TOTAL POINTS		100

A bidder must obtain a minimum of 60 points on the prequalification phase to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

- **Phase three:** The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows.

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	10
Women	5
Youth	2
Disability	3
Total points for Price and SPECIFIC GOALS	100

11.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

12. SUBMISSION OF OFFER

Tender Offers must be submitted in a sealed envelope, marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time. SAHRA will not be held liable and/or responsible for late deliveries and submissions.



13. CLOSING DATE: 05 May 2023 at 11h00.

14. COMPULSORY BRIEFING MEETING DATE

Date and Time: 19 April 2023 at 11h00

Location: SAHRA Head Office, 111 Harrington Street, Cape Town

15. Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

SCM Manager

Email: dkolwane@sahra.org.za