

ESWATINI WATER SERVICES CORPORATION



PROFESSIONAL SERVICES FOR THE DESIGN AND CONSTRUCTION SUPERVISION OF THE FACELIFT AND EXTENSION OF EWSC EMTFONJENI HEADQUARTES BUILDING

EXPRESSION OF INTEREST

EWSC 9 -2020/21

JULY 2020

ESWATINI WATER SERVICES CORPORATION



REQUEST FOR EXPRESSIONS OF INTEREST AND CONCEPT DEVELOPMENT

The Eswatini Water Services Corporation hereby invites professionally registered professional services consultants to indicate their interest in providing services for the Facelift and Extension of the EWSC Emtfonjeni Headquarters Building at Ezulwini.

Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc). Consultants may associate to enhance their qualifications. Prospective consultants are to attend a compulsory briefing session at 14h00 on Wednesday 22 July 2020 at Emtfonjeni Headquarters Building.

Expressions of interest, clearly labelled **“Expression of Interest – Professional Services for the Facelift and Extension of the EWSC Emtfonjeni Headquarters Building”** must be hand delivered in a written form to the address below by 12h00 on Friday 28 August 2020.

Attention: The Managing Director
Eswatini Water Services Corporation
Emtfonjeni Building
Corner MR103 and Cultural Village Drive
Ezulwini
Telephone: +268 2416 9000

The EOI documents stating the scope of works are available and downloadable online on the Eswatini Water Services Corporation’s Website, www.swsc.co.sz

A short list of the preferred concepts will be prepared from the received Expressions of Interest and the short-listed Firms invited to present and submit proposals for the provision of the services. The costs of preparing the concept and EOI submission is not reimbursable and the Corporation does not bind itself to accept any concept. Enquiries may be emailed to: procurement@swsc.co.sz

J. MASHWAMA
MANAGING DIRECTOR

RETURNABLE DOCUMENTS

Each Consultant shall, in order to be considered for eligibility, submit the information listed below with the Expression of Interest (EOI).

- (a) Copies of original documents defining constitution and/or legal status, place of registration and principal place of business;
- (b) Name and address of banker(s) who will (and have been authorised to) provide references upon request by the Employer
- (c) A power of attorney.
- (d) Details of performance as prime / main consultant on works of a similar nature and volume over the last five years and on current works; and
- (e) Financial reports, including profit and loss statements, balance sheets and auditor's reports for the past three (3) years, and an estimated financial projection for the subsequent year;
- (f) **Original** valid tax compliance certificate for government or parastatal tender
- (g) Valid Trading licence
- (h) Valid CIC Registration Certificate
- (i) Form J
- (j) Form C
- (k) Certificate of incorporation
- (l) Labour compliance certificate
- (m) ENPF compliance certificate
- (n) Signed eligibility criteria form (Attached)
- (o) Police clearances for all Directors

TERMS OF REFERENCE
FOR
PROFESSIONAL SERVICES FOR THE DESIGN AND CONSTRUCTION
SUPERVISION FOR THE FACELIFT AND EXTENSION OF EWSC EMTFONJENI
HEADQUARTERS BUILDING

TABLE OF CONTENTS

REQUEST FOR EXPRESSIONS OF INTEREST AND CONCEPT DEVELOPMENT	i
1 INTRODUCTION	5
1.1 Objectives	5
1.2 Background of the Project	6
2 GENERAL SCOPE OF WORKS.....	7
2.1 Overview	7
2.2 Scope of Services.....	10
2.3 Form of Contract for Consultancy Services.....	10
3 CONSULTANT’S DESIGN AND SUPERVISION RESPONSIBILITIES.....	11
3.1 Inception	11
3.2 Concept and Viability.....	11
3.3 Design Development.....	12
3.4 Documentation and Procurement.....	13
3.5 Construction.....	14
3.6 Project Close Out.....	15
4 QUALIFICATIONS AND RESOURCE REQUIREMENTS.....	17
4.1 Consultants Qualifications	17
4.2 Duties of the Client	18
4.3 Completion / End of Services	18
4.4 General Reporting Requirements	19

TERMS OF REFERENCE
FOR
PROFESSIONAL SERVICES FOR THE DESIGN AND CONSTRUCTION
SUPERVISION FOR THE FACELIFT AND EXTENSION OF EWSC EMTFONJENI
HEADQUARTERS BUILDING

1 INTRODUCTION

1.1 Objectives

The objective of these Terms of Reference is to assist in selecting a Professional Services Consultant for the design and construction supervision for the Facelift and Extension of the Eswatini Water Services Corporation (EWSC) Emtfonjeni Headquarters that shall be fit for the purpose envisaged by EWSC. The contractual arrangements envisaged by EWSC between itself and the Contractor are the Principal Building Agreement published by the Joint Building Contracts Committee 6th Edition of 2018. The rights and obligation governing the relationship between EWSC and the Consultant shall be as defined in the Professional Consultant Services Agreement Committee (PROCSA) 4th Edition, 2017 coupled with a schedule of particular conditions of contract.

The Principal Agent ,also referred to as the Consultant is further obligated to, using due skill and care, advise the Employer on the Terms of Reference with suggestions that may improve and or add value to the development. The objectives are to ensure that the contract is successfully completed;

- in compliance with the conditions of contract.
- in compliance with the laws of Eswatini, and in particular those relating to environmental protection.
- within the time allocated for the contracts.

- within the contract price.
- with workmanship and materials in accordance with the specifications
- to lines and levels in accordance with the drawings.

1.2 Background of the Project

In line with Eswatini Development Goals, the Eswatini Water Services Corporation is expanding the water network coverage in the country to ensure that all Emaswati have access to potable and clean water. This objective, together with the requirement for social distancing, has resulted in the need for increased office space in the Eswatini Water Services Corporation Headquarters at Ezulwini. This objective of this project is to upgrade and increase the office space at the EWSC Headquarters situated at Ezulwini.

The Eswatini Water Services Corporation now intends to appoint an Architectural Consultant who shall take up the role of Principal Agent and shall be charged with the duty to Design, Construction Supervision with Project Management and Contract Administration for the project.

The locality plan of the EWSC Headquarters is shown below.



2 GENERAL SCOPE OF WORKS

2.1 Overview

The Consultant shall appraise itself of the EWSC working culture in order to align the design and therefore enable the building to be compatible to the EWSC working culture. An overview of the requirements is tabulated below.

REQUIREMENT	SPECIFICATION
New Board Room	20 seater (social distancing), with remote (video) conferencing and an adjoining kitchenette
Access between new & old wing	Weather proof connecting bridge

REQUIREMENT	SPECIFICATION
Main building entrance	Fresh and contemporary with sensors for automatic opening and security scanner
Library / Training room	Desk style seating, shelving for reference material, 20 seater (social distancing) with remote video conferencing for online learning
Managing Director's office	Full suite with ablutions and secretary space
Nursing Station	With ablution facilities and refrigerators for storage
Kitchenette	Additional kitchenette
Landscaping & Perimeter fencing	In extension wing
Breakaway rooms (3)	8 seater (social distancing), with remote (video) conferencing, couches
Safe /strongroom	Documentation (Tenders, bonds, contracts, etc.)
Commercial Archiving Room / Filing Room	2 rooms
Covered Parking	In line with requirements
Sick Bay	2 bed sick bay (there may be a need to repurpose existing Esitibeni boardroom)
Outdoor opening storage	Equipment shed for janitors (there may be a need to repurpose current guardhouse)
Storeroom for Promotional merchandise	1 room

REQUIREMENT	SPECIFICATION
Exterior of existing structures	Revamp exterior of existing structures to have contemporary façade to complement building extension
Security Offices / Guard House with ablution	Relocate current access point and have security offices at the new structure
Canteen	Ensure that access is not in contact with EWSC but has separate entrance for proper control and screening for the existing canteen and managing independent foot traffic flow into the canteen as part of the development
Water Reservoir	Adequately sized and concealed

The development shall be equipped with the following;

- The existing offices shall be freshened by deodorized or other alternative method
- Offices shall be air conditioned.
- Heated water for taps shall be provided by a solar heated geyser
- Parking area for day time visitors and staff
- Paving shall be provided in front of the office. The Consultant may advise on other cheaper methods to enhance the aesthetics of the other areas.
- Boundary fencing or walling (preferably palisade fencing or equivalent)
- Cable and facilities for the inclusion of data cable.
- Uninterruptible power supply and electrical cables
- Ensure that there is sufficient backup power (generator) provided in the development

The office building shall be equipped with current and up to date energy efficient and energy saving devices in line with the current green building provisions, that is, LED lights, motion sensors to control general lighting, suitable cladding to maintain a range of ambient conditions irrespective of weather conditions. The building shall have the necessary signage and color theme compatible with the EWSC brand manual.

The interior layout is expected to result in a rearrangement of the current interior design to provide social distancing and accommodate the Directorate closer to their teams. The existing architectural façade may be upgraded to a contemporary façade, exhibiting the vision and of the organization to deliver a world class water service that ensures secure and sustainable water provision that is essential for our health, our communities, the economy and the environment.

2.2 Scope of Services

The overall scope of this Architectural Service is to carry out:

- (a) Detailed architectural and engineering designs for the project;
- (b) Supervision of the construction;
- (c) Contract management

The Consultant shall act as the **“The Principal Agent” and / or “Project Manager”** with authorities and responsibilities as defined in the Professional Consultant Services Agreement Committee (PROCSA) 4th Edition, 2017. The supervision of the works on site and contract management activities shall be carried out in accordance with Joint Building Contracts Committee (JBCC) Conditions of Construction Contract 6.2 Edition and Local Legislation, including environmental and social safeguards.

2.3 Form of Contract for Consultancy Services

One Consultancy Contract will be awarded and it will cover the scope of services described above, as follows:

Ref	Consultancy Contract Nr	Description	Form of Contract
1	EWSC 9 - 2020/21	Professional Services for the Design and Construction Supervision for the Facelift and Extension of the EWSC Emtfonjeni Headquarters Building	Tariff of Fees

3 CONSULTANT'S DESIGN AND SUPERVISION RESPONSIBILITIES

In line with the PROCSA Project Development Team's matrix, the Consultant shall perform the following roles and responsibilities;

3.1 Inception

The Consultant is expected to facilitate the development and formalization a clear project brief, facilitate preliminary site assessment, prepare a preliminary desk top project viability and establish project procurement policy. The Consultant will assist the Client in the formulating a procurement policy for the project, establish in conjunction with the client, other consultants and all relevant authorities. The Architect will prepare a schedule of the required consents and approvals, determine availability of data, drawings and plans relating to the project, co-ordinate and monitor a project initiation programme and facilitate approval of all stage 1 documentation.

At no stage of the construction process shall the Consultant decide on a matter of a financial nature without consultation with the Client.

3.2 Concept and Viability

The Consultant will prepare a concept design incorporating green architecture based on the client's brief, communicate the project brief to stakeholders, incorporate their input and monitor the development of the concept and viability, agree format and procedures for cost control and reporting, prepare a documentation programme and indicative construction programme, co-ordinate concept and viability documentation for presentation to the client for approval, facilitate approval of the concept and viability by the client and statutory authorities. The Consultant will discuss the design concept with local authorities, clarify and confirm project space norms to optimize functional and operational efficiency in terms of scale and relationships of areas. The Consultant will co-ordinate design interfaces and, in liaison with the Client select general construction materials and finishes. The Consultant will provide information to the Client for suitable estimates of construction costs.

The Consultant will prepare and submit presentation of the design concept to the client for approval, prepare and submit the site development plan to the local authority for approval where applicable.

3.3 Design Development

The Consultant shall prepare and approve detailed design and documentation and project implementation, based on an updated indicative construction programme. The Consultant shall incorporate the Client's and other stakeholder's detailed requirements into the design, prepare design development drawings including draft technical details and outline specifications. The Consultant shall facilitate the timeous submission of all plans and documentation to obtain the necessary statutory approvals, provide design and cost decisions timeously in relation to the design development process

The Consultant shall receive, review and agree estimates, budgets and cost reports in relation to the final capital cost of the project, establish, monitor and manage cash flow requirements of the project, review and approve designs and also review facilities management requirements.

The Architect shall be responsible for the recording and management of all meetings, facilitate input required by health and safety consultant, facilitate design and budget in conjunction with other stakeholders for compliance and cost control, submit drawings for local authorities' approval, facilitate timeous technical coordination and facilitate client approval of all stage 3 documentation.

3.4 Documentation and Procurement

The Consultant shall, in liaison with the Client, review and approve procurement strategy for contractors, subcontractors and suppliers, review and prepare and agree project procurement programme and proposed tenderers, receive and review environmental management plan. The Consultant shall provide all necessary, project specific tender conditions including but not limited to, amendments and additions to the preliminaries, empowerment policies, insurance and payment conditions and the like for incorporation into the tender documentation, having advised the Client on the appropriate insurances. The Consultant shall review health and safety specification for the project, manage and review adjudication of tenders. The Consultant shall co-ordinate services and prepare necessary services co-ordination drawings, check cost estimate with the Quantity Surveyor and adjust documents if necessary to remain within budget. The Consultant shall provide working drawings to the Quantity Surveyor for preparation of procurement documentation. The Consultant shall review reconciliation by Quantity Surveyor of the tender prices with project budget, agree format and procedures for monitoring and control by Quantity Surveyor of cost of the scope of works. The Consultant shall manage the procurement

process and recommend contractor for approval by the Client, co-ordinate and assemble the contract documentation for signature.

3.5 Construction

The Consultant shall arrange site handover to the Contractor and establish construction documentation issue process. The Consultant shall ensure validity of all ongoing projects insurance requirements (including resolution of all insurance claims), formalize and facilitate occupation of site by contractor, prepare formal and informal communication structure and procedures for construction process. The Consultant shall facilitate all construction site meetings and inspections, receive and review contractors' health and safety plan, review and approve "end user" specific construction details, documentation, and materials timeously.

In consultation with the Client, the Consultant shall review and approve all scope and cost variations, arbitrate acceptable standards of quality when required to do so, review and process monthly progress payments, and receive and review monthly cost reports. The Consultant shall formalize management of all direct contractors and suppliers, receive and review all project reports and present same at client review meetings, provide operator input for any necessary early testing and commissioning by consultants and contractors

The Consultant shall instruct the contractor after due approval by the Client, appoint subcontractors. The Consultant shall conduct and record site meetings, monitor, review and approve the preparation of the construction programme by the contractor and regularly monitor performance of the contractor against the programme.

The Consultant shall adjudicate entitlements that arise from changes required to the construction programme, receive, co-ordinate and monitor approval of all contract documentation provided by the Contractor, agree quality assurance procedures and

monitor implementation thereof by the other consultants and the contractors, monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the H&S consultant, monitor preparation of the environmental management plan by the environmental consultant.

The Consultant shall establish procedures for monitoring scope and cost variations, inspect the works for conformity to contract documentation monitor, review, approve and issue certificates, receive, review and adjudicate any contractual claims, monitor preparation of financial control reports, prepare and submit progress reports, co-ordinate, monitor and issue practical completion lists and the certificate of practical completion

The Consultant shall clarify details and descriptions during construction as required, receive, comment and approve interim payment valuations, witness and review all tests and mock-ups carried out both on and off site, check and approve subcontract shop drawings for design intent, update and issue the drawings register, review and comment on operations and maintenance manuals, guarantees, certificates and warranties. The Consultant shall inspect the works and issue practical completion and defects lists and assist in obtaining statutory certificates.

3.6 Project Close Out

The Consultant shall accept works completion certificate, prepare and distribute all as-built drawings and design documentation, to appropriate parties, receive and distribute, all operating and maintenance manuals as well as all warranties and guarantees, to appropriate parties, receive and distribute all statutory compliance certificates and documentation, to appropriate parties, receive and handover health and safety files to the Client

The Consultant shall be responsible for the inspection, monitoring of the rectification of defects during the defects liability period, monitor preparation and agreement of the final accounts, procure and distribute end users' latent final completion defects list for inclusion in project final completion latent defects list, receive and review and present project closeout report to client and assist the Client in procuring appropriate facilities management resources

The Consultant shall manage procurement of operations and maintenance manuals, guarantees and warranties, manage preparation of as-built drawings and documentation manage procurement of outstanding statutory certificates, monitor, review and issue payment certificates, issue completion certificates, manage agreement of final account(s) and prepare and present the project close-out report.

4 QUALIFICATIONS AND RESOURCE REQUIREMENTS

4.1 Consultants Qualifications

The Consultant shall be a reputable Architectural Consultancy Services Firm registered with the Architects, Engineers, Surveyors and Allied Professional with at least 15 years' experience in Project Management, Architectural Design and Construction Supervision. The Consultant should be fully conversant PROCSA and JBCC Conditions of Contract Documents and management of construction of projects of a similar nature and size in the Kingdom of Eswatini.

It is anticipated that the following key staff will be required for the successful completion of the services

- An Architect with a relevant degree qualification and at least 10 years relevant working experience.
- An Interior Designer with a relevant qualification and at least 5 years relevant working experience.
- Professional Civil Engineer with a civil engineering degree qualification and at least 15 years relevant working experience.
- Professional Structural Engineer with a civil engineering degree qualification and at least 15 years relevant working experience.
- Professional Mechanical Engineer with an engineering degree qualification and at least 15 years working experience

- Professional Electrical Engineer with an engineering degree qualification and at least 15 years relevant working experience
- Resident Engineer with an engineering degree qualification and at least 15 years relevant working experience

Consultants will be evaluated on the submitted concept and the above key personnel.

4.2 Duties of the Client

The Client will;

- (a) Provide the construction site
- (b) Make available all relevant project data in its possession.
- (c) Liaise with the Town Board and communities/property owners where required and the Consultant shall advise on such poignant issues.

4.3 Completion / End of Services

The services shall be deemed complete when;

- (a) The services scheduled in these Terms of Reference have been provided
- (b) The works have been accepted by the EWSC by issue of certificates of completion.
- (c) The final account has been agreed and presented to EWSC for payment.
- (d) All contractual disputes have been settled or litigation concluded.

4.4 General Reporting Requirements

All documents, correspondence, instructions, communications, etc related to the project shall be in English. This principle shall apply to the Employer, Consultant, suppliers, contractors and any other associated party.

The Consultant will report formally to a EWSC's designated Projects Engineer and liaise informally with Projects Manager and Technical Services Director and / or designated representative and counterpart.

All official correspondence shall, however, be directed to the office of the Managing Director