

61 Katherine Street, Dennehof, Sandton, 2196
PO Box 294, Auckland Park, Johannesburg, 2006, South Africa
Web: www.nbi.org.za
Tel. 011 544 6000
Registration number. 1995/003141/08
National Business Initiative for Growth Development and Democracy NPC
Vat Number. 4070158433
Tax Reference No. 18/11/13/2545 | Income Tax No. 9408736842
PBO Registration No. 130002545



14 February 2024

Project Management and Quantity Surveying Scope of Work

REQUIREMENT:

The National Business Initiative (NBI) wishes to appoint a professional that will provide Construction Project Management and Quantity Surveying services to support the establishment of skills and enterprise development hubs (Installation, Repair and Maintenance Hubs) across various locations across the country. In the initial stages, the PM/QS will work as part of a team of consultants, to deliver concept and viability stages. At the point of handover during stage 3, their role will shift to act as a client representative and to oversee the work of the professionals appointed to deliver stages 3-6.

PROJECT DESCRIPTION:

The National Business Initiative (NBI) is the Project Executing Agency; for the establishment of 7 IRM Hubs across South Africa.

IRM hubs are multi-functional industrial facilities that act as interfaces between supply and demand of labour. They support all facets of job creation throughout the value chain in different kinds of installation, repair and maintenance businesses. The IRM hub is a public institution (facility) that serves entrepreneurs and SMMEs from the local community: It provides workspaces, technology, business development support and skills training to existing enterprises and start-ups. The hub also serves as a public institution (facility) that supports the delivery of short skills programmes to enable unemployed youth to access employment opportunities in entry level technical roles in installation, repair and maintenance. The IRM hub builds networks of the business community and acts as facilitator for SMMEs to access business opportunities.

Infrastructure-wise, the hubs will consist of a set of workshop spaces for different user groups, a maker space, meeting and training rooms and an entrance area that foresees a hall for multiple purposes as well as a space for selected businesses to open up the hub towards the community.

SITE LOCATIONS (REFER TO DEMARCATED SITE MAPS PROVIDED FOR SOME OF THE SITES):

The hubs will be established at 8 sites located across 4 provinces:

- Gauteng Province:
 - Site 1: Tshwane North TVET College, Mamelodi Campus
 - Site 2: Ekurhuleni West TVET College, Katlehong Campus

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- Kwa Zulu Natal Province:
 - Site 3: uMfolozi TVET College, Mandeni Campus
- Western Cape Province:
 - Site 4: False Bay College, Khayelitsha Campus
 - Site 5: West Coast TVET College, Atlantis Campus
 - Site 6: Atlantis Greentech Special Economic Zone Campus
 - Site 7: Saldanha Bay, within the Saldanha Bay Industrial Development Zone
- Mpumalanga Province
 - Site 8: Gert Sibande TVET College, Evander Centre for Entrepreneurship and Rapid Incubation, near the Evander Campus

Please note that the number of sites might change over time but is not covered under this TOR and related responses.

SERVICES & DELIVERABLES REQUIRED

The following are the services and deliverables that the professional must provide:

- Project Preparation
 - Review draft reports prepared by the relevant construction professional service providers appointed to undertake the project preparation and delivery.
 - Provide support to the client in formalisation of the relationship between the NBI and the respective colleges and/ or relevant entity – this will include preparation of contracts and other relevant governance documents.
- Inception
 - Facilitate the development of a Clear Project Brief (scope of work)
 - Establish and manage delivery against the client's Procurement Policy for the Project
 - Assist the client in the procurement of the necessary and appropriate professional construction consultants including the clear definition of their roles, responsibilities, and liabilities.
 - Establish in conjunction with the client, professional construction consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project.
 - Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project.
 - Prepare, co-ordinate and monitor a Project Initiation Programme covering stages 1, 2 and parts of 3.
 - Defining the quantity surveyor's scope of work and services for phases 3 onwards
 - Advising on financial and economic factors affecting the project
 - Advising on appropriate financial and costs management design criteria
 - Facilitate the preparation of the Preliminary Viability Assessment of the project.
 - Facilitate client approval of all Stage 1 documentation.

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- **Concept and Viability**
 - Assist the client in the procurement of the necessary and appropriate professional construction consultants including the clear definition of their roles, responsibilities and liabilities.
 - Advise the client on the requirement to appoint a Health and Safety Consultant
 - Communicate the project brief to the consultants and monitor the development of the Concept and Feasibility within the agreed brief.
 - Agree the format and procedures for cost control and reporting by the cost consultants on the project.
 - Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional consultants
 - Receiving relevant data and cost estimates from the other professional construction consultants
 - Preparing preliminary and elemental or equivalent estimates of construction cost
 - Assisting the client in preparing a financial viability report
 - Liaising, co-operating and providing necessary information to the client, implementation consultant/ principal agent and other professional consultants.
 - Manage and monitor the preparation of the project costing (fee calculations and budgets) by other consultants.
 - Prepare and co-ordinate an Indicative Project Documentation and Construction Programme
 - Manage and integrate the concept and feasibility documentation for presentation to the client for approval.
 - Facilitate client approval of all Stage 2 documentation.
- **Stage 3 Onwards:**
 - Assist the client in overseeing the work of the implementation consultant.
 - Reviewing payment certificates prepared by the IC and recommending payment to the client.
 - Review cost reporting.
 - Preparation of consolidated programme reports
 - Risk management support.
 - Participate in programme audit processes as may be required.
 - Facilitate site handover (to the college)
- **Cross-Cutting**
 - Participating in relevant programme and project governance processes
 - Providing support to the NBI in governance and management of the programme

CONTRACT DURATION:

It is envisaged that the construction programme will be completed in 2028 as such the contract period will be from the 15th March 2024 until programme completion. Resource allocation will however **not be full-time** during the project duration. This will be reviewed annually.

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TIME COMMITMENT:

We are anticipating that the successful professional will be contracted for at least **10 days per month**.

RESPONSE:

Please provide your response via email to irm@nbi.org.za and copy shavillah@nbi.org.za no later than the 1st March 2024, indicating your availability and kindly provide the following for consideration:

- CV with relevant supporting documents.
- Evidence of having completed similar work.
- Proof of registration with the SACPCMP.
- A daily professional fee rate for the Provision of the afore mentioned services.

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DEMARCATED SITE MAP

SITE 1 - TSHWANE NORTH TVET COLLEGE, MAMELODI CAMPUS, GAUTENG

KEY
● DETAILED SURVEY OF BUILDING REQUIRED



Tshwane North TVET College – Mamelodi Campus
19403 Serapeng St, Phumulamcashi Buffer Zone,
Mamelodi East 0122
25°43'19.03"S, 28°22'17.74"E

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DEMARCATED SITE MAP

SITE 2 - EKURHULENI WEST TVET COLLEGE, KATLEHONG CAMPUS, GAUTENG

KEY
● DETAILED SURVEY OF BUILDING REQUIRED



LOCALITY INFORMATION

Ekurhuleni West TVET College – Katlehong Campus
2 Motaung St, Katlehong, 1432;
26°20'35.52"S, 28° 9'50.52"E

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DEMARCATED SITE MAP

SITE 3 - UMFOLOZI TVET COLLEGE, MANDENI CAMPUS, KZN

KEY
● DETAILED SURVEY OF BUILDING REQUIRED



LOCALITY INFORMATION

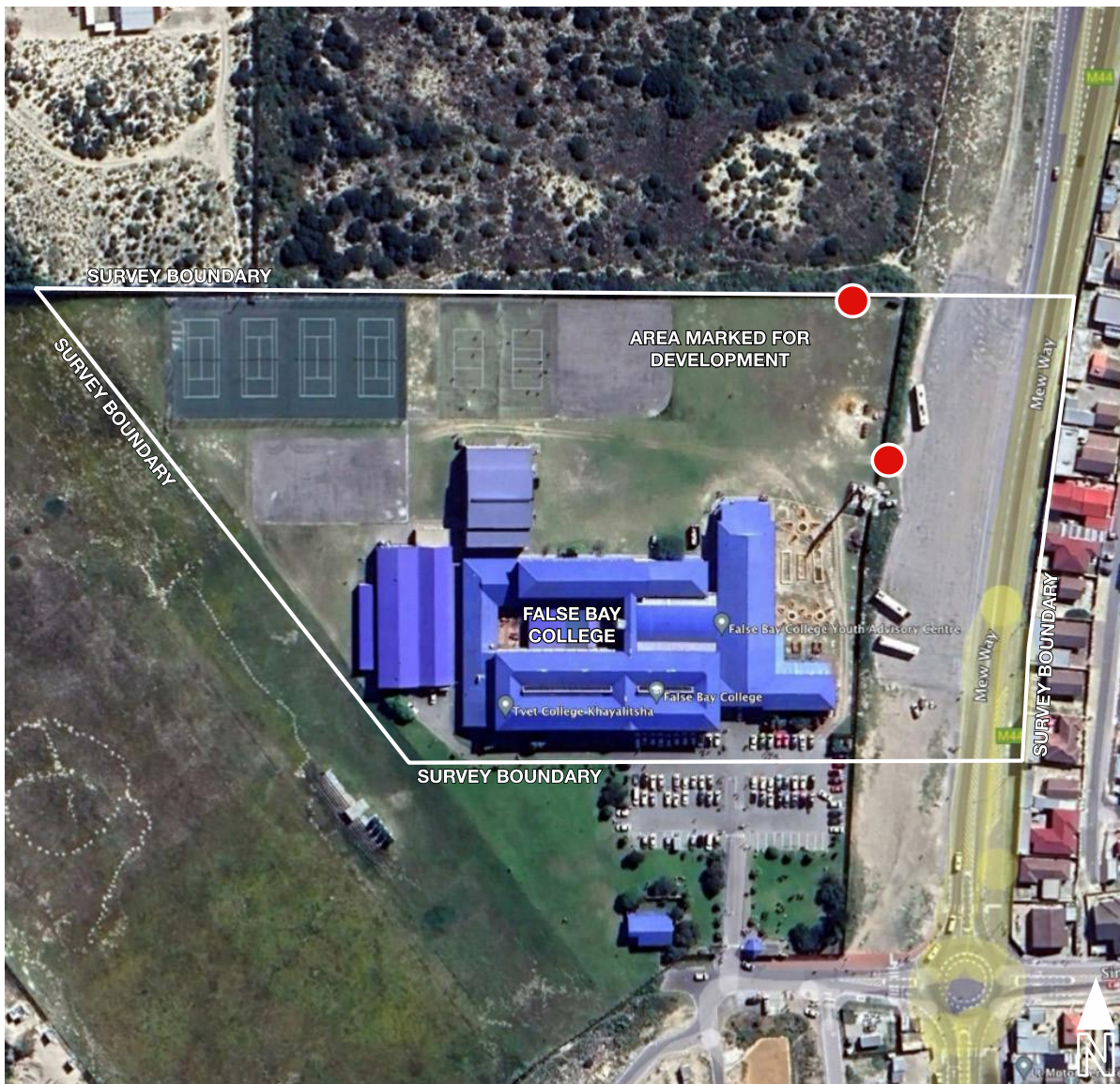
uMfolozi TVET College, Mandeni Campus.
29°10'10.43"S, 31°24'58.59"E

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DEMARCATED SITE MAP

SITE 4 - FALSE BAY COLLEGE, KHAYELITSHA CAMPUS, WESTERN CAPE

KEY
● DETAILED SURVEY OF ROAD EDGE & LEVELS REQUIRED - PROPOSED NEW ACCESS



LOCALITY INFORMATION

False Bay College - Mew Way & Qamba crescent
Khayelitsha, 7785
34° 2'57.96"S, 18°39'13.80"E

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DEMARCATED SITE MAP

SITE 5 - WEST COAST TVET COLLEGE, ATLANTIS CAMPUS, WESTERN CAPE

KEY
● DETAILED SURVEY OF ROAD EDGE & LEVELS REQUIRED - PROPOSED NEW ACCESS



LOCALITY INFORMATION

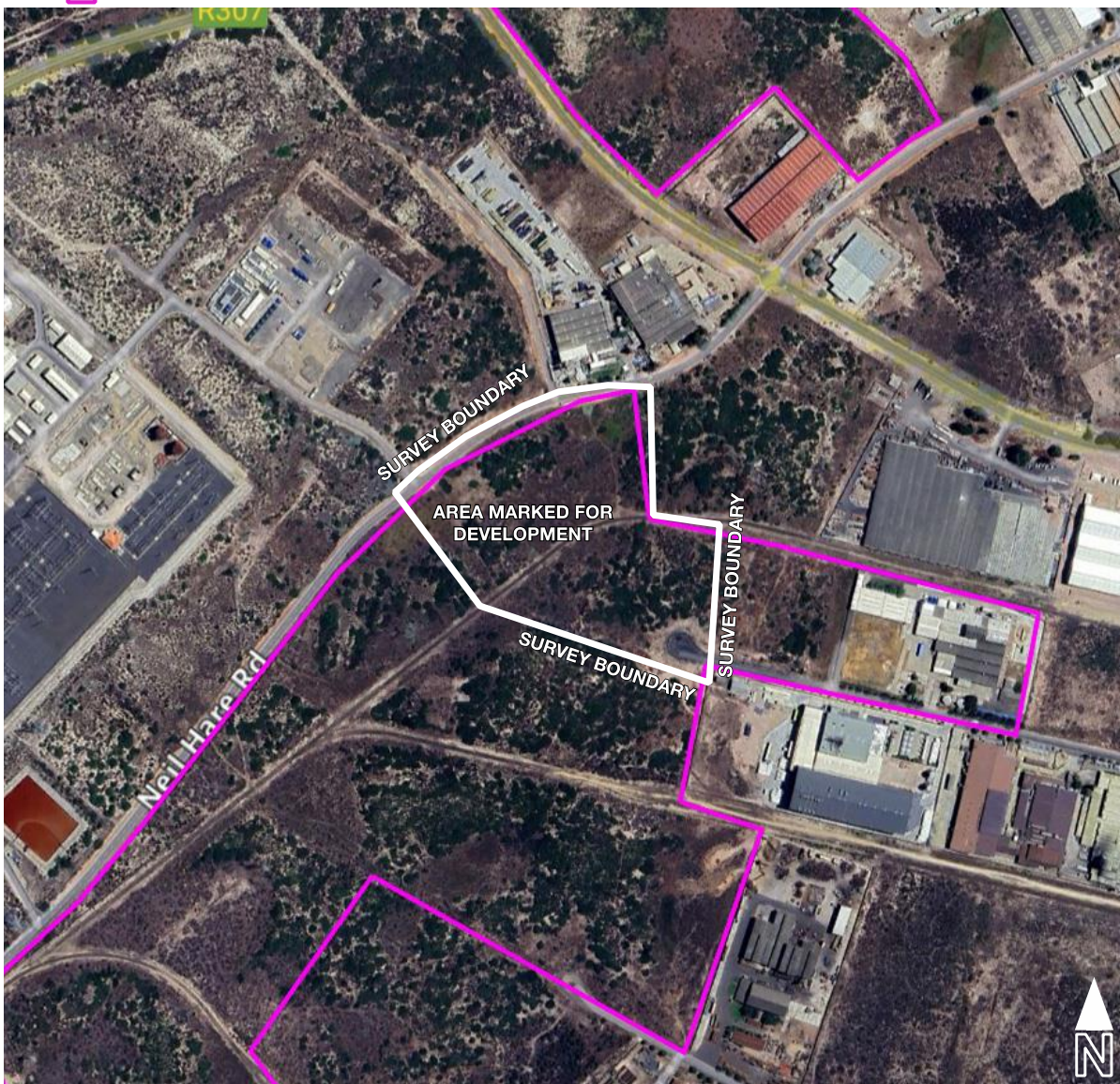
West Coast College – Atlantis Campus
Neil Hare Rd, Atlantis Industrial, Cape Town, 7349
33°35'4.64"S, 18°29'12.39"E

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DEMARCATED SITE MAP

SITE 6 - ATLANTIS GREENTECH, ASEZ, WESTERN CAPE

- KEY**
- DETAILED SURVEY OF BUILDING REQUIRED
 - BOUNDARY LINE - ATLANTIS SPECIAL ECONOMIC ZONE



LOCALITY INFORMATION

Atlantis Greentech Special Economic Zone Campus
Neil Hare Rd, Atlantis Industrial, Cape Town, 7349
33°35'19.71"S, 18°28'20.27"E