

ASSIGNMENT: PROJECT MANAGEMENT FOR THE INFRASTRUCTURE DEVELOPMENT, UPGRADES, REFURBISHMENT AND MAINTENANCE OF THE WILLIAM HUMPHREYS ART GALLERY

FOR: WILLIAM HUMPHREYS ART GALLERY (WHAG)

TERMS OF REFERENCE

1. ASSIGNMENT OBJECTIVE

The assignment objective is to provide project management support for the implementation of the William Humphreys Art Gallery (WHAG) capital works programme and the Government Immovable Asset Management Act (GIAMA) based infrastructure planning.

This assignment will also include providing oversight over existing capital works project and the roll out of new projects.

2. BACKGROUND

The WHAG opened in 1952 and has been a State funded institution since 1957. The mandate of the WHAG is to collect and conserve excellent works of South African art for posterity as a component of the National Estate. The building that houses this entity and its collections was built in 1952 and various upgrades, alterations and additions have been performed over the 66 years of its existence. Currently the building is in need of comprehensive upgrading of the H-Vac system which is outdated and dysfunctional. This impacts severely on the core function which encompasses preservation of the priceless collections, and the achievement of the institutional strategic and service delivery objectives. The facility is also used to offer visitors and guests a cultural experience offering insights into the collective heritage of all South Africans which can be pivotal in the achievement of the national imperatives of social cohesion and nation building.

Deterioration to many other aspects of this State-owned building include major leaks from the roof structure as a result of little maintenance and an under designed water drainage system. This poses a risk of damage to the collections.

Specialist services such as fire detection and suppression systems have also suffered as a result of lack of maintenance and in terms of certain regulations the building is no longer compliant.

The planning; co-ordinating and rolling out of capital works projects has been a challenge to the small establishment. The Executive Management and the Council have therefore resolved to appoint a Project Manager who will be responsible for the Project Management of its Capital Works Programme, planning for all its future capital works requirements and developing the User Asset Management Plan (UAMP) as per the GIAMA requirement.

3. SCOPE OF WORK

The scope of work to be undertaken by the Service Provider upon appointment will include the assessment of the full scope of services to be provided and the preparation of a work plan that captures all the levels of support as outlined below. The work plan will need to be approved by the CEO of WHAG to ensure that all requirements are addressed.

3.1 Work Plan

The Service Provider will need to develop a work plan that addresses all the tasks listed below and assign timelines for conclusion of each task in the work plan.

The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

3.2 Tasks to be performed

The following tasks will be performed by the Project Manager throughout the duration of the appointment:

3.2.1 Infrastructure Planning Function:

The Infrastructure Planning Function will include:

- ❖ Review of existing infrastructure plan (UAMP) developed by the institution;
- ❖ Development of business plans for infrastructure projects that require funding;
- ❖ Development of a new UAMP;
- ❖ Revising the UAMP in accordance with the guidelines set out in the GIAMA;
- ❖ Ensuring that the UAMP is approved by the WHAG CEO, Chairperson of the WHAG Council; and
- ❖ Initiating planning from design to the completion of tender documents through other professional services providers.

3.2.2 Management of Procurement Processes

The management of procurement processes will include:

- ❖ Developing a procurement strategy
- ❖ Ensuring that the procurement strategy is approved by WHAG
- ❖ Preparing specifications and adverts for the procurement of other professional service providers and contractors
- ❖ Participating in tender evaluation structures and making recommendations to the tender adjudication structure.

3.2.3 Project Management

The project management tasks include:

- ❖ Undertaking project oversight on projects being implemented to ensure quality assurance is institutionalised and progress is monitored and reported on;
- ❖ Applying project management tools and practices to the implementation of the various projects; and
- ❖ Processing of payment invoices submitted by professional service providers.

3.2.4 Liaison with the Client (WHAG) and other stakeholders

The liaison with the client and other stakeholder's task will include:

- ❖ Receiving an induction from WHAG;
- ❖ Receiving a briefing from the Executive Management in order to kick-off the project;
- ❖ Preparing a work-plan in accordance with the full scope of work;
- ❖ Obtaining approval for the work-plan from the CEO of WHAG;
- ❖ Executing the work plan in collaboration with other officials and stakeholders and provide for regular progress meetings;
- ❖ Closing-out the project with the Client in accordance with the requirements of the contract.

3.3 Qualifications and experience

A service provider applying for this role should possess the following qualifications and experience sets:

- ❖ Relevant qualifications in built environment from a recognised tertiary institution.
- ❖ Professional Registration with the relevant statutory body.
- ❖ 5 years' experience in a related specialist field is critical for this position.
- ❖ Experience in developing the UAMP (3 references to be provided for the institutions where she/he developed the UAMPs for previously)

4. TIMEFRAMES

The Project Manager will be required for a 3-year period commencing on signing of the Service Level Agreement by both parties. Performance will be reviewed monthly, quarterly and annually. Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification. Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.

The Project Manager is to submit a close-out report in the format provided by the client 20 working days before the last day of the assignment.

On appointment, the Project Manager is to liaise with the Client to agree on the date for submission of the work-plan.

5. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO in the performance of the project management duties.

6. ASSIGNMENT COST

Payment will be made on a time charge plus disbursements basis. A detailed pricing schedule inclusive of professional fees, disbursements and VAT is to be provided by the service provider as an attachment Schedule 1.

Pricing Schedule					
Item	Description	Unit	Quantity	Rate+	Amount
A	Professional Fees	hr	1840		

B	Disbursements	%	10 of A		
				Sub-Total	
				Vat	
				Grand Total	

+ Rate must be inclusive of local travel using own car, parking, cell phone, laptop computer and software, etc

7. EVALUATION CRITERIA

The evaluation criteria to be used for this bid are aligned to the Preferential Procurement Framework Act (2000) and Preferential Procurement Regulations (2011) and this bid will be evaluated according to the evaluation criteria outlined below.

7.1 Compulsory documents

1.	Proof of registration with the National Treasury Central Supplier Database (CSD)
2.	A valid Tax Clearance Certificate or Tax status pin issued by SARS.
3.	Proof of Professional Indemnity Insurance
4.	Company registration documents (Proof of ownership/shareholding certificate if applicable) OR Particulars of Partners or sole practitioner (which must include Full Names and Identity number (certified copy of ID to be provided)
5.	Original certified company resolution or letter of authority or letter of appointment authorizing the signatory of the Entity to sign the contract with the Institution.
6.	Certified ID copy of the authorised signatory.
7.	Valid BBBEE Certificate
The following documents to be completed and signed:	
7.	SBD 1 (Invitation to bid)
8.	SBD 3.3 (Pricing Schedule)
9.	SBD 4 (Declaration of Interest)

10.	SBD 6.1 (Preference Points Claims Form)
11.	SBD 8 (Declaration of Bidder's Past SCM Practices)
12.	SBD 9 (Certificate of Independent Bid Determination)

7.2 Functionality evaluation

Points for functionality will be calculated as follows:

CRITERIA	WEIGHT	VALUE RATING
<p>Responsiveness: Approach paper setting out the manner in which the bidder intends to satisfy the requirements outlined in the Scope of Work (not more than 5 pages). Attach proposed action plan for the implementation of the works.</p>	25	<i>(Excellent =100)</i> <i>(Good =90)</i> <i>(Satisfactory =70)</i> <i>(Poor =40)</i> <i>(Not Acceptable =0)</i>
<p>Qualification and experience of key staff to be involved (2-page cv): Attach Qualification and professional registration as per requirements (<i>Built Environment</i>)</p>	40	<i>(Excellent = 100)</i> <i>(Good =90)</i> <i>(Satisfactory =70)</i> <i>(Poor= 40)</i> <i>(Not Acceptable 0)</i>
<p>Experience on similar project management projects: 3 minimum contactable references for project management and development of the UAMP.</p>	35	<i>(Excellent =100)</i> <i>(Good =90)</i> <i>(Satisfactory =70)</i> <i>(Poor =40)</i> <i>(Not Acceptable =0)</i>
Total	100	

The minimum qualifying score for functionality is 60 points. Bids that have achieved the minimum qualification score for functionality will be evaluated further in terms of the preference point system outlined below.

A site visit will be compulsory.