



nelson mandela bay  
MUNICIPALITY  
PORT ELIZABETH Uitenhage DESPATCH

*Office of the Executive Mayor  
Strategic Programmes Directorate*

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04 June 2008

To: Raj Maharaj  
Raj Maharaj Associates  
Port Elizabeth

**RE: THE APPOINTMENT AS A SERVICE PROVIDER TO DESIGN AND SUPERVISE THE CONSTRUCTION AND ESTABLISHMENT OF MOTHERWELL THUSONG CENTRE (TSC)**

Am pleased to inform you that you have been appointed to provide Architectural services in, inter alia, the design, supervision of the construction, and establishment of the Motherwell Thusong Service Centre in accordance with the Government Business Plan for the establishment of TSCs, 2006-2014, and the requirements of the Nelson Mandela Bay Municipality which is the implementing agent.

The following team of consultants have also been appointed to constitute the team that will conduct the design, supervising and establishment of the Motherwell TSC.

- Quantity Surveyor – KWMH Quantity Surveyors
- Structural / Civil Engineers – Madan Singh Bester & Associates cc
- Electrical Engineer – Carifro Consulting Engineers

You are expected in this appointment to be the Principal Agent, through which the Municipality will deal with project team and the project as a whole.

#### **PROJECT SITE**

Erf 10064, Motherwell numbered as Portion 2 on Layout No R6B – Z – 15H (Corner Maku Road and Tynirha Street, Motherwell)

#### **SCOPE OF THE WORKS**

- Carry out the planning, and preliminary design of the Motherwell Thusong Service Centre in accordance with the standards stipulated for a "Hub" in the Government Business Plan produced by the Department of Communications (GCIS), (Extract copy attached as Annexure G).
- Liaise with the key government departments (Home Affairs, NMBM, etc), as well as other key potential tenants regarding their office space needs so that their needs inform the design process.
- Carry out final designs (working drawings etc) subject to approval of preliminary drawings by the relevant stakeholders, Motherwell Community Coordinating Structure and NMBM Directorates responsible for approvals
- Compile and provide the client (NMBM) with a detailed cost break down of the total project capital cost / budget
- Compile and provide the client (NMBM) with a detailed cost break down of the total project 3 year operating budget
- Provide professional advise by way of factual recommendations, and with clients approval, carry out any planning activities necessary to comply with statutory regulations governing the development and establishment of such facilities
- Carry out on behalf of the municipality the tender process required to enable the client (NMBM) to appoint a contractor to construct the Thusong service centre
- Supervise the construction of the Thusong Service centre in accordance with the JBCC Conditions of Contract, SDBIP provisions and agreed business plan

- Conduct regular meetings between the project team and the client (NMBM), GCIS, other relevant departments, and other potential tenants so that the project is informed and directed to suit the clients and tenants needs
- Carry out all contract administration necessary to ensure a smooth running project planning & implementation.
- Carry out all the necessary project management work as principal agent on behalf of the NMBM
- Establish the necessary systems, process budgets and facilities necessary to make a Thusong Service Centre operational

#### **PROJECT BUDGET**

Maximum R13 million (inclusive of Professional fees, disbursements, 10% contingencies, escalations, construction costs, and establishment costs as well as 14%VAT)

#### **BEST PRACTICE STUDIES**

The team of consultants will be expected to brief themselves of the latest best practice trends of TSCs in the country, either through *inter alia* desk top study, study visits or a combination thereof. Mr Simpiwe Javu would be able to advise on this matter as well as forming part of such visits if they are deemed necessary.

#### **ACCEPTANCE OF APPOINTMENT LETTER**

This appointment is subject to the acceptance of the appointment by the service provider (consultant) within a period of 2 weeks from the date of receipt of this appointment letter from the client (NMBM).

#### **TEAM OF CONSULTANTS**

It is envisaged that the Thusong Service Centre will be designed and implemented by a team of consultants as indicated below. The team will be responsible to carry out the scope of work as indicated above:

The core team of consultants being:

- Architect (Principal Agent) – Raj Maharaj Associates
- Quantity Surveyor – KWMH Quantity Surveyors
- Structural / Civil Engineers – Madan Singh Bester & Associates cc
- Electrical Engineer – Carifro Consulting Engineers

Other non critical and short term service providers will be appointed as and when needed, through the Supply Chain Management Processes, by the client with the assistance of the principal agent. These could include, *inter alia*, topographical land surveyor, Environmental Consultant.

#### **BUSINESS CONSULTANT**

The Municipality through its own separate partnership arrangement is in the process of engaging a business consultant, who will then be an additional member to your project team. The terms of reference of the business consultant will be discussed with yourself as the principal agent and finalised by the client (NMBM).

#### **OTHER MINOR PROFESSIONAL SERVICES**

In the event that other minor professional services be required (topographical survey, EIA scoping report, etc) the principal agent of the project in consultation and with the prior approval of the client, will be authorized to outsource such minor services in accordance with the Supply Chain Management Policy of the NMBM, and the Municipal Finance Management Act, 2003 (Act 56 of 2003), as amended.

#### **PROJECT VOTE NO:**

The Strategic Programmes Directorate is currently working with Budget & Treasury to open the necessary project ID, Vote No. etc in order to facilitate the smooth administration of the project.

#### **PROJECT DRIVER / MANAGER**

Technical Project Driver: Walter Shaidi

#### **PROJECT OWNER:**

Corporate Services: Mr Simpiwe Javu

#### **PROJECT SPONSOR**

Motherwell Urban Renewal Programme – Mr S Marele

#### **COMMUNITY PARTICIPATION**

Please take note of the importance of community participation in the project by ensuring that you consult broadly with the Motherwell community (the user and project beneficiaries) to ensure ownership and support of the project. Your doorway to public participation will be through the MURP Programme Manager who will guide you to the Councillors of the area and the community.

#### **PROJECT TENANTS**

The Principal Agent and the project team needs to consult with Mr Simpiwe Javu (of Corporate Services in the NMBM) who will provide guidance with regards to possible tenants of the Motherwell TSC and their needs/requirements

#### **REPORTING**

- Monthly and quarterly Progress reports circulated to the relevant contact persons in Corporate Services, SPD, and MURP
- Other reports as may be required from time to time and as the need to do so arises
- Power Point Presentations to committees, dignitaries, donors, community or other interested parties as will be communicated to you by the client (NMBM)

#### **PROFESSIONAL FEES**

Government gazetted fees structure applicable to each profession shall apply. They shall be agreed between the consultants team and the client (NMBM) prior to commencement of the appointment. Due to financial limitations, there might be a need to phase the fees as the project might also be implemented in phases.

#### **ENTERING INTO A FORMAL AGREEMENT WITH THE MUNICIPALITY (NMBM)**

Further to this appointment letter, the Legal sub-directorate of the Nelson Mandela Bay Municipality, will be requested to draw up an agreement which will manage this appointment. You will be consulted and notified for signing. In the mean time you and your team can proceed with the works.

#### **WORKS PROGRAMME**

You will be required to submit within two weeks of accepting this appointment, your works programme indicating the various milestones applicable to this project.

I therefore wish you and your project team good luck in your appointment and hope that you will make this municipality proud.

  
**Walter Shaidi Pr Eng (ECSA) (ERB) MIMESA. MWISA**  
ED: Strategic Programmes Directorate  
04 June 2008

CC: Mr Malobola: Director – Legal Services  
CC: Mr Simpiwe Javu – Corporate Services  
CC: Mr S Marele - MURP