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**PART C3:  
SCOPE OF WORK**

Develop the scope of work in accordance with SANS 10403 utilizing the following framework but omit sections that deal with information already provided for elsewhere in the Tender Document.

**1. Employer’s objectives**

The purpose for this submission is to appoint a panel of Service Providers to conduct Water Use Licence Application for Seven EWS Wastewater Treatment Plants.

**1. Description of the services**

The competent Service Provider will be required to undertake the following

Description	Indicative date for delivery
<p><b>Wetland Assessments:</b> Specialist wetland assessments to be undertaken at all the water uses. The exercise will culminate in a wetland assessment report for each site. To be undertaken by a professionally registered wetland specialist.</p>	Delivery dates must be included in the project plan.
<p><b>Risk Assessment Matrix:</b> Risk assessment based on the template provided by DWS. Completed by a professionally registered wetland specialist.</p>	Delivery dates must be included in the project plan
<p><b>Master Layout Plan:</b> Master layout plans which include the delineated sensitive areas (wetlands within a 500m radius, floodlines, riparian areas, etc.), flow direction and the water uses, and the exact positions of monitoring points (including their co-ordinates).</p>	Delivery dates must be included in the project plan

**2. Extent of the services**

The appointed Service Provider is required to undertake wetland assessment, formulation of a master layout plan and complete risk assessment matrix for the water uses undertaken at the following sites: Cool Air WWW, Richmond WWW, Camperdown WWW, Appelsboch WWW, Lynnfield Park WWW, Midmar WW, and Spring Groove WW, Lidgetton WW.

**4. Use of reasonable skill and care**

The Service provider is required to use reasonable skill when preparing the specialist studies and reports to ensure timely completion of the project

**5. Co-operation with other services providers**

The panel of service providers being appointed will commence the work at the same time and there will be an inception meeting to introduce all the appointed service providers

**6. Brief**

Various tasks to be undertaken shall include and deliverables include:

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**SPECIALIST STUDIES**

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- i. Wetland Assessment
- ii. Master Layout Plan
- iii. Risk Assessment

**DELIVERABLES**

The selected PSP will be required to present all outputs in a bound report for each site. The must include these reports:

- Draft Waterland Assessment Report for each site – digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.
- Final Waterland Assessment Report for each site – digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.
- Draft Master Layout Plan for each site – digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.
- Final Master Layout Plan for each site – digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.
- Draft risk assessment reports - digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.
- Final risk assessment reports - digital and hard copies. The report should be submitted to U UW for review. A period of a week must be allowed for the review.

**MEETINGS**

One project inception meeting will be required. The Service Provider should plan for monthly meetings during the study to update uMngeni-uThukela Water on project progress. If project is on schedule, this meeting will be conducted virtually.

It is anticipated that the project team will have meetings at a high frequency during the early stages of the project and when there challenges threatening to compromise the deliverables of the project

**TIME FRAME**

The project is anticipated to be completed within a period of twelve months (12) months. The Professional Service Provider should provide a clear program identifying milestones and deliverables. Corrections or revisions to the report and other documents prepared by the Service Provider are anticipated and shall be considered as part of the normal study process. No extension of time or fees shall be allowed for corrections as described herein above

**PROPOSAL SUBMISSION**

Proposals shall include the following:

- Demonstration of an understanding of the scope of work required.
- A clear understanding of what is required as deliverables.
- CV(s) of proposed service provider personnel showing relevant qualifications and experience of key personnel in undertaking work of similar nature.
- Tenderers should briefly summarize their company's experience in similar projects.

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- Cost estimate for all tasks of work is required. The hourly rate of personnel must be stated as well as an estimate of time. The service providers should be aware that invoicing should be task-based and as such the proposal should identify how the budget is to be allocated for proposed tasks.
- A clear program identifying milestones and deliverables. The project is anticipated to be completed within a period of six (6) months but service providers are encouraged to advise if and why this timeframe cannot be met. ]

**7. Reference data**

[N/A ]

**8. Applicable national and international standards**

[The National Water Act (NWA), Act 36 of 1998 ]

**9. Particular/Generic specifications**

[N/A

**10. Approvals**

[Gaining Access to the sites will require approval from UUW ]

**11. Procurement**

[N/A ]

**12. Access to land / buildings / sites**

[Gaining Access to the sites will require approval from UUW . ]

**13. Planning and programming**

[To be specified by the Service Provider and must not exceed six (6) months ]

**14. Software application for programming**

[GIS / Map software with latest data required for desktop assessments ]

**15. Quality management**

[This will be measured based on the responses from DWS during the application Process. ]

**16. Format of communications**

- [Draft digital and hard copies of reports for all specialist studies: must be submitted to UUW for review. A period of a week must be allowed for this task.
- Final report for all specialist studies: digital and hard copies of the reports must be submitted to the Client for review. A period of a week must be allowed for this task.
- Copies of all formal documentation submitted to the authorities in the application process
- Electronic copies of all specialist reports ]

**17. Key personnel**

[Project Facilitator is the only Key Person to be scored, however the service provider is required to provide an Organogram of all the specialists that will be responsible for the different components of this project, especially the Specialist Studies.]

**18. Management meetings**

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Fortnightly meetings are required at a minimum, however the Project Team will meet as frequently as necessary to achieve the objectives of the programme and deliver the required project outputs. Project meetings will be scheduled aligned to milestones, deliverables or when challenges are experienced.

The UUW Project Team will schedule an inception meeting and all routine fortnightly meetings are the responsibility of the appointed service provider (s).

**19. Forms for contract administration**

N/A

**20. Electronic payments**

Payment of the Service Providers will be done in accordance to Finance policies after completion of each milestone.

**21. Daily records**

N/A

**22. Professional indemnity insurances**

Refer to C.1.2 Contract Data Clause 5.4.1 and state number of copies and the place where policies are to be presented.

**23. Payment certificates**

Invoices are to be submitted by the 25<sup>th</sup> of each month and should be milestone based. Proof of work completed must be submitted with each invoice.

**24. Use of documents by the Employer**

Reference material and as proof of work completion.

**25. Property provided for the Service provider's use**

Coordinates for all EWS plants and prior WULA correspondence with DWS

**26. Proof of compliance with the law**

N/A

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**PART C4: SITE INFORMATION**

*All sites are within the uMgungundlovu District Municipality and are listed below:*

<b>Name</b>	<b>GPS COORDINATES</b>
1. Cool Air WWTW	29°22'39.29"S 30°37'30,50"E
2. Richmond WWTW	29°53'05.99"S 30°15'58,53"E
3. Camperdown WWTW	29°43'19.94"S 30°31'44.13"E
4. Appelsbosch WWTW	29°29'34.45"S 30°14'01.83"E
5. Lynnfield Park WWTW	29°40'59.98"S 30°27'57.31"E
6. Midmar WTW	29°29'52.18"S 30°13'16.78"E
7. Spring Groove WTW	29°19'5.88"S 29°58'16.13"E
8. Lidgetton WTW	29°26'26.45"S 30° 5'49.29"E