RFP 36/2016

SOUTH AFRICAN REVENUE SERVICE

CORPORATE REAL ESTATE DIVISION

SCOPE OF WORKS

APPOINTMENT OF CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS AT SPECIFIED PROPERTIES

Table of Contents

1 Introduction

The South African Revenue Service (SARS) is the nation's tax collecting authority. Established in terms of the South African Revenue Service Act 34 of 1997 as an autonomous agency, we are responsible for administering the South African tax system and customs service.

Our responsibilities are to:

- Collect and administer all national taxes, duties and levies
- Collect revenue that may be imposed under any other legislation as agreed on between SARS and a state entity entitled to the revenue
- Provide a customs service that facilitates trade, maximises revenue collection and protects our borders from illegal importation and exportation of goods, and
- Advise the Minister of Finance on all revenue matters.

SARS have presence in all the regions of South Africa and manage a property portfolio spanning at least 520 000 m² on 140 sites. SARS intend to appoint consultants to conduct independent building condition assessments at specified sites. The assessment reports will be utilised to enhance the decision making processes including budget allocations for planned maintenance and equipment lifecycle replacement reserves.

2 Purpose

- Identify significant defects, deficiencies, items of deferred maintenance and material building code violations (individually and collectively, physical deficiencies) as a result of a visual survey, review of documents, and the research and interrogatories as described herein.
- Prepare estimated costs to remedy the physical deficiencies.
- Prepare a Replacement Reserve Schedule for the next 10 years.
- Prepare a written report (the Report) that opines on the Subject's overall physical condition, describes pertinent components or systems of the Subject property, identifies physical deficiencies and conditions that would limit the expected useful life of major components or systems, and provides estimated costs to remedy physical deficiencies and for annual Replacement Reserve Expenditures.

3 Scope of Work

3.1 General

The Consultant shall review available information, make inquiries of the property owner, make observations sufficient to establish the type and approximate extent of physical deficiencies, and take representative measurements and make informed estimates of the cost to remedy physical deficiencies and to prepare the lifecycle replacement report/schedule.

3.1.1 State of Buildings Assessment Activities

The *Consultant* will be required to provide an on-site validation of the state of facilities/buildings to determine their serviceability. As minimum requirements, the *Consultant* will provide the following:

a. Recommend least cost options for the architectural solutions for the facilities.

3.1.2 Civil/Structural Engineering Assessment Activities

The *Consultant* is required to conduct building assessments to determine the potential risks in relation to the buildings and existing services (surface and underground). As a minimum requirement, the *Consultant* is to provide the following:

a. Detailed report/s on all Civil/Structural aspects on the facilities from a structural integrity /service limit, capacity including parking and interconnecting access gates/routes to the facility for traffic impact.
b. Recommend least cost options for making good the facilities/building in a short-term to long-term.

3.1.3 Electrical Engineering Assessment Activities

The *Consultant* will be required to conduct assessments of electrical reticulation and power demands for all the facilities. As a minimum the *Consultant* is to provide the following:

a. Detailed report on the existing state of electrical systems for each facility/building in terms of demand and supply.
b. Assessments of existing wiring and circuit boards/breakers.
c. Assess the state of energy efficiency for each facility.
d. Provide a least cost options for making good or upgrade the electrical systems for each facility/building.

3.1.4 Mechanical Engineering (HVAC) Assessment Activities

As HVAC (Heating, Ventilation, Air-conditioning) is the most crucial aspect of office/corporate facilities, its efficiency is important to the SARS business. The *Consultant* will be required to conduct assessments on the state of HVAC systems for all the facilities/buildings. As a minimum the *Consultant* is to provide the following:

a. A detailed report on the state of the HVAC system for each facility/building
b. Assessments of the HVAC equipment and ducting to determine their serviceability.
c. Determine the efficiency of the HVAC systems
d. Assess the air quality/temperature tests per floor square meter.
e. Provide a least cost options for making good/repairs or replacement of existing HVAC systems or equipment.

3.1.5 Best Practice Building Condition Assessment Activities

The *Consultant* is required to conduct building assessments to determine the potential risks in relation to all other aspects of the buildings and services that would form part of best practice in comprehensive building condition assessments. The Consultant is expected to report on all aspects of the building that may have been omitted in sections 3.1.1 to 3.1.4 above and should cover the following best practice elements:

a. Site
b. Frame and Envelope
c. Interior Elements
d. Plumbing, HVAC and Electrical
e. Elevators and other mechanical systems
f. Fire protection/life safety
g. Miscellaneous issues
    - Adequacy and compliance in support of persons with disabilities
    - Environmental concerns (including asbestos)
    - Building Code violations (including department of labour inspections)
    - Building measurement confirmation

4 Survey and Research Procedures

The Consultant shall plan the execution of the building condition assessments in such a way that they are able to collect adequate and relevant evidence that will assist them to make the most appropriate opinion on the physical deficiencies and long term replacement reserves of the property. The Consultant is expected to employ best practice research techniques in the collection of evidence and formulation of their opinion.

The Consultant shall be expected where practicable to place reliance on:

- Interviewing building management and ownership.
- Interrogatories with pertinent building systems service personnel, vendors, relevant municipalities and tenants.

In addition, attempt to discover the following information:

- Type and extent of deferred maintenance
- Type and extent of latent or patent defects
- Anticipated costs to remedy known physical deficiencies at the property

- Historical costs incurred for repairs, improvements, recurring replacements, etc.
- Programme for preventive maintenance, repairs, and budgeting for replacement reserves
- Age of systems, components and equipment when different from property age
- Current and recent maintenance practices
- Existence of outstanding citations for building, fire and zoning code violations
- Existence of any compliance assessments to meet the needs of persons with disabilities
- Existence of any other previously prepared due diligence survey
- Energy management efficiencies
- Environmental concerns

5 Report

The Consultant shall be expected to provide a report which includes opinions on the state of the building including but not limited to the following:

5.1 Executive Summary

A. General Description

B. General Condition

C. Estimated Required Expenditures

- Deferred Maintenance and Physical deficiencies
- Replacement Reserve Expenditures

D. Recommendations

5.2 Purpose and Scope will cover the following but is not limited to

1. Civil works and Wet works

a) Paving Areas

b) Water networking

c) Storm water/ sewage

d) Manhole networks

e) Pumps including bore holes and sump pumps

f) Drainage

g) Grease traps

h) Fencing

i) Retainer walls

j) Ground work/landscaping

k) Plumbing

2. Structural works

a) Roof coverings
b) Walls
c) Structural integrity (sub and super structure)
d) Facade
e) Staircases
f) Vertical shafts
g) Waterproofing
h) Rafters
i) Ceiling
j) Flooring etc…

3. Electrical engineering

a) Switch gear
b) Transformers
c) Main and Sub-distribution boards
d) Generators
e) UPS
f) Electrical reticulation (i.e lights plugs etc.)
g) Power factor correction
h) Electrical COC`s
i) Protection systems (lightning Arrest)

4. Mechanical Engineering

a) HVAC
b) Pumps (e.g boreholes etc).
c) Lifts –condition Annexure A and B
d) Fire sprinklers
e) Hose reels
f) Cooling towers
g) BMS
h) All pipe works

5 Building compliance

a) OHASA
b) Occupancy compliance
c) Disability ramps and ablutions
d) Fire compliance
e) Building performance and level of compliance with National building regulations

6. Green Initiatives

a) Energy management
b) Building fabrics
c) Recycling
d) Waste management
e) Grey water systems

5.3 Description and Condition

5.4 Cost Estimates to Remedy Deficiencies

5.5 Replacement Reserve Analysis

5.6 Qualifications

- Limiting Conditions
- Consultant's Certification

5.7 Exhibits

- Photographs
- Pre-survey questionnaire and disclosure schedule
- Subject description and parameters schedule
- Schedule of data/documents reviewed

The Building Condition Assessment Report should add all aspects of best practice that may have been omitted in article 5.