

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE A COMPLETE FEASIBILITY STUDY AND DEVELOP A MASTER PLAN FOR THE JOHANNESBURG OBSERVATORY SITE AND ITS ACTIVITIES

1. Introduction

NRF through its business unit, the South African Agency for Science and Technology Advancement (SAASTA) wishes to appoint a service provider to undertake a complete feasibility study and develop a master plan for the Johannesburg Observatory Site.

2. Background

The National Research Foundation (NRF), through its business unit, the South African Agency for Science and Technology Advancement (SAASTA), is committed to building the interface between science and society and supporting science outreach and communication. A preliminary scoping exercise completed in November 2008 considered site developments undertaken to date and recommended that the current historic Johannesburg Observatory Site be developed into a centre of excellence in the sciences that combines science educational outreach with hands-on interactivity. The site's current unique niche is created by a major 105 year old telescope, minor observation platforms and telescopes, a Herbert Baker Library, at least 3 floors of open exhibition space, student laboratories and office space for administrative staff. This is all complemented by wide open available surrounding spaces and a panoramic view of Johannesburg city and surrounding areas. It is envisaged that a fully developed Johannesburg Observatory Site will serve as a focal point for all SAASTA education, awareness and communication programmes implemented at both at local and national levels.

SAASTA thus requires the services of a competent service provider to undertake a complete feasibility study and develop a master plan for the site and its activities. It is expected that the detailed outcomes of this study will inform management decision making regarding the proposed development of the Johannesburg Observatory Site in meeting our stated business goals.

SAASTA corporate brochure enclosed for background information. Also available on website at <http://www.saasta.ac.za>

3. The Study will focus on the Johannesburg Observatory Site

Address: 15A Gill Street, Observatory, Johannesburg

The site is located in Observatory in Johannesburg - so named after the Observatory itself. The site's current unique niche is created by a major 105 year old telescope, minor observation platforms and telescopes, a Herbert Baker Library, at least 3 floors of open exhibition space, student laboratories and office space for administrative staff. This is all

complemented by wide open available surrounding spaces and a stunning view of Johannesburg city.

The site is on a portion of the farm, Doornfontein. Development controls applicable to the site are as follows:

- Site equals 38,493m²
- FAR (Floor area ratio) 20% which means 7,700m² of floor area under roof (counting all m² of floors i.e. double storey building of 100m² will have 200m² floor area)
- Coverage - 15% (This equates to building area allowed for the site of 5,774m²)
- Height Zone - three stories
- Zone use - institutional
- Current m² of existing buildings is 4,382m² - meaning that 3,316m² is still available for building without having to apply for changes to rights under the town planning scheme.

The Observatory is unique in many respects. The combination of its historical buildings, scientific heritage, elevation and view are unmatched. The working 26" Grubb telescope, the mechanics of its moveable viewing platform and its dome are entirely unique and intriguing to people from all backgrounds and age groups in Johannesburg.

The site has a rich and colourful history dating back to the birth of Johannesburg when it was a considerable "trek" out from the city centre. Its scientific contribution over the decades to the local and international astronomical and meteorological community is unknown to most. The international significance of the Observatory in double star research is a story which deserves telling. The scientific contribution of the site is one which South Africans can be proud of. The Observatory's educational outreach was particularly good in the past through its director, Finsen, who was one of South African's radio wise men.

The physical facilities on site that are used by SAASTA to deliver its programmes include:

- Main Building – made up of a north wing with three levels (700 m²) and south wing with two levels (500 m²)
- Reception complete with small resource centre
- 500m² of exhibition space, populated with a limited collection of practical interactive exhibitions
- A small Infinity Room, with seating for 20 which has a projector and functions as a very rudimentary mini planetarium.
- A computer lab with 14 computers
- Two hands-on chemical laboratories for conducting and supporting chemistry syllabus (60 m² and accommodate 40 persons each)
- A TRAC lab funded and operated by Murray & Roberts
- Office space for SAASTA educational officers

Grub Telescope building and adjacent auditorium

- A flat floor auditorium/presentation room with seating for 100 – used in support of the programmes and activities hosted on the site.

- The Grub 26” Telescope and ante space within the telescope building – There are some concerns around the safety of the platform – Used for viewings and the ante space is used by caterers to supply lunches to those using the auditorium.

Other telescopes

- The refractor telescope on the ridge – Still used mainly for night viewing.
- The UNERT 9” refractor telescope on the roof of the Main building

Other physical facilities on site include a small amount of office space and buildings that are unused. These include historical buildings. The office space is essentially a long single story building (approximately 1100m²) with cellular offices feeding off a long central corridor. The building includes a main board room. SAASTA occupy a few offices, the majority are rented out to tenants such as NGOs. Several other offices remain vacant for rent. The kitchen and board room are considered common facilities however, the boardroom is rented out for AGM's.

4. Scope of work

- Produce a comprehensive report on the feasibility to implement the requirements of SAASTA. This must include relevant market/sector research and analyses, structural requirements, issues of access and movement, science centre developments and financial and economic considerations / scenarios for total development.
- Indicate an understanding of similar best practices followed locally and internationally
- Prepare a project management plan to complete the study with time-lines, proposed budget and phases clearly indicated;
- Arrange workshops with stakeholders, if required
- Carry out the task in consultation with SAASTA and all affected stakeholders
- The study must consider the requirements as stipulated in the Department of Science and Technology's (DST) *National Norms and Standards for a Network of Science Centres in South Africa* document

5. Conditions of bid

Bid conditions

- a. SAASTA reserves the right to award part of a tender and not the whole tender
- b. SAASTA reserves the right to withdraw and cancel the tender
- c. SAASTA reserves the right not to accept the tender with the lowest costing
- d. SAASTA reserves the right to sign and conclude a formal contract with a successful bidder
- e. SAASTA reserves the right to terminate the contract in the event that the service provider does not deliver according to the set requirements
- f. Short-listed bidders will be contacted within two weeks after the closing date

- g. Short-listed bidders may be requested to do a follow-up presentation to showcase their applicable expertise, service and references
- h. Bidders will be expected to attend a compulsory briefing session on Thursday, 05 November 2009 at the SAASTA Johannesburg Observatory Site, Ground Floor, 15A Gill Street, Observatory, Johannesburg
- i. General conditions of contract will be applicable to this bid

6. Contractual period

The whole contract must be completed by **30 March 2010**

7. Terms of payment

Bidders are to indicate the anticipated payment schedule. It must be noted that SAASTA's terms are 30 days from date of invoice. A detailed budget must accompany the tender documents.

8. Tender documents

The following documents must accompany your submission:

- Organisational profile and commitment to equity and empowerment detailing ownership, management and staff compliment
- Summary of previous feasibility studies undertaken to indicate relevant experience
- Previous/present government contracts - if any
- CVs of main members who will be allocated to the study
- Proposed study design in line with Terms of Reference
- Project management plan with time-lines
- Proposed budget and phases clearly indicated
- Updated and original tax clearance certificate from SARS, if applicable
- Certified copies of certificates of incorporation (as per Close Corporation, Company, or Legal Entity etc.)
- Certified copies of last three years' audited financial statements
- References from previous and/or recent clients

9. Submission Format Guidelines

The following outline is suggested when preparing your bid

1. Executive Summary
2. Your interpretation of the brief
3. Your interpretation of the scope of the project
4. Brief CV of your firm
5. Brief CV of firms/organisations/persons you intend to sub-contract

6. Summary of your firm's completed or in-progress projects (Specifically related to what is called for in Feasibility Studies only)
7. List of previous and/or present clients
8. Proposed study design
9. Basic study management plan

To include:

- **Overall study phasing**
- **Time frames**
- **Costs per phase and/or per specific sub-task(s) to finalise the study**

10. Contact persons

For any general bid enquiries please contact Hloki Mabelebele (012) 481 4263 and for technical enquiries please contact Lucy Coetsee (012) 392 9327 and Marlize Delport (012) 392 9311

11. Additional supporting documentation

- SAASTA corporate Brochure
- NRF Vision 2015
- Department of Science and Technology (DST): *National Norms and Standards for a Network of Science Centres in South Africa*

