 Eskom	Scope	Group Technology
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Title: **Scope of Work:
SPACE PLANNING AND
INTERIOR DESIGN
CONSULTANTS**

Unique Identifier:

Alternative Reference Number: **N/A**

Area of Applicability: **Eskom Real
Estate**

Documentation Type: **Scope**

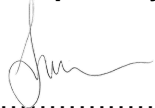
Revision: **2**

Total Pages: **6**

Next Review Date: **N/A**

Disclosure Classification: **CONTROLLED
DISCLOSURE**

Compiled by

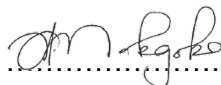


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**Project Office and Support
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Date: 30 JUNE 2022

Functional Responsibility



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Space Planning Manager

Date: 2022/06/30

Authorised by



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Date: 2022/07/04

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1. INTRODUCTION

In 2017, EXCO approved the Eskom Real Estate (ERE) Masterplan. The objective of this initiative was to align with the Eskom wide cost reduction strategic objective, aimed at reducing workspace associated operating costs through implementation of the following:

- Optimization of workspace within owned offices
- Exiting of leases and consolidation into owned offices within same regions.

The initiative is an ongoing exercise, which requires services of Space Planners in order to analyse space requirements and optimize available offices for this goal to be achieved.

In November 2021, EXCO approved the implementation of the hybrid workforce, which allows employees to work remotely. The initiative is intended to increase productivity, whilst also reducing workspace-operating costs. The approval therefore allows for further reduction of workspaces and adoption of workspace designs suitable to support the hybrid work environment, requiring that services of space planners be in-sourced for successful implementation of this initiative.

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2. SUPPORTING CLAUSES

2.1 PURPOSE

The purpose of this document is to outline the scope of work as required for input into a task order that will be submitted to PCC with the intent to obtain a design consultant. This document provides the Architectural input to be included in a Contract document based on the NEC conditions of contract.

2.2 Applicability

This document applies to Megawatt Park, ERIC building in Rosherville and EAL in Midrand

3. NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

3.1 NORMATIVE

- [1] ISO 9001 Quality Management Systems.
- [2] 32-727 - Eskom Safety, Health, Environment and Quality (SHEQ) Policy
- [3] Occupational Health and Safety Act No. 85 of 1993
- [4] SANS 10400

3.2 INFORMATIVE

- [1] ISO 9001 Quality Management Systems.
- [2] 240-53113685: Design Review Procedure

4. DEFINITIONS

4.1 DISCLOSURE CLASSIFICATION

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

4.2 ABBREVIATIONS

Abbreviation	Description
ERE	Eskom Real Estate
EAL	Eskom Academy of Learning
MWP	Megawatt Park
NEC	New Engineering Contract

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Abbreviation	Description
SANS	South African National Standards

5. SCOPE OF WORK

Appointment of Space Planning and Interior Design Consultants (It is a prerequisite of the tender submission that SACAP registered Professionals form part of the team which will approve designs)

Phase 1:

Review the Eskom Needs analysis at MWP, EAL and ERIC and address the gaps for fit out, furnishing and special equipment

Phase 2:

- Design – establish client brief
- Prepare design concept for approval

Phase 3

- Produce detail drawings
- Issue of all relevant CAD drawings to client
- Prepare programme (inclusive of the move and change management)
- Prepare approved work for implementation.

Phase 4:

Project Implementation:

- Attend to appointment of suppliers/contractors together with client
- Brief contractors regarding implementation phase
- Finalise and issue project programme
- Monitor progress regularly against programme deliver completed project on time, within budget and agreed standards

Deliverables:

- The consultant must design office space, meeting and common spaces within the constraint of the current buildings, furniture and infrastructure to meet the demand of agile work, cost saving and space consolidation;
- The design should be reflected in CAD drawings, and the implementation should be in a project program with detail steps and accountabilities.
- .

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6. PROJECT STAGES

The Consultant works in accordance to the phases stipulated in the scope of works.

(Defined as: Establish *Employer* requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies)

- Consult with *Employer*.
- Assist in developing a clear project brief.
- Define the services and scope of work required.
- Inspect the sites and advise on the necessary space planning trends in the market
- Investigate and collate available data, drawings and plans relating to the project.
- Ensure adherence to all *Employer* governance documents and procedures.

7. PROJECT DELIVERABLES

The *Consultant's* deliverables are as follows; this is not limited to but includes the deliverables listed:

- Architectural Concept and Detailed Design
- Project plans
- Move plans
- resourcing plans
- recommendations/ presentations to client and EXCO on cost savings through the re-design of the interior of the building

8. AUTHORISATION

This document has been seen and accepted by:

Name and Surname	Designation
Amogelang Mokgoko	Space Planner: Corporate
Rirhandzu Sitole	Space Planner: Distribution
Alex Daneel	Senior Manager: ERE

9. REVISION

Date	Rev.	Compiler	Remarks
June 2022	0.1	S Wilkinson	Draft

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Date	Rev.	Compiler	Remarks

10. DEVELOPMENT TEAM

The following people were involved in the development of this document:

- Sherene Wilkinson
- Amogelang Mokgoko

ACKNOWLEDGEMENTS

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