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P.O. Box 27031
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Namibia

Attention: To Whom It May Concern,

AUASBLICK EXTENSION 1
NEW RESIDENTIAL BUILDING: STAKEHOLDER ADVICE

1. The Association

The Association of Consulting Engineers of Namibia (ACEN) is a voluntary association of Consulting Engineers which:

- are in the business of offering independent technology based intellectual services in the built, human and natural environment to clients for a fee;
- are managed and have their operating policies determined by people whose professional qualifications and conduct are in keeping with the requirements of the Constitution and the By-laws;
- have high professional repute and ethical standards and operate in accordance with the code of Conduct.

The Association was established in 1982 as a voluntary association of the Consulting Engineering firms in Namibia. Membership has grown from a founding group of 6 practices to a current 58 with a total employment as of January 2020 of close to 350. The Association is the only collective representation for Consulting Engineers in Namibia currently.

The purpose of ACEN is three-fold. Firstly, we represent the best interests of the Consulting Engineers in general towards our clients, very much in the same way as a trade union does for its members. Secondly, we represent a direct access route by our clients to our members so that we can aid long term principles such as government policy and the like. Thirdly, we provide a structure to which Consulting firms must conform thereby ensuring accountable, responsible, and fair practise by all members.

2. Objectives

The objectives of the Association are:

- To promote the professional and business interest, rights and powers of Members of the Association;
- To promote excellence in serving the public in matters connected with technology based intellectual services in the built, human and natural environment;
- To promote a high standard for the conduct of Consulting Engineers and allied Professionals;
- To encourage members to serve clients with professionalism, integrity and independence of judgement;
- To promote the advancement of Consulting Engineers and allied Professions;
- To assist Members to associate for the purposes of co-operation, mutual advantage and consultation;
- To build influence in national and international affairs which affect members of the Association;
- To enhance the collective reputation and economic viability of the Members of the Association; and
- To promote Membership, ensuring that it is inclusive and representative of Consulting Engineers and Allied Professionals.

3. Services

The following general services are offered by the Consulting Engineer:

- Comprehensive Consultations;
- Investigation and Feasibility Reports;
- Project Evaluations and Recommendations;
- Cost Analysis, Estimates and Recommendations;
- Designs;
- Drawings, Specifications and Tenders;
- The procurement process;
- Quantity Control;
- Installation and Construction Stage Supervisory Input;
- Commissioning;
- Co-ordination of the Project and Team Members.

4. The Consulting Engineer

What is a Consulting Engineer?

Consulting Engineering is essentially the commercial branch of Engineering. In Namibia the focus is on Civil, Structural, Power, Mechanical, Electrical and Electronic Engineering.

In principle the Consulting Engineer will prepare the necessary reports, designs, drawings, and documents that will be needed and will then prepare tenders, appoint a contractor and supervise the work to completion. In some cases, such as buildings, the Engineer works in a team with other professionals such as Architects and Quantity Surveyors, but in most instances, you work alone and become fully responsible.

Consulting Engineering is conducted by firms or practices and not by individuals. A consulting engineering firm consists of a group of skilled and trained professional engineers with the high level of expertise required for the specific service that they provide.

Examples of these services include:

- Reinforced Concrete and Steel Structures for Buildings, Bridges, Dams etc.
- Roads and Transport Planning.
- Water pipelines and Reservoirs. Sewerage Systems and Sewage Works.
- Electrical Installations.
- Computer System.
- Electrical Substations, HV Power Lines.
- Air Conditioning Installations.
- Refrigeration systems.
- Industrial Processes.

These items are subdivided into five major disciplines:

1. Civil Engineering.
2. Structural Engineering.
3. Electrical Engineering.
4. Mechanical Engineering.
5. Power Engineering

In addition to the above-mentioned professional staff, consulting engineering firms employ:

- Technical staff to work with the professional staff for such tasks as Surveying, Quality Control Inspections, Construction Supervision, Design Detailing, Testing etc.
- Draughtsmen to do drawings.
- Administrative a support staff.

Namibian consulting engineering Firms have all the above-mentioned facilities and can provide expertise locally on request to clients.

5. Position of a Consulting Engineer

For most engineering projects the Consulting Engineer is appointed directly by the Client. The Consulting Engineer, under this appointment, is responsible to the Client for all aspects of the appointment from inception to completion. This overall responsibility would include:

- The appointment of all sub-consultants, specialists and service providers required to complete the requirements of the professional appointment, collectively being the project team.
- The programming of the project and the management of the project team.
- The planning, detail design, documentation, tendering, construction supervision and handover of the project.

- Advice to the client on all aspects of the appointment.

The appointed Consulting Engineer has a professional duty to provide the Client with the correct professional level of service and to provide advice and guidance commensurate with this obligation.

Clients have requirements regarding performance specifications and procurement procedures and the Consulting Engineer is also required to accommodate these requirements, where appropriate and applicable, in his appointment.

Legally the Contractor or Contractors appointed to conduct the work by the Client are appointed directly by the Client based on the documentation prepared by the Consulting Engineer.

In some projects, such as buildings, a project team is normally appointed comprising of:

- An Architect. The Architect designs the building with regard to aesthetics, functionality, layout, interior and exterior design. The architect will normally also be the Principal Agent in terms of the team co-ordination.
- One or more Consulting Engineers depending on the scope of the Works. The Consulting Engineers design the structure and civil works of the building as well as various services such as Electrical, Water, Air Conditioning etc. which go into the building.
- A Quantity Surveyor. The Quantity Surveyor prepares Bill of Quantities for the project and, with the Principal Agent, controls the project finances.
- Collectively this team provides the same service that the Consulting Engineer provides on direct appointments.

6. Selection and Appointment

The fundamental principal is that the Consulting Engineer must have the ability, experience, and integrity to provide the scope and standard of service required by the Client. The best project results may only be realised when there is full and mutual trust between the Client and his Consultant. The services that are provided are of a professional nature but are highly variable and depend on the requirements of each individual project.

The four basic forms of selection are:

- Direct appointment, being a non-competitive method based on experience and technical expertise.
- Panel, being a non-competitive method by fairly rotating appointments through a panel of consultants previously selected based on various technical criteria.
- Quality Based selection (QBS), being a method where selection is based on individual technical submissions between potential Consultants using standard fee scales.
- Quality-Cost Based Selection (QCBS), being a method where selection is based on individual technical submissions between potential Consultants using non-standard fees offered specifically for the project.

Having selected a Consulting Engineer, the appointment must be formalised. Since the core of a successful project involving a Consulting Engineer is a sound Client/Consulting Engineer relationship based on a spirit of mutual trust and confidence, it is strongly recommended that the appointment be done in writing at the commencement of the project. The Association of Consulting Engineers of Namibia has prepared a document entitled the Model Form which indicates the various stages of a project and fees.

7. Related Associations

Below is a list of associations related to ACEN and/or are relevant to the engineering industries.

- Engineering Council of Namibia
- Engineering Professions Association of Namibia
- FIDIC
- Green Building Council Namibia
- The Construction Industries Federation of Namibia

Please do not hesitate to contact the ACEN should any of the above-mentioned information remain unclear. ACEN advocates for the advancement of the Engineering profession and stands poised to offer assistance. Detailed information pertaining to any Consultant areas of expertise and contact particulars can be accessed through our official website <https://acen.org.na/members>.

Yours faithfully,



Derrick Langford

For President of the Association of Consulting Engineers (ACEN)

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