REQUEST FOR PROPOSALS

MSHOLOZI INFORMAL SETTLEMENT PRE-FEASIBILITY STUDY

MADIBENG LOCAL MUNICIPALITY

RFP/JHB/2015/016

PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 07TH SEPTEMBER 2015
1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level.

The Madibeng Local Municipality has formally sent a request to be assisted with the release of Portion 455 of the Farm Kameeldrift 211 JQ to the municipality. The said property is currently occupied by an estimated 500 informal dwellers and thus constitutes an informal settlement. The settlement inhabitants are farm-workers working in the neighbouring commercial farms without tenure rights.

Through its planning processes including the IDP and its budget meetings, the Municipality has indicated that it has identified an urgent need to address the challenge of formalising and / or upgrading the said informal settlement. Hence, the municipality seeks to acquire the subject property in an effort to pursue an integrated housing development project to accommodate the current beneficiaries with infrastructure (internal reticulations) and other amenities, including top structures through the relevant housing subsidy programme of the Department of Human Settlement.

Whilst the Madibeng Municipality is currently receiving NUSP support, the said informal settlements appears to have not been included as part of the assessment and categorisation process, this is mainly due to the fact that the informal settlement falls outside the municipal urban edge and it is mainly rural surrounded by commercial farms.

2. OBJECTIVE OF THE PROJECT

The HDA has conducted a Rapid Assessment which serves as a precursor for the pre-planning phase prior to the release of land, in that it provides a rapid overview of the scale and nature of the informal settlement, as well as recommendations according to the appropriate developmental response, and as a result a pre-feasibility study needs to be conducted as part of the process of land release.

A pre-feasibility study will need be undertaken, in order to determine the suitability of land for human settlement development, and in addition, an appropriate housing programme and solution that takes into consideration the Spatial Development Framework (SDF), needs to be developed.

The Rapid Assessment Report will be made available upon appointment of the successful service provider.
3. **SCOPE OF WORK**

The HDA therefore intends to utilize the services of well experienced technical team from the built environment, with experience of working in informal settlements, to undertake planning support in the form of geotechnical, yield and environmental assessments, infrastructure status quo and an appropriate housing programme.

**Activity 1: Develop an Implementation Plan for the overall assignment**

The service provider will produce an implementation plan (a week after the inception of this project) setting out how it will carry out this assignment. The implementation plan must detail the milestones / deliverables, and their estimated duration.

**Activity 2: Development Solutions for the informal settlement (based on suitable responses)**

The service provider will assist with producing a pre-feasibility study for the prioritized informal settlement, and the main activities will be the following:

- Basic Geotechnical assessment (supported by Phase 1 Geotech Report)
- Basic Environmental assessment (supported by an environmental assessment report)
- Technical Yield Assessment (Concept Layout)
- Infrastructure Status Quo Assessment

The settlement planning process will be conducted in a participatory manner, with close involvement of the communities directly affected (a separate social facilitator) will be appointed to conduct a full enumeration and socio-economic survey. It is expected that both service providers will work in tandem to produce a conclusive development plan. Particular attention will be paid to ensuring that communities understand their development situation, participate in the generation of options and choices for development, and that information is provided in an accessible manner to improve decision-making. This will require that the service provider who succeeds in this bid must work closely with the service provider who will be doing the socio-economic survey and enumerations and that the two assignments are coordinated closely including planning for joint progress review meetings.

**Activity 3: Recommend Suitable Housing Delivery Programme**

The settlement falls outside the municipal urban edge and is largely rural in nature, but it equally demonstrates characteristics of an informal settlement as result of its moderate density. The service provider will be required to interrogate municipal planning frameworks such as the Spatial Development Framework (SDF) and the Integrated Development Plan (IDP) determine the appropriate housing programme for development.
Activity 4: Produce close-out report

At the end of the assignment, the service provider will produce a close-out report on outputs and outcomes of the listed activities.

4. DELIVERABLES & OUTPUTS

Pre-feasibility study for the prioritized informal settlement and the main activities will be the following:

1) An implementation plan outlining key activities against dates

2) Pre-feasibility study for the prioritized informal settlement incorporating findings and proposals based on the following:
   - Basic Geotechnical assessment (supported by Geotech Phase 1 Report)
   - Basic Environmental assessment (supported by Environmental report)
   - Infrastructure status quo
   - Yield assessment (Concept Layout)
   - Infrastructure Status Quo Assessment

3) Recommend Suitable Housing Delivery Programme

4) Project Close Out Report

5. TIMEFRAMES

The duration of the assignment should not exceed 2 months from the date of commissioning of the contract. A progress report indicating key activities which have taken place, activities scheduled for the next period and obstacles encountered, should be submitted at intervals to be agreed with the HDA.

Key milestones and timeframe for this assignment are shown below.

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Submission of assignment implementation plan</td>
<td>1 week</td>
</tr>
</tbody>
</table>
| 2: Development Solutions
   - Field assessments
   - Joint consultation process with the technical team to involve community in generating options for upgrading initiatives (*In consultation with social facilitator*) | 5 Weeks |
| 3: Final report | 2 weeks |
| Total estimated timeframe | 2 months |
6. REQUIRED SKILLS

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 5-8 years’ experience in the field of human settlements development with emphasis on participatory planning processes to inform the urban design frameworks especially in the Informal Settlements upgrading context.
- Extensive and demonstrable experience in human settlements programme(s), project design and packaging.
- Experience in tenure upgrading in informal settlements.
- Specialist studies for assessment of: geotechnical conditions, environmental and basic services provision status.
- Settlement growth and management plan.
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement upgrading and planning processes.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

7. EVALUATION PROCESS

7.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

7.2. The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Company profile (Attach Organogram)</td>
<td>Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. (Profiles to be appropriate to tender subject matter).</td>
<td>10</td>
</tr>
<tr>
<td>CVs of team members proposed to do the work</td>
<td>Demonstrable Skills and Capacity, Level of Relevant Knowledge and</td>
<td></td>
</tr>
</tbody>
</table>
Experience in related field/s. Adequacy and completeness of skills of team presented and fit for task. 40

Related work of the lead company and experience. 10

**Approach, Methodology, Work Plan and Process**

<table>
<thead>
<tr>
<th>CRITERIA</th>
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<th>WEIGHTING/POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work programme, plan and allocation of resources and tasks.</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Meeting deliverables and timeframes.</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Proposed methodology.</td>
<td></td>
<td>10</td>
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</tbody>
</table>

**TOTAL** 100

The following criteria will be used for point’s allocation for price and B-BBEE compliance on **80/20** point system:-

**Table 2 – Price and B-BBEE**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Detailed budget breakdown</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE Status Level Verification Certificate from accredited verification agencies.</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total** 100

**8. REQUIREMENTS**

8.1 Below are compulsory requirements for this service

8.2 It is important to note that the successful person will work under the supervision of an HDA representative, abide by HDA’s Code of Conduct, and other organizational guidelines.

8.3 Kindly submit the following documents:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/tenders under compliance checklist.
- Price proposals on all work to be done.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
8.4 Further information regarding technical matters can be sent via an email to: thando.madonsela@thehda.co.za or tel: 011 544-1000

8.5 Further information regarding supply chain matters and queries can be send via email to: jane.mahlangu@thehda.co.za or tel: 011 544-1000

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 7th September 2015 by no later than 12h00 to the following address:

The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, Johannesburg 2193,
Tel: 011 544 1000

10. GENERAL

The selection of the qualifying proposal will be at the HDA’s sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider.