REQUEST FOR PROPOSALS
DEVELOPMENT OF CONCEPT HUMAN SETTLEMENTS SPATIAL TRANSFORMATION PLANS FOR MINING TOWNS IN
MATJHABENG AND MOQHAKA LOCAL MUNICIPALITIES
FREE STATE PROVINCE
RFP/FS/017

PROPOSALS TO BE SUBMITTED BY NOT LATER THAN FRIDAY, 05 DECEMBER 2014 AT 12H00
DEVELOPMENT OF CONCEPT HUMAN SETTLEMENTS (HOUSING AND RELATED FACILITIES) SPATIAL TRANSFORMATION PLANS FOR MINING TOWNS IN MATJHABENG AND MOQHAKA LOCAL MUNICIPALITIES IN THE FREE STATE PROVINCE

1. Introduction and Background

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

As part of its legislative mandate, section 7 of the Housing Development Agency Act, (Act 23 of 2008) requires the Agency to, amongst others, undertake any processes relating to approvals required for housing development, prepare necessary documentation for consideration and approval by the relevant authorities, monitor progress of the development of immovable property acquired for the purposes of creating sustainable human settlements.

The HDA has been appointed by the National Department of Human Settlements to assist with the Human Settlements component of the National Mining Towns Intervention. The objectives of the human settlements component of the intervention require the transformation of the mining towns through the creation of sustainable integrated human settlements. Currently, the intervention has focused on fast-tracking and supporting existing human settlement projects in the mining town areas. The human settlement planning and project pipeline development work however needs to shift towards spatial transformation planning going forward to ensure the necessary impact and transformation in the mining towns and ensuring the creation of integrated sustainable human settlements.

This spatial transformation planning needs to be informed by existing planning work, research, documents and information available and/or underway in the areas. This can be work from other Sector Departments (national, provincial and /or local) and from the human settlements sector. The spatial realities and dynamics in the areas need to be considered as a basis to inform and shape the human settlement planning and programming focus for the concept human settlement spatial transformation plans to be developed. Hence an urban planning and urban design emphasis is required in the work.

2. Objectives of the project

The service provider will be required to:

- Develop and compile a concept human settlement spatial transformation plan for the following areas:
  - Matjhabeng and Moqhaka Local Municipalities
    (Refer to map in Annexure 1)
- With supporting documents for purposes of developing/updating detailed integrated human settlement sector plans promoting growth and investment and the creation of sustainable human settlements.
- The service provider will note the relationship with the conceptual spatial transformation plans being developed (Refer to map in Annexure 2)
3. **Scope of work of the project**

The scope of work for this project is outlined as follows:

1.1 The HDA requires that the service provider deliver a conceptual human settlement spatial transformation plan for the area(s) outlined in Annexure 1.

1.2 The document will need to describe the land use related to residential yield (both private and public sector contributions), other socio-economic amenities and infrastructure requirements to support the settlement, and the application of legislation to the proposal.

1.3 The Human Settlement Spatial transformation plan is to provide the following three components:

   1.3.1 Conceptual exploration that providing options and describes advantages and challenges of each option;
   1.3.2 Conceptual Spatial Plan including urban planning and urban design framework/s identifying key legislative mechanisms required to implement;
   1.3.3 Propose development options that should include housing typologies for a range of income levels to suite the demographic profile of the settlement including subsidized units and determine highest potential yield of housing opportunities;
   1.3.4 Propose a phased approach to development through a project pipeline including required socio-economic support services to support residential component.
   1.3.5 Legislative frameworks and other context related information in support of spatial transformation i.e. IDP, SDF, infrastructure plans, town planning schemes applicable, projected growth statistics etc.
   1.3.6 Examine the existing context and legislative instruments and development projects in proximity that would have an impact on the proposals.

1.4 **Methodology**

   1.4.1 The project shall be managed by a single entity so that the final product is completely coherent. It should be based on the application of a single approach and set of standards.
   1.4.2 The project plan must clearly outline and define the stakeholders to be engaged in responding to the task and the CV's of the company and individuals.
   1.4.3 The service provider must outline in the project plan the scope, extent and the costs associated with the activities or tasks.
   1.4.4 The proposal should provide a concise methodology in approach and precinct design options based on the need to develop a mixed use development. The Human Settlement Spatial transformation plan should accommodate subsidized, rental, and mortgaged units while observing the urban design principles, environmental conservation, infrastructure imperatives and inherent site informants and elements etc.

1.5 **Expertise required for this project**

   1.5.1 Urban planning and urban design framework knowledge and expertise (At least five years experience in urban planning and urban design). Examples must be provided of the Urban Design Portfolio and/or previous work of this nature.
1.5.2 Human settlement planning knowledge and expertise
1.5.3 Town planning knowledge and expertise
1.5.4 Knowledge and experience of the areas that form part of this proposal

4. **Deliverables and outputs**

The following deliverables and outputs are required form the project:

- An inception report for the project once the project is initiated;
- Consultation with various key stakeholders and workshop/s with the stakeholders/HDA as required;
- Power point presentation outlining and summarizing major issues of the overall study
- Three copies of the printed and wire ring binding of the full document in A4 or A3 format – the compilation maps may be provided separately on A0 sheets ; and
- Three CDS (Printed discs and jewel covers) containing high resolution versions of the report in source document format as well as pdf;
- Shape files in support of spatial transformation plan for uploading into the Housing Development Agency LaPsis system.

Note that HDA will set-up an oversight committee consisting of key sector stakeholders and/or HDA staff for the project. The project will be managed by a project manager assigned to the project from within the HDA.

*Ownership and publication of deliverables – The HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or compiled by the service provider during the course of and for the purposes of executing the agreement. To the extent that copyright in any intellectual property compiled by the service provider during the course of and for purposes of the agreement vests with the service provider, such copyright will become the property of the HDA, unless otherwise agreed by the HDA in writing.*

*Confidentiality - information gathered and data used by the service provider shall remain confidential.*

5. **Duration of the project**

It is anticipated that the project will take 2 to a maximum of 3 months to complete. The project will start in mid-January 2015 and needs to be completed by the end of March 2015. The proposal should provide for regular update meetings throughout the process.

6. **Evaluation**

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA.

The HDA needs to be satisfied, in all respects, that the organisation/individual 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.
The general methodology of selection will be based on proposals that will first be evaluated on their technical ability to perform the task based on Table 1 functionality assessment criteria. Any proposals scoring below 70% of the points noted in Table 1 below will be disqualified for the second evaluation.

The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.

**Table 1: Functionality assessment criteria**

<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</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 Experience. Adequacy and completeness of skills of team presented and fit for task. Urban design portfolio examples provided</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Related work of the lead company and specifically work experience in the geographical area of focus for this project</td>
<td>10</td>
</tr>
<tr>
<td>Approach, Methodology, Work Plan and Process</td>
<td>Work programme, plan and allocation of resources and tasks.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Meeting deliverables and timeframes</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Proposed methodology</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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

**Table 2: Price and B-BBEE assessment criteria**

<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</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
7. **Terms and Conditions**

The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

No payment will be made where there is an outstanding information/work by the service provider/s.

8. **Submission of proposals**

The closing date for submission of proposals is on or before the by no later than 12h00 on 5 December 2014 via email to procurement@thehda.co.za or to the following address:

**Attention: Procurement Officer**
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg

Further information regarding technical matters can be sent an email to:
- Diane Arvanitakis diane.a@thehda.co.za or at tel: 011 544 1000
- SCM queries can address via email to:
  - Jane Mahlangu jane.mahlangu@thehda.co.za or at tel: 011 544 1000

Proposals must be accompanied by:

- A company profile
- A valid tax clearance certificate
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification
- Certificates issued by the following agencies SANAS, IRBA or CCA.

Failure to submit all required documents will lead to disqualification of the tender.

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 consultant.
ANNEXURE 1: MAP OF AREA TO BE COVERED IN THIS PROPOSAL
ANNEXURE 2: MAP OF RELATED PROPOSAL