REQUEST FOR PROPOSALS

HUMAN SETTLEMENTS SPATIAL TRANSFORMATION PLANS
MATJHABENG MINING TOWNS: MATJHABENG LOCAL MUNICIPALITY

FREE STATE PROVINCE

RFP/FS/2015/002

PROPOSALS TO BE SUBMITTED BY NOT LATER THAN
25 AUGUST 2015 AT 12H00
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 available. In addition to this, the HDA has the following distinct but complementary programmes that need to be part of the Transformation Work:

1.1. Informal Settlement Upgrading Programme (ISU)
1.2. Catalytic Projects

It is well known that there are various sectors in government, including private sector who are currently planning and implementing various programmes with implications and impact on human settlement landscape in the mining towns. Regrettably these programmes have not been fully synthesized and coordinated to measure their resultant impact on the ground. Further to this is the divergent direction between state and private sector investments, with little opportunity to leverage into each other’s potential and opportunities.

2. Objectives of the project

The HDA aims that the Mining Transformation Plan will:

2.1. Provide a broad but tailored analysis and contextualization of mining town’s human settlement challenges (A copy of the status review and diagnostic research is available for this purpose)
2.2. Provide an overall human settlement framework for public sector response in the
mining towns, and further provide opportunity for private sector involvement and partnerships through various sub-programmes linked to mining towns (i.e. Catalytic projects, ISU)

2.3. Provide an implementation framework based on emerging issues and priorities for the identified study area

2.4. Ensure alignment and linkages between implementation framework with the Spatial Development Frameworks (SDF)

3. **Scope and Deliverables**

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

3.1. The first phase review of the contextual environment, shall address the following:
   3.1.1. Status quo context and analysis of the study area;
   3.1.2. Major catalytic elements giving rise to the spatial form of the area (i.e. mining operations, informal settlements etc)
   3.1.3. Overall review of the existing form and its challenges/opportunities for coordinated development approach for the area

3.2. The second phase shall provide a schematic representation and reference to existing policy instruments and implementation plans with the overall view to addressing the following:
   3.2.1. The planning and implementation programme and intended impact (i.e. number of housing delivery planned in the area, planned infrastructure programme etc)
   3.2.2. Policy custodian and drivers (i.e. municipal, province, mines etc)
   3.2.3. The policy intent

3.3. The third phase shall provide a human settlement implementation framework which shall address the following:
   3.3.1. The broad synopsis of human settlement challenge in the study area with the overall cognizance to other contributing drivers (i.e. labour market, migration, housing policy instruments and their shortcomings)
   3.3.2. Short to medium term implementation plan addressing priority programmes (i.e. informal settlement upgrading)
   3.3.3. Analyze infrastructure requirements and capacity imperatives to inform the implementation plan as well as land demand requirements;
   3.3.4. Short to medium term implementation plan framework for public/private sector partnerships (i.e. Catalytic projects)
   3.3.4. Major success drivers for the successful implementation of human settlement framework (i.e. land requirements, density propositions, infrastructure imperatives, public/private partnerships)

3.4. The fourth phase shall provide:
   3.4.1. Overall high level development concept depicting spatial location and impacts of the implementation priority framework (It is anticipated that the area can be broken into sections and or phases in order to provide a more localized scale plan outlining priorities)

4. **Methodology**

4.1. In order to ensure coherence, the project shall be managed by a single entity. The project plan and methodology must clearly outline and define the process plan of executing the project

4.2. The service provider must outline in the project plan, extent and the costs associated with the activities or tasks.
5. **Required Expertise**

The following skills and experience are required for this project work:

5.1. Urban Planning and Urban Design knowledge and experience
5.2. Town Planning knowledge and expertise
5.3. Human settlement planning policy knowledge and expertise
5.4. Development Planning Policy and expertise (i.e. Informal settlements)

6. **Reporting and Consultations**

The HDA will set-up an oversight committee consisting of key HDA staff for the project. The project will be managed by a project manager assigned to the project from within the HDA.

The successful service provider shall:

6.1. Conduct consultation with the relevant stakeholders in a structured manner whereupon record of consultation shall be made available
6.2. Conduct a presentations outlining and summarizing main components on each of the phases detailing the outcomes with relevant stakeholders
6.2. Furnish the HDA with the final reports as follows:
6.2.1. Three copies of the printed and wire ring binding of the full documents in A4 or A3 format – the compilation graphics and maps may be provided in the same paper size of the main documents; and
6.2.2. Three CDS containing high resolution versions of the report in source document format as well as pdf;

**NOTE:** Before submitting the proposal, the prospective service provider should request the current/existing status quo reports developed by the HDA in order to gauge the extent of the work already carried out by in the area. Requests can be made to the email provided hereunder.

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.

7. **Duration of the project**

It is anticipated that the project will take a maximum of 3 months to complete.

8. **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. Meeting deliverables and timeframes Proposed methodology</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
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<td></td>
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<td>10</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
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</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 from accredited verification agencies</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>

9. **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.

10. **REQUIREMENTS**

10.1 Below are compulsory requirements for this service

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

10.3 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/procurement](http://www.thehda.co.za/procurement). 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.

10.4 Further information regarding technical matters can be sent via an email to: thiathu.manenzhe@thehda.co.za or tel: 011 544-1000

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

11. **SUBMISSION OF PROPOSAL**

11.1 Proposals should be submitted on or before the 25 August 2015 by no later than 12h00 to the following address:
The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,
Tel: 011 544 1000

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