



REQUEST FOR PROPOSALS

**DEFINING A PROVINCIAL HUMAN SETTLEMENTS MASTER SPATIAL
PLAN FOR NORTHWEST PROVINCE FOR HUMAN SETTLEMENTS
INVESTMENT**

RFP/NW/2016/002

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 21 SEPTEMBER 2016

1. Introduction

- 1.1 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.
- 1.2 The HDA has been in existence for over five years. This experience along with a renewed strategic focus on land assembly requires the Agency to support the Northwest Provincial Department of Local Government and Human Settlement (DLG&HS) to propose bolder measures to develop sustainable human settlements. In setting the agenda and asserting its role in the housing continuum, the HDA seeks to address the policy and legal context within which it identifies land so that it can be released for the benefit of the human settlements sector.
- 1.3 The National Development Plan (NDP) presents a solid case for spatial transformation. It proposes a more coherent and inclusive approach to land through the overarching principles of spatial transformation. Strategically, this implies a commitment to implementation of projects that ensure spatial, social and economic integration (spatial targeting) of human settlements developments.
- 1.4 The HDA with the National Department of Human Settlements has developed a concept note on the Human Settlements Spatial Planning Framework also known as the Master Spatial Plan which seeks to respond systematically to the entrenched spatial patterns across the geographic scales which exacerbate the social inequality and economic inefficiency. The targeted locations will include but not limited to priority precincts for restructuring apartheid geography, inner city renewal and regeneration, upgrading of well-located informal settlements and developing secondary cities.
- 1.5 In order to respond decisively to the current unique situation affecting the northwest Province and in line with the Northwest Provincial Growth and Development Strategy, the Northwest Province Human Settlement Master Plan shall define the investment in a regional context within the local system of integrated development planning and progressively develop the governance and administrative capability to undertake planning at all scales. The recently signed Medium Term Operating Programme Agreement concluded between the HDA and the NWDLG&HS (MTO) specifically commits to the development of a Provincial Master Spatial Plan for spatial investment in human settlements to achieve a creative balance between spatial equity, economic competitiveness and environmental sustainability.
- 1.6 To assist with this process, the HDA requires the services of a suitably qualified Service Provider to develop and define a Provincial Master Spatial Plan with associated systems and tools to assist the Northwest province and the HDA in

making informed decisions on human settlements planning, investment, financing/spending and monitoring as well as streamlining processes to enable the implementation of strategic spatial interventions.

2. Scope of work

- 2.1 To highlight how the regulatory/legislative/planning frameworks have facilitated and impeded human settlements in the past 20 years i.e. from 1994
- 2.2 To provide for a seamless collaborative Investment Plan/Policy Framework document/or Strategy that integrate all spheres of Government in terms in terms of spatial planning, spatial transformation and restructuring by way of synthesizing various mechanisms to effect the visions of NDP and SPLUMA in the Northwest Province;
- 2.3 To define the approach to the spatial logic of human settlements planning, investment, financing/spending and monitoring and develop a consultative approach which approach must:
- Reflect the impact it will have on the lives and communities in the regional context;
 - Address the Northwest Province duality of lifestyle (urban space and rural home);
 - Highlight the Provincial Growth and Development Strategy for compact urban spatial transformation covering a system and tool to assess the expected outcome of the MSP in spatial investment;
 - Addresses the spatial connectivity of between the economic concentration zones;
 - Highlight movement patterns of goods and services, as well as land use development trends/ or patterns within the province; and
 - Provide simple examples of how spatial investment for human settlements in terms of the Provincial Master Spatial Plan can be achieved.
- 2.4 To sequence decision making around human settlements planning, investment, financing/spending and monitoring

3. Deliverables

- 3.1 The following deliverables are expected from the Service Provider:-
- A comprehensive report outlining the Northwest Provincial Department Local Government and Human Settlements Master Spatial Plan.

- An assessment tool that covers the unique circumstances applicable to Northwest Province as outlined in the Scope of Works.
- Adhoc presentations to be developed for Human Settlements fora i.e. HDA committees, Provincial Departmental Committees and co-ordination committees.

3.2 Note:-

- Where relevant, the information and findings must be accompanied by illustrations in graphical or tabular format.
- 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 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.

4. Methodology

- 4.1 The project must speak to the vision and mission of the HDA and the Northwest Province Department Local Government and Human Settlements (NWDLG&HS).
- 4.2 The project plan must clearly outline and define the stakeholders to be engaged in responding to the task.
- 4.3 The service provider must outline in the project plan the scope, extent and the costs associated with the activities or tasks.
- 4.4 There should be a proposed phasing options based on Service Provider's capacity, experience and expertise as well as an outline of stakeholders to be engaged/workshopped in responding to the task.
- 4.5 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.
- 4.6 Expertise required for this project is to include *inter alia*:
 - 4.6.1 Built environment and urban form
 - 4.6.2 own planning knowledge and expertise
 - 4.6.3 Spatial Transformation focusing on Human Settlements
 - 4.6.4 Geographic information systems (GIS) knowledge and expertise

4.6.5 Knowledge and experience of the areas that form part of this proposal

This must be specific to the local and regional context of the Northwest Province.

- 4.7 There should be a clear project scale with specific tasks, responsibilities and proposed timeframes. Any contingencies which might affect timing should also be included. The date of delivery for Version 1 of the Report is 30th December 2016.
- 4.8 The Service Provider must also include the ways in which the HDA and the Provincial Department will be engaged and a proposed method for regular engagement until the finalisation of the project.

5. Project Management

- 5.1 The project will be managed by the HDA represented from HDA's Head Office by Mr Tumisi Kgomo and the Northwest Provincial Departmental Champion.

6. Project Duration

The project schedule cannot go beyond 30th April 2017.

7. Evaluation criteria

- 7.1 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. It should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.
- 7.2 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.
- 7.3 The general methodology of selection will be based on proposals that 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.
- 7.4 The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.

7.4.1 Proposals will be evaluated using the 80/20 point system, where 80 points are for functionality and price and 20 points for empowerment of historically disadvantaged individuals.

7.4.2 The following are the key criteria that will be taken into account by the HDA:

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	10
CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and specifically work experience in the Northwest Province.	10
Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes	10
	Proposed methodology	10
TOTAL		100

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

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
TOTAL		100

8. Briefing Session

8.1. There will be no briefing session.

9. Payment Structure

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

9.2 No payment will be made where there is an outstanding information/work by the Service Provider.

10. Terms and Conditions

10.1 Further information regarding technical matters can be sent an email to: tumisi.kgomo@thehda.co.za or Tel: (011) 544 1000.

10.2 Further information regarding supply chain matter and queries can be send via email to: jane.mahlangu@thehda.co.za or Tel: 011 544 1000.

10.3 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.

10.4 Kindly complete and submit the following:

- A company profile
- Curriculum vitae of proposed members of the team, illustrating qualifications and experience (maximum four pages)
- Valid original tax clearance certificate.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

11. Submission of proposals

Proposals should be submitted on or before the 21 September 2016 by no later than 12h00 to the following address:

**The Procurement Specialist
The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193,**

Tel: 011 544 1000