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REQUEST FOR PROPOSALS

**CANCELLATION OF GENERAL PLAN AND PLANNING OF PORTION 2 FARM
755 CHATSWORTH**

RFP/CPT/2018/010

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 NOON ON 03 DECEMBER 2018**

1. Background

Portion 2 Farm 755 Michiel Heyns, Chatsworth is under the ownership of Housing Development Agency and measures approximately 700 ha in extent. Overlaying the entire property is a unique survey feature of an approved general plan comprising of approximately 3000 residential sites which was registered in the early 1900s. Of this approved subdivision approximately 54 sites have been disposed and are under private ownership. A majority of these registered sites are undeveloped and unoccupied. The current development status of the property is that a portion of 19.5336 hectares is earmarked for housing development and 2.5 hectares for the development of a primary school. In addition, a large portion of the property is earmarked for conservation where the remainder of the property is informally settled by the Riverlands and Goedgegundt farmers. A map of the spatial development framework of the area is attached as **Annexure A** for ease of reference.

The HDA's primary objective is to assist Swartland Municipality in meeting the housing demand by identifying suitable land for the development of integrated human settlements.

The rural spatial economy of the Greater Chatsworth area, like many other rural areas in Western Cape, faces challenges posed by spatial inequalities, uneven access to basic services, uneven growth and development, poverty and unemployment as well as vulnerability of the agricultural sector. These factors suggest a proactive planning approach that seeks to maximise on the opportunities that exist within the area while addressing the environmental, social and economic challenges that prevail.

2. Purpose

The purpose of the Terms of Reference is to seek services of a reputable service provider who will assist Housing Development Agency to achieve cancellation of the underlying general plan (S.G No. 13529/1903) positioned over Portion 2 Farm 755, Chatsworth under the ownership of Housing Development Agency.

3. Broad Objectives

The output should achieve the following objectives:

- To cancel the existing general plan (S.G No. 13529/1903) comprising of approximately 3000 residential units with associated registered access roads;
- To ultimately assist HDA obtain a clean diagram, property description and extent of what is the Remainder of the Farm with which it owns;
- Administer the approval of an application for closure of public roads of the existing general plan;
- Determine and propose a suitable location within the farm (Portion 2 Farm 755) for a residential precinct that will accommodate the 54 sites;

- To prepare a preliminary town planning layout plan for the residential precinct that will accommodate 54 sites with a minimum erf size of 900m² each.
- To prepare an outside diagram for the residential precinct that will accommodate 54 sites;
- To locate geographically the properties that are registered and developed with permanent structures;
- To propose access roads/ servitude right of way for the registered properties that are developed;
- To administer for approval a town planning layout in terms of SPLUMA (2013) for the proposed precinct;
- To undertake all prescribed activities in terms of applicable law to ascertain and locate owners of the registered properties with title registration from 1906;
- To undertake public participation process with the beneficiaries of the registered 54 erven in order to sell the concept of a land swap to new location (precinct).

4. The Approach

It is a primary goal of the HDA to approach the project in an integrated and multidisciplinary nature. To this end, the central planning team will secure the services of the multidisciplinary team of professionals who possess relevant and applicable skills and related experience in the area of settlement planning and all its intended disciplines to provide proposals for the initial work to be carried out.

Therefore, it is a minimum requirement that the proposed project team should comprise of the following expertise:

- Town Planning
- Municipal Infrastructure Engineering (Water, Electricity, roads and stormwater and sewer)
- Environmentalist and;
- Land Legal Specialist

5. SCOPE OF WORK

In addition to the broadly defined scope of work contained above, the outputs of the proposed work should generally be delivered in the depth and extent outlined below:

5.1. PROJECT DEFINITION

Cancelation of underlying general plan (S.G No. 13529/1903)

5.2. MUNICIPAL AREA:

Swartland Local Municipality –Western Cape

5.3. PROPERTY DESCRIPTIONS AND EXTENTS

- Portion 2 Farm 755, Greater Chatsworth.

5.4. CANCELATION OF EXISTING GENERAL PLAN

- Locate and obtain contact information of the 54 registered property owners;
- Ascertain registered, vacant properties and permanently built up properties;
- Obtain consent from the property owners to do a land swap to a new suitable residential location within the farm;
- In the event property owners cannot be located/found to obtain consent;
 - Follow all legal requirements to revert the properties back to Housing Development Agency;
- Administer the necessary road closure application for approval by the relevant authority;
- Survey and registration of the new survey diagram of the Farm (Portion 2 Farm 755) with the Survey General.
- Rezone from existing use rights (residential) to applicable zonings in terms of proposed land uses found in Spatial Development Framework of the area.

Deliverables/Outputs:

An approved survey diagram with a new Erf number (property description) that depicts the balance/ remainder of the Farm (Portion 2 Farm 755).

5.5. PLANNING AND SURVEYING OF NEW RESIDENTIAL PRECINCT WITHIN PORTION 2 FARM 755

Scope of work:

- Develop a concept plan that will respond to the 54 residential properties with associated infrastructure;
- Prepare a preliminary gridiron town planning layout plan in this regard for consideration;
- Lodge and submit a town planning application for approval;
- Frame a diagram wherein a subdivision layout to accommodate the 54

residential properties with associated infrastructure;

- Develop a preliminary gridiron layout plan comprising of a minimum Erf size of 160m² with a total number of 712 units on Erf 8285, Chatsworth;
- Administer and obtain town planning approval in terms SPLUMA (2013);
- Develop a general plan, survey and obtain approval of the general plan (for the two layout plans) 54 sites and subsidy housing on (19ha).

Deliverables/Outputs:

- Preliminary planning layout with proposed access;
- Town planning report with associated maps and annexures
- Record of decision for approved subdivision and rezoning.

5.6. BASIC GEO-TECH

Scope of work:

- Map the basic geology and geomorphological features of the site;
- Formulate an opinion as to site characterisation and land use of the site in terms of the site soil classification/zonation, using the assessment of the morphology and subsurface profile

Deliverables/Outputs:

Formal documentation which will be provided at the conclusion of the investigation will include a report detailing the investigation procedure, findings, interpretations and recommendations. Reports will be provided including all supporting data i.e. soil profiles, site layout plan, laboratory test results and any other relevant information. The report will include interpretation of the site conditions which will:

- Map the basic geology and geomorphological features of the site;
- Formulate an opinion as to site characterisation and land use of the site in terms of the site soil classification/zonation, using the assessment of the morphology and subsurface profile

5.7. SERVICES ENGINEERING REPORTS

Scope of Work – Area for 54 sites

Investigate the capacity of services engineering covering the following elements:

- Bulk Infrastructure Capacity in the area for:
 - Water infrastructure services
 - Sewer infrastructure services
 - Electrical infrastructure services
- Storm-water conditions in the area
- Investigate the external supply networks
- Roads and accessibility to and from the property
- Model current and future demands
- Availability of alternative water sources
 - Dams, borehole water

Deliverables/Outputs:

Formal documentation which will be provided at the conclusion of the investigation will include a report detailing the, findings, interpretations and recommendations.

5.8. DATA QUALITY

In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the professional service provider will submit the work as outlined above and in format that (if required) is possible to calibrate and manipulate with other GIS related tools and CAD softwares (DWG/DXF). All the material data which affects the site shall be accurately measured and geo-referenced and projected in the appropriate survey system. No inferior, inaccurate or incompatible data will be accepted by the HDA. A clear interpretation and analysis of all the material issues pertaining to scope of works is required.

6. COSTING

The proposal/execution plan responding to the TOR must detail the cost implications including cash flow projections for the duration of the contract (i.e. in terms of outputs and progress payments). The costs must detail professional fees and any disbursements incurred by the HDA in the execution of the project. The total amount quoted must be inclusive of VAT at 15% of the total bid price.

7. TIMEFRAMES

The total estimated duration of the project to be as per proposed programme. A detailed project execution plan with budget, methodology, key deliverables and timeframes must be included in the project proposal.

8. TECHNICAL EVALUATION CRITERIA

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

8.2. The table below (table 1) will demonstrate the criteria to be used for allocation of points for functionality. Bids scoring less than **70 points** on functionality will be set aside.

8.3. Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Demonstrated experience comparable projects.	in This criteria covers the experience and knowledge that the bidders have gained while executing past and current Projects that are comparable with the defined scope of works in this tender. Bidders are to provide details on similar Projects that have been completed (or awarded) in the last 5 years. Details of a minimum of three (3) contactable references for each project listed MUST be included. Bidders MUST provide the company profile and at least three traceable client references in this regard	30
Capacity and Experience of the proposed team	Project team demonstrable skills and capacity, level of relevant knowledge and experience of housing and built environment and professional experience in similar projects. Attach CV's.	20
Approach, Methodology, Work Plan and Process	Detailed approach, methodology and process to be adopted in the project. . The methodology should make reference to the scope of works. This should include contingency planning and management. The key risk factors affecting the project and possible mitigation measures.	40
Work Program/	Bidders should propose the main tasks or activities for the	10

Scheduling	implementation of the project scope of works by indicating / describing these with duration, resources (personnel, plant and equipment), clear timelines (start-end dates), and critical path activities demonstrating that the project can be completed within the stated period.	
TOTAL		100

8.4. Functionality Scoring

Functionality Criteria	Evaluation Indicators			
	Poor (25%)	Satisfactory (50%)	Good (75 %)	Very Good (100 %)
Demonstrated experience in comparable projects	Completed in the last 5 years Nil (0) / None performed.	Completed in the last 5 years Two (2)	Completed in the last 5 years Three (3) to four (4)	Completed in the last 5 years > Five (>5)
Capacity and Experience of the proposed project team	Less than two years relevant work experience	2-5 years relevant work experience	6-9 years relevant work experience	10 years or more relevant work experience
Approach, Methodology	The Technical approach/methodology is poor/ is unlikely to satisfy project objectives	The approach is generic and not tailored to address the specific project objectives and requirements	The approach is specifically tailored to address the specific project objectives	The important issues are approached in an innovative and efficient way. Indicating that the bidder has

				outstanding knowledge of the objectives and scope of the project
Work Program/ Scheduling	No schedule submitted or schedule submitted omits important task.	All key tasks or activities are included in the schedule. There are some inconsistencies between the timing and the project deliverables.	All key task or activities fits the scope of work works well. All activities timing and sequencing are consistent with the project scope.	The sequencing and timing of the activities are very well defined with all key resources also listed against the activities.

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

8.5. Table 2 – Price and B-BBEE

CRITERA	SUB-CRITERIA	WEIGHING/POINTS
Price	Detailing budget breakdown	80
BBBEE (Status Level Verification Certificate)	BEE Level Contributor	20
TOTAL		100

- The HDI proposal will be evaluated as per PPPFA regulations.

9. GENERAL

9.1. Below are compulsory requirements for this contract

9.1.1. 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.

9.1.2. **Submissions are to consist of a short report that must provide the HDA with sufficient information to make an evaluation of the proposal. It should include, but not be limited to:**

- A detailed statement of the applicant's approach or methodology.
- A detailed statement of previous experience and track record in similar projects,
- A detailed statement substantiating the claim to provide creativity and innovation in the execution of the assignment
- A detailed statement of the proposed composition of the team, clearly stating each team member's qualifications, past experience and level and extent of involvement in the project

9.1.3. Kindly submit the following documents

- Registration with the National Treasury Central Supplier Database(CSD Report), if not yet registered use the following link to register :
<https://secure.csd.gov.za/>
- 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.**

10. SUBMISSION OF PROPOSAL

10.1. Proposals should be submitted on or before the **03 December 2018** by no later than **12h00** to the following address:

**The Housing Development Agency
6th floor Pier Place
31 Heerengracht Street
Cape Town Foreshore
8001**

10.2. Further information regarding technical matters can be sent an email to: sanelisiwe.ntshanga@thehda.co.za or at tel: 021 481 2900, and

10.3. Further information regarding supply chain matter and queries can be send via email to: sindisiwe.mweli@thehda.co.za or at tel: 011 544 1000

10.4. 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