

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE FIRE RATIONAL DESIGNS FOR
AFFECTED HUMAN SETTLEMENT SITES WITHIN THE CITY OF EKURHULENI
METROPOLITAN MUNICIPALITY IN MACKENZIEVILLE EXTENSION 2**

RFP/JHB/2019/007

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 20th NOVEMBER 2019

**COMPULSORY BRIEFING SESSION TO BE HELD ON THE 14TH NOVEMBER 2019, 11:00H AT
MACKENZIEVILLE EXT 2, ADJACENT TO MACKENZIEVILLE PRIMARY SCHOOL ON SASTRI
DRIVE.**

**NB: FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSION WILL LEAD TO
AUTOMATICALLY DISQUALIFICATION**

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable integrated communities by making well-located land and buildings available for the development of housing and human settlements. The HDA also provides project delivery services in the form of planning, capacity support and capability, and project management and works on projects in specific areas at the request of provinces and municipalities. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. Visit www.thehda.co.za for more information.

On 04 February 2019, the HDA concluded an Implementation Protocol with the Gauteng Department of Human Settlements (GDHS) for inter alia the implementation and delivery of top structures, located within the area of jurisdiction of the Ekurhuleni Metropolitan Municipality in Gauteng Province. It is against this background that the HDA seeks to engage the services of a fully capacitated service provider/s for the thorough assessment of the site and provide fire rational designs towards ensuring fire compliance of the house dwellings affected within Ekurhuleni Region at MacKenzieville Ext 2 Township.

The service provider must have appropriate experience and have established working experience with municipal fire departments in order to analyze the sites and develop solutions to achieve fire compliance at the affected construction site.

2. BACKGROUND

Currently, there is a top structure project facing challenges relating to fire compliance in the City of Ekurhuleni (CoE), MacKenzieville Ext. 2 in Nigel. On the ground there are one hundred and fifty (158) housing units that are either at roof level or roofed and have a minimum distance of at least 1.2 meters apart from each other with some facing each other at the window or door openings. This challenge has led to the construction being halted for a period of fourteen (14) months whilst investigations were conducted. The findings of the report were recorded and will be made available to the successful bidder, on request.

In implementing this fire rational design, the HDA needs to ensure corrective measures are implemented to achieve full fire compliance on this construction site. This will ensure that the housing units handed over to the community are compliant with fire-related specification, NHBRC standards and the Department of Human Settlement's norms and standards.

3. LOCATION OF THE PROJECT

The project in question is as follows:

MacKenzieville Ext 2, adjacent to MacKenzieville primary school on Sastri Drive, near Alra-Park Nigel.

Table 1: Projects

Municipality	No	Project Name	Project Type
Ekurhuleni Metropolitan Municipality	158 units	Mackenzieville Ext. 2	Fire rational designs and proposed remedial solutions to the affected dwellings.

4. SCOPE OF WORKS/TASK

The main objective of the fire rational designs assignment is to:

Ensure non-compliant dwellings are brought to compliance according to the National Building Regulations and Building Standards Acts as well as any other legislation and municipal by-laws.

The works to be undertaken shall include the following, amongst others:

- 4.1 Identify and consult with all relevant stakeholders.
- 4.2 Conduct thorough in-depth assessments of the affected dwellings with relation to the existing structures.
- 4.3 Identify problematic areas and severity of the situation on the said site.
- 4.4 Consistently liaise with chief personnel in the local municipal fire department during the assessment of problematic areas, in determining the possible remedial solutions.
- 4.5 Timeously arrange meetings with the relevant stakeholders to consult and provide progress updates.
- 4.6 Propose and discuss probable solutions with the HDA, CoE, GDHS and chief personnel within the local municipal fire department.
- 4.7 Finalize recommendations and prepare the fire rational designs.
- 4.8 Issue the rationale designs to the HDA, CoE, GDHS and chief personnel within the local municipal fire department.
- 4.9 Sign off the newly constructed works as per the fire rational designs.

5 DELIVERABLES

5.1 Inception report

The report shall cover an overall project plan (inclusive of a project schedule) with intermediate and final outputs, proposed methodology and identified timeframes/milestones.

5.2 Designs and plans

The designs and plans that demonstrate fire mitigation shall be submitted to the HDA and must be in compliance with all legislation; NHBRC and Human Settlements norms and standards.

5.3 The Final Report

An overall fire mitigation report shall be submitted to, and accepted by the HDA, before the release of final payment

Compilation and submission of a project close-out report.

6 REPORTING

- 6.1 It is envisaged that the HDA will require an initial meeting with the successful bidder to agree on the project process and options to be investigated.
- 6.2 Progress meeting feedback shall be held as and when necessary, but at least once a week. The venue for these meetings will be a selected venue either in Johannesburg (HDA offices), City of Ekurhuleni Metro offices or on-site.
- 6.3 Representatives from the successful bidder will be required to attend.
- 6.4 The service provider shall work closely with, and report directly to, an official to be assigned by the HDA.
- 6.5 All resulting reports and data shall be delivered in triplicate, namely, one (1) electronic format and two (2) hard copies. All draft and final reports shall be printed in full colour.
- 6.6 The reporting language shall be English.
- 6.7 All documents and copyrights, including data and any associated databases developed during the execution of rational designs, shall remain the intellectual property of the HDA.
- 6.8 All drafts and final reports shall be submitted to HDA, in full, by the end of the project.

7 REQUIRED COMPETENCY

7.1 Cost

- 7.1.1 Service providers are requested to provide a quote which, as a minimum covers the functions listed under the scope of work and associated outputs/deliverables.
- 7.1.2 The total cost must be VAT inclusive and should be quoted in ZAR.

7.2 Broad-Based Black Economic Empowerment

- 7.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 7.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 7.2.3 Bidders who do not submit their B-BBEE status level verification certificates or non-complaint contributors to B-BBEE will not qualify for preference points for B-BBEE

7.3 Company Experience

- 7.3.1 The service provider should have a minimum of at least five (5) years' experience in executing fire rational designs towards ensuring fire compliance of the house dwellings
- 7.3.2 The above-mentioned experience must be supported by proof of three (3) contactable references indicating when and where fire rational was executed.

7.4 Team Leader and Team Member's Experience

- 7.4.1 The team leader must have a minimum of at least five (5) years' experience in working with similar residential projects.
- 7.4.2 Team members must have a minimum of at least two (2) years' experience in working with similar residential projects.
- 7.4.3 CVs of the team leader and team members must be attached to the technical proposal reflecting proof of the above-mentioned experience and should list the relevant projects executed by the team leader and each team member.

7.5 Qualification

- 7.5.1 The team leader must be professionally registered with ECSA.
- 7.5.2 Certified copies of certificates of the team leader and team members must be attached to the technical proposal reflecting proof of the above-mentioned qualification/s. Failure to attach the required certified copies will imply the bidder will forfeit the allocated points.

7.6 Project Plan

- 7.6.1 The service provider will be required to provide a project plan detailing, among others:
 - 7.6.1.1.1 Intermediate and final outputs identified timeframes and milestones.
 - 7.6.1.1.2 A clear methodology and tools to be used in executing the project.
 - 7.6.1.1.3 Overall project management structure related to the management of activities related to the execution of the project.

8 TIMEFRAMES

The duration of this project is for one (1) month from date of appointment, unless otherwise extended by mutual agreement between the parties.

9 LOGISTICS

9.1 Responsible Institution

The Housing Development Agency will be responsible for the assignment. The HDA team will meet the service provider at mutually agreed times at the beginning of the assignment and for reporting.

9.2 Project Management

The Project Manager for this assignment to whom all queries should be directed to:

Mr Motebang Matsela
The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193

Tel: 011 544-1000 or Cellphone No: 078 141 0240

Email: motebang.matsela@thehda.co.za

10 CONTRACT

In addition to the letter of appointment, the appointed service provider shall be required to enter into a Professional Services Agreement with the HDA.

11 EVALUATION CRITERIA

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

11.2 Bids will be evaluated on the 80/20 points system as outlined in the PPPFA of 2011.

11.3 The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for the functionality of 70 of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BBEE points:

Criteria	Points Allocation
<p>Company Experience:</p> <ul style="list-style-type: none"> ❖ Service providers should provide company profile demonstrating a five (5) years' or more experience in executing fire rational designs. ❖ 5 Years' experience or more (15) ❖ 3 – 4 Years' experience (10) ❖ 1 – 2 Years' experience (5) ❖ 0 Year's of experience in executing fire rational designs (0) ❖ The above-mentioned experience must be supported by proof of three (3) contactable references on the Referees' letterhead and duly signed indicating when and where fire rational was executed. 	<p>20</p> <p>15</p> <p>5</p>
<p>Team Leader and Members' Experience:</p> <ul style="list-style-type: none"> ❖ The team leader must have a minimum of at least five (5) years' experience as an ECSA registered Professional ❖ Individual team members must have a minimum of at least two (2) years' experience in similar residential projects. 	<p>25</p> <p>15</p> <p>10</p>

Qualifications:	15
❖ The team leader must have a relevant fire-related qualification and registered with ECSA. As mentioned above	15
Project Plan	40
❖ Work Programme – Intermediate and final outputs, identified timeframes and milestones	20
❖ A clear methodology and tools to be used in executing the project whilst demonstrating an understanding about indicators of successfully mobilized communities	20
	100

Table 2: Price & BBEE

Price	80
B-BBEE compliance	20

12 PAYMENT STRUCTURE

- 12.1 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.
- 12.2 No payment will be made where there is outstanding information/work by the service provider/s.

13 GENERAL

13.1. Below are compulsory requirements for this service

13.1.1. It is important to note that the successful bidder will work under the supervision of an HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines. The successful service provider needs to demonstrate an understanding about indicators of successfully bringing the non-compliant residential area to fire compliance. The successful service provider will work hand-in-hand with the HDA, the CoE, the GDHS and other service providers appointed by either the HDA or CoE.

13.1.2. Kindly complete and submit the following:

- CSD Report or SARS Tax Pin

- SBD Forms (SBD4, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under the compliance checklist.
- Valid and original or certified B-BBEE Status Level Verification Certificates issued by SANAS, IRBA or CCA.

13.2. Further information regarding technical matters can be sent via email to motebang.matsela@thehda.co.za or call: 011 544 1000

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

14 SUBMISSION OF PROPOSALS

14.1. Proposals must be submitted by not later than 11h00 20 November 2019 to the following address:

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

Tel: 011 544 1000

14.2. 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. Bidders are requested to submit two (2) copies of the proposal and bid documents; one (1) original plus one (1) copy.