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Riviera



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**REQUEST FOR PROPOSALS**

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**HDA/NC/2019/001**

**APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE GEOTECHNICAL  
INVESTIGATIONS ON PORTION OF REMAINDER OF ERF 11644, SOL PLAATJE  
LOCAL MUNICIPALITY**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12h00 PM, 24<sup>th</sup> JUNE 2020**

## TERMS OF REFERENCE

### 1. INTRODUCTION

The Department of **Cooperative Governance, Human Settlements & Traditional Affairs** in the Northern Cape Province (*herein after referred to as COGHSTA*) and the **Housing Development Agency** (*herein after referred to as the HDA*) concluded an Implementation Protocol with one of the objectives being for the HDA to provide Project Management Services to the province as agreed from time to time in the implementation of housing and human settlement programmes. In terms of the Protocol, one of the roles assigned to the HDA is to serve as a Project Implementation Agent or Project Management Support on specific assigned development projects.

HDA intends to utilize services of relevantly qualified and experienced professional service provider to undertake Geotechnical Investigations Phase 2 in Snake park, Sol Plaatje Local Municipality.

### 2. LOCATION OF THE SITE

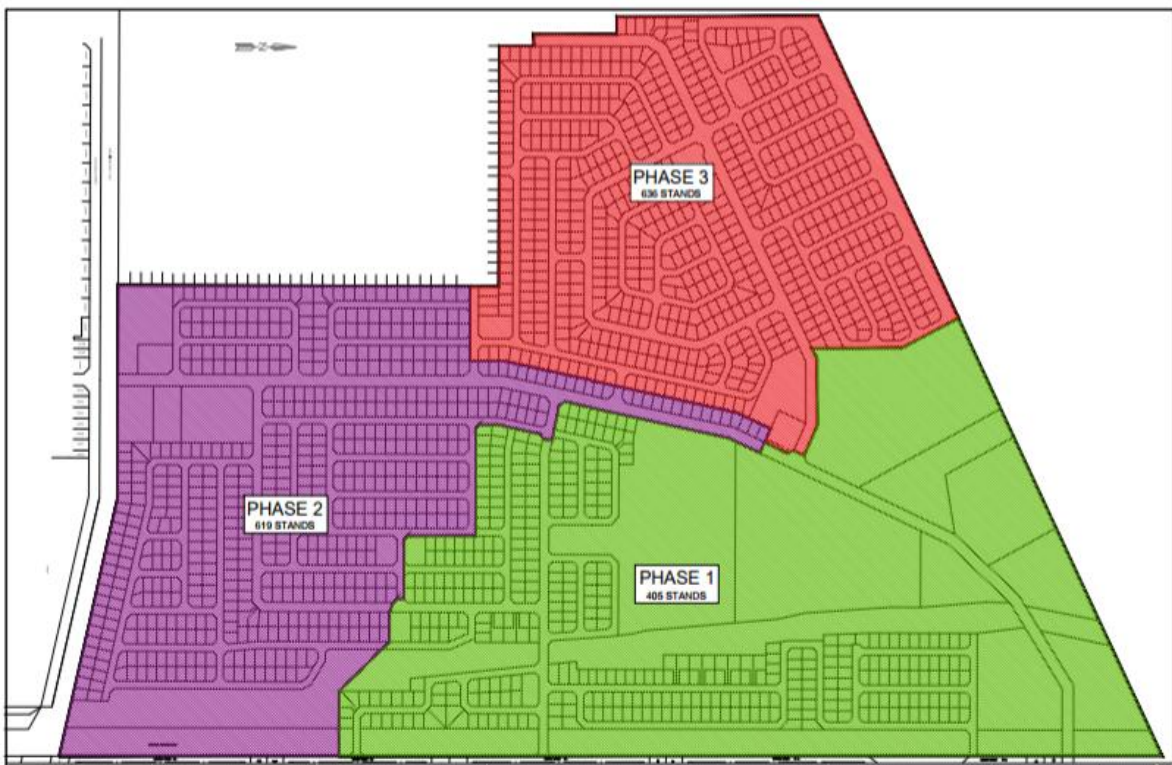
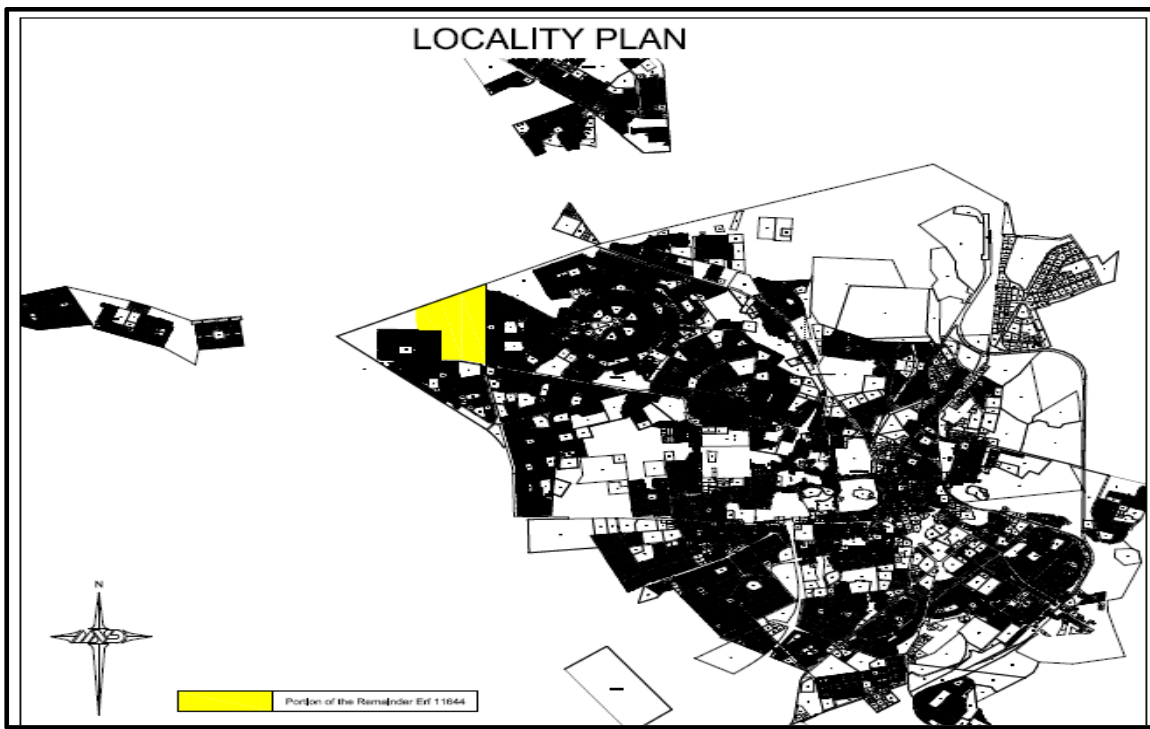
The Snake Park development is located in the north-western section of the municipal area in the Galeshewe residential area, Kimberley within ward 16 of Sol Plaatje Municipality. It borders Retswelele Ext / Tswelalang and Lindelani / Transit Camp location.

The GPS co-ordinates for the site will be developed are:

Longitude: 24.70058

Latitude: -28.71559

The size of the site is 103.68 Hectares of land



### 3. SCOPE OF WORK

The scope of work for the assignment consists of the following components;

- **Phase 2 Geotechnical report for the area mentioned above.**

- Conduct a Phase 2 Geo-Technical Investigation to establish and confirm soil stability and advise the HDA on migratory measures to be applied should the land need any sort of transformation for the Human Settlements.
- Observe and record soil profiles wherever soil type changes occur as part of investigation and recommendations thereof.
- Provide for Laboratory Testing results from SANS accredited lab as part of investigation and recommendations thereof.
- Confirm and refine site class designations as part of investigation and recommendations thereof.
- Record data field sheets and the points in the trenches which were profiled on a site layout plan.
- Provide the HDA with comprehensive reports as an addendum to the phase 1 report which shall contain:
  - A drawing indicating the location of the points profiled in the serviced trenches;
  - Records of all profiles and tests; and
  - A marked-up township layout drawing which confirms the site classes of each individual erf.
  - The report and all drawings must also be available in an electronic form
- The Geotechnical Investigation must be conducted in accordance with SANS 634 and any other applicable specifications /standards/ regulations/ laws/ guidelines. It must also be headed by /reviewed by/ certified by/ signed off by, a person meeting the requirements of a Competent Person as defined in the SANS 634. The curriculum vitae & credentials of the Competent Person must therefore be submitted together with the quotation.
- Upon completion of the fieldwork & laboratory tests, a draft Geotechnical Site Investigation report must be submitted for **review to the NHBRC**, which may require a hard copy instead of an electronic one. Thereafter comments/inputs received from the NHBRC must be incorporated into the final report which shall then be subject to approval by the NHBRC.

#### **4. DELIVERABLES & OUTPUTS**

In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and deliverables:

- **Inception Report - Phase 2 Geotechnical investigation report**

The report must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone/ timeframes, including detailed description of content and characteristics of each of the work outputs/ deliverables of task section. An oral presentation of the inception report to client is required. A soft copy and three (3) hard copies are required.

- **Phase 2 Geotechnical investigation report**

This report will incorporate feedback and comments on the on the above draft. The service provider will provide all necessary cross sectional schematic drawings per trial pits/test pits, and submit the full reports in PDF, word and shape files/DWG format. An oral presentation of the final report to client is required. A soft copy and three (3) hard copies are required.

All other related information attained from any other relevant / responsible authorities, which assisted in undertaking of Geo-Technical Assessment should form part of annexures of the comprehensive reports to be submitted to the HDA.

#### **5. DURATION**

The anticipated timeframe for the completion of the Geotechnical Report is **12 weeks**.

#### **6. TEAM COMPOSITION**

The service provider is expected to assemble a team with the following expertise:

- Geotechnical Engineer.

The above professional staff composition is the client's suggestion as a minimum requirement. The consultants are advised to propose their own team composition based on the scope of work as defined in section 3.

#### **7. EVALUATION PROCESS**

The bids will be evaluated in three (3) stages, namely:

- Stage 1 : Pre-qualification
- Stage 2 : Functionality
- Stage 3 : Financial Offer and Preference

### 7.1 STAGE 1: PRE-QUALIFICATION

Failure of the Bidder to comply with the following will result in immediate disqualification:

- Proof of Registration with Engineering Council of South Africa (ECSA) for an individual registered as a Professional Engineering Technologist or higher, and;
- Submission of proof of a bidder having a Level 1-4 status as a minimum B-BBEE Status Level of Contributor. A Joint proof of B-BBEE Status Level of Contributor must be submitted for Joint Venture or Partnerships

### 7.2 STAGE 2: FUNCTIONALITY

Functionality evaluation criteria test bidders' ability to provide services required. Responsive bids submitted will be evaluated according to the predetermined criteria described below, considering, among other factors, skills, quality, reliability, technical capacity, experience, previous performance and value for money.

A Bid will not be evaluated further if it fails to meet the minimum threshold of total 70 points out of maximum 100 points for functionality as prescribed in the following tables:

CATEGORY	FUNCTIONAL CRITERIA	POINTS ALLOCATION
i	Experience of the bidder	40
ii	Key personnel qualifications	30
iii	Key personnel experience	30
<b>TOTAL POINTS</b>		<b>100</b>

### 7.3 EXPERIENCE OF THE BIDDER (40 POINTS)

The Bidder must submit proof of successfully completed similar and comparative projects, **i.e. Geotechnical Investigations for Civil Engineering projects**. Copies of Appointment Letter and/or Employer's Reference Letter must be attached for each project.

TARGETED GOALS	POINTS ALLOCATION
Bidder has submitted inadequate or no information to determine allocated points	0
Bidder has submitted proof of at least 1 successfully completed similar project	15
Bidder has submitted proof of at least 2 successfully completed similar projects	30
Bidder has submitted proof of at least 3 successfully completed similar projects	40

#### 7.4 KEY PERSONNEL QUALIFICATIONS (30 POINTS)

The Bidder must submit Proposed Team Structure, identifying **Lead Geotechnical Specialist, Geotechnical Field Technician and Geotechnical Lab Technician** as key personnel. Copies of CVs and certificates for each key personnel must be attached for determination of points to be allocated as per the table below:

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
Lead Geotechnical Specialist	Inadequate or no information submitted to determine points to be allocated or a CV of Lead Geotechnical Specialist with no proof of registration (certificate from ECSA) as at least a Professional Engineering Technologist submitted	0
	A CV of Lead Geotechnical Specialist with proof of registration (certificate from ECSA) as at least a Professional Engineering Technologist submitted	7
	A CV of Lead Geotechnical Specialist with proof of registration (certificate from ECSA) as a Professional Engineer submitted	14
Geotechnical Field Technician	Inadequate or no information submitted to determine points to be allocated or a CV of Geotechnical Field Technician with no certificate of National Diploma in Civil Engineering submitted	0
	A CV of Geotechnical Field Technician with certificate of National Diploma in Civil Engineering submitted	4

	A CV of Geotechnical Field Technician with certificate of B. Tech or B. Degree in Civil Engineering submitted	8
Geotechnical Lab Technician	Inadequate or no information submitted to determine points to be allocated or a CV of Geotechnical Lab Technician with no certificate of National Diploma in Civil Engineering submitted	0
	A CV of Geotechnical Lab Technician with certificate of National Diploma in Civil Engineering submitted	4
	A CV of Geotechnical Lab Technician with certificate of B. Tech or B. Degree in Civil Engineering submitted	8

#### 7.4.1 KEY PERSONNEL EXPERIENCE (30 POINTS)

The Bidder must submit Proposed Team Structure, identifying **Lead Geotechnical Specialist, Geotechnical Field Technician and Geotechnical Lab Technician** as key personnel. Copies of CVs and certificates for each key personnel must be attached for determination of points to be allocated as per the table below:

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
Lead Geotechnical Specialist	Inadequate or no information submitted to determine points to be allocated or a CV of Lead Geotechnical Specialist with less than 5 years of relevant Construction Management experience submitted	0
	A CV of Lead Geotechnical Specialist with 5 to 10 years of relevant Construction Management experience submitted	7
	A CV of Lead Geotechnical Specialist with more than 10 years of relevant Construction Management experience submitted	14
Geotechnical Field Technician	Inadequate or no information submitted to determine points to be allocated or a CV of Geotechnical Field Technician with less than 3 years of relevant Project Management experience submitted	0



	A CV of Geotechnical Field Technician with 3 to 5 years of relevant Project Management experience submitted	4
	A CV of Geotechnical Field Technician with more than 5 years of relevant Project Management experience submitted	8
Geotechnical Lab Technician	Inadequate or no information submitted to determine points to be allocated or a CV of Geotechnical Lab Technician with less than 3 years of relevant experience submitted	0
	A CV of Geotechnical Lab Technician with 3 to 5 years of relevant experience submitted	4
	A CV of Geotechnical Lab Technician with more than 5 years of relevant experience submitted	8

The above project team must possess the following professional competency:

- Established expertise and reputation in the industry;
- Experience with projects of a similar nature;
- Knowledge of local geology;
- Adequacy of proposed investigation scope and methods;
- Ability to add value to the project, and;
- Availability of skilled personnel

## 7.5 STAGE 3 – FINANCIAL OFFER AND PREFERENCE

All responsive bids that qualify by meeting the minimum thresholds for functionality are then evaluated on the basis of price and preference in accordance with the 2017 Regulations of the Preferential Procurement Policy Framework Act No. 5 of 2000. The points scored for functionality are not carried over or considered in the calculation of the Financial and Preference evaluation.

**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
<b>Total</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

## 8. REQUIREMENTS

Below are compulsory requirements for this service:

- 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.
- 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.
- Further information regarding technical matters can be sent via an email to: [Thembinkosi.Zingange@thehda.co.za](mailto:Thembinkosi.Zingange@thehda.co.za) / 053 830 9701
- Further information regarding supply chain matters and queries can be send via email to: [Jane.Mahlangu@thehda.co.za](mailto:Jane.Mahlangu@thehda.co.za) / 011 544-1000

## 9. SUBMISSION OF PROPOSALS

- Proposals should be submitted on or before the **24<sup>th</sup> June 2020** 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**
- 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.

## **10. GENERAL**

- 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.
- The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider.