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REQUEST FOR PROPOSALS

**FURTHER DEVELOPMENT OF PROJECT PLANNING AND PIPELINE
FOR MINING TOWNS IN THE
CITY OF MATLOSANA MUNICIPALITY
RFP/NW/2018/002**

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 12H00 NOON
ON 11 JULY 2018**

ANNEXURE A: MAP OF DEFINED STUDY AREA

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 No. 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.

The intervention requires the following broad thrusts:

- fast-tracking and supporting existing human settlement projects in the mining towns areas;
- identification of suitable areas of further areas of investment taking into account the human settlement conditions in the identified mining town;
- Identification of partners for implementation

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.

The spatial transformation plans need to be informed by existing planning work, research, and available information. In addition to this, the HDA has the following distinct but complementary programmes that are part of the mining towns and transformation work:

- Informal Settlement Upgrading Programme (ISUP)
- Catalytic Projects Programme (CPP)
- Land identification and land assembly

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2. Objectives of the Project

- The objective of the project/ this Spatial Transformation Plan is to develop a clear business plan and implementation plan for the mining towns (within the City of Matlosana Municipality) which will incorporate a work stream within and beyond the current MTSF cycle. The outcome of this plan should provide a credible platform through which the mining towns budget/funding can be streamlined and focused on specific outcomes in and around the mining towns' areas within this region.
- The purpose of the Spatial Transformation Plan is to look at housing, but not in isolation, so as to ensure sustainable long term development in the mining towns, especially post mining activities.

3. Scope of Works

- Articulation of the vision and plan for the City of Matlosana Municipality mining towns within the current and possible future dynamics of a declining or developing mining town(s) (State of mining town)
- Assessment and articulation of mining within the City of Matlosana and its impact within the broader region;
- Identification of the specific nodes in the City of Matlosana(Study area), including the identification of the specific mining houses within the municipality
- The State of the existing mining in the City of Matlosana – examining the conditions of the identified towns (i.e. are they in decline/growth mode and determine the post mining scenarios etc.);
- Identify the mining companies in the area and analyse their mining activities with specific reference to the remaining lifespan of their mining operations
- Articulation of the sustainable approach to human settlements by both government and private sector to address the human settlement conditions in the region;
- The spatial elements and dimensions of the identified mining towns;
- Identification of existing plans / strategies within the mining town area (or the lack thereof – and identifying plans that are required)
- Creation of a tool / method through which these areas can be classified to require dedicated attention through mining towns funding (i.e. hierarchy and scales);
- Identification of specific areas, within the mining towns, that require intervention (providing a detailed description for the choice of intervention areas and their hierarchy)
- Framework for engagement and joint planning between the government and private sector interventions;
- The project pipeline and implementation plans, for these identified intervention areas, taking into account the government's priorities in terms of the MTSF cycles i.e. informal settlement upgrade;
- Projection of budget and budget inputs over the medium term including budgets for the infrastructure needs;

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- Programmed plan and implementation framework over the proposed trajectory
- Adoption of the plan by the City of Matlosana and inclusion of the projects into the municipal IDP (Council Resolution).
- Analysis of legacy assets and their impact on H/S municipal planning and operational capacity.
- The identification of land owned by the mining companies, the use (existing) and future plans for the land

The plan should compile a true Spatial Transformation Plan for this area and ensure the project planning and implementation phase of this work is completed and re-aligned back into the mining towns framework.

- Clear definition of projects as delivery tools for the mining towns programme (example, ISU)
- Clear interpretation of space in terms of vital locations where the projects are located or to be located (i.e. Land pipeline);
- Clear definition of credible partners / existing role players / interested parties that can play a significant role in mining towns (state and private sector-mining companies/role players); and
- A clearly defined business plan and implementation plan drawing from the MTSF Mining Towns funding trajectory and private sector contribution;

The individual Municipal and Provincial Plans including but not limited to Integrated Development Plans, Urban Development Plans, Growth and Development Strategies and Plans must be taken into consideration when carrying out this assignment.

5. Methodology and Work-plan

- 5.1.** In order to ensure coherence, this project shall be managed by a single entity.
- 5.2.** The project plan and methodology must clearly outline and define the process plan of executing the project;
- 5.3.** The service provider must outline the project plan, extent and the costs associated with the activities or tasks;
- 5.4.** The service provider shall provide a workable and practical work-plan for project implementation;

6. Required Expertise

The following skills and experience are required for this project:

- 6.1.** Urban Planning and Urban Design knowledge and experience
- 6.2.** Town Planning knowledge and expertise
- 6.3.** In-depth and robust human settlement planning and policy knowledge and expertise
- 6.4.** Development Planning Policy and expertise
- 6.5.** Understanding of mining and housing strategies of different mining companies
- 6.6.** Knowledge of mining infrastructure and planning

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7. 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:

- 7.1** Consult with the relevant stakeholders in a structured manner and avail record of consultation, especially with the mining companies in the area;
- 7.2** Conduct presentations outlining and summarizing the main components on each of the phases detailing the outcomes with relevant stakeholders. Some consultations, feedback and reporting shall be conducted in the municipal area concerned;
- 7.3** Furnish the HDA with the final reports as follows:
 - 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
 - Three CDS containing high resolution versions of the report in source document format as well as pdf

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.

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 is possible to calibrate and manipulate with other GIS related tools and CAD softwares (DWG/DXF/Shape Files). 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.

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9 Duration of the Project

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

10 Evaluation Process

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 following functionality criteria will be used for evaluating the tender.

- The benchmark of minimum **70 points** out of 100 points on technical functionality will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formula for Price and **B-BBEE** as Per the PPPFA

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

a. Table 1 – Functionality Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile and individual team members (CVs)	Company profile (s) to be submitted (in case of a joint venture, all companies must submit separate profiles) indicating the lead company	10
	<ul style="list-style-type: none"> • Qualifications in development planning/development management/Urban Design/Town Planning/Public policy • Postgraduate an added advantage 	20
Level of Experience	Previous work in: <ul style="list-style-type: none"> • Development Planning and Policy (10) • Housing policy and mine housing strategies (10) • Mining towns (10) • NUSP (10) 	40
Approach and methodology	Methodology, time frames for delivery and clear understanding of information to be collected and the rationale thereof	30
Total		100

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

b. 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

The HDA proposal will be evaluated as per PPPFA regulations.

11 Terms and Conditions

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

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

12 Submission of proposals

12.1 Proposal should be submitted in a sealed envelope clearly marked “**Human settlements spatial transformation plan for updating and further development of project planning and pipeline for mining towns in the City Of Matlosana**” and deposited in a tender box on or before the **11 July 2018**, not later than **12H00** to the following address:

**Attention: Procurement Specialist
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg**

12.2 Further information regarding technical matters can be sent via email to: Thiathu.manenzhe@thehda.co.za or simon.maluleke@thehda.co.za Tel: 011 544 1000

12.3 Further information regarding supply chain matters and queries can be sent via email to: Sindisiwe.mweli@thehda.co.za Tel: 011 544 1000

12.4 Proposals must be accompanied by:

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- A company profile
- CSD registration report (Registration with the National Treasury **Central Supplier Database**, 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.
- Proposal / Quotation

Failure to submit all required documents will lead to disqualification of the tender

12.5 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.

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