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Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**Due Diligence and Status Condition Assessment for Legacy Assets
in Matlosana Local Municipality (Khutsong Village)**

RFP/NW/2018/004

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 12:00
ON 10 AUGUST 2018**

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 as the programme manager for the revitalization of mining towns programme within the context of human settlements.

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 programme, in its articulation, should intervene and outline clear outputs in terms of 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

Part of the partnership work revolves around addressing the legacy infrastructure around the mining areas. These infrastructures include but are not limited to residential complexes and the supporting infrastructure (Roads, water, storm water, electricity etc). Other infrastructure includes buildings for used or previously used for industrial operations relating to the mining operations. Almost entirely, these residential complexes remain outside the direct management of the municipalities in whose jurisdiction they are located. With some of the mining operations scaling down, a number of assets become redundant and inaccessible for socio-economic purposes. In terms of the current policy and practice, the mines are required to either make properties available for alternative use or demolish and rehabilitate the

environment.

Some municipalities intend to take over and incorporate some of the infrastructure into their operational areas. The HDA therefore seeks to assist the municipalities with the prerequisite assessment of these assets to arrive at the following important determinations:

- The spatial and locational advantages of these assets against the municipal planning regime (short and long term);
- Land and legal status of the properties in which the residential complexes are located;
- Mining and surface mining rights status against the properties;
- Land use regulations and implications for regularization and zoning;
- Bulk and link Infrastructure arrangements pertaining to:
 - Bulk supply and source arrangements
 - Bulk link arrangements
- Infrastructure gap analysis i.e. current condition and the RED Book standards
- Municipal planning and management capacity
- Indicative capital and operational cost impact on municipal balance sheet

2. Objectives of the Project

- Assess the existing mine assets and its suitability for incorporation into the municipal planning and operational area
- Assess the viability of incorporation of the existing mine assets against the number of determinants outlined above;
- Provide the basis and framework for the incorporation of mine assets into the municipal planning systems.

3. Scope of Works

3.1. Regional and spatial analysis

3.1.1. spatial analysis of the distressed assets in terms of their location, spatial characteristics, linkages and functional relationship in terms of social, economic and environmental advantages within the greater municipal planning regime environment.

3.1.2. Provide the in-depth analysis of the sites against the policy framework (NSDP, The Provincial Development Plan for North-West 2030, The Matlosana SDF (2015) and any other precinct plan relevant for the area;

- 3.1.3. Provide an in-depth analysis of the proposed distressed and legacy assets in terms of the locational advantages or limitations both in the short to long term planning of the municipality;
- 3.1.4. Analysis of the urban environment in terms of the levels of services, structure and form, connections to the greater context and the ability of the proposed areas to fulfil social and other economic needs;
- 3.1.5. Analysis of current densities, population and population trends as well economic trends & employment in the sub-area

3.2. Land and legal status/review

- 3.2.1 Detailed and accurate analysis of the legal status of the properties and land/assets in terms of the MPRDA in the absence of mining or when mining activities have ceased operations;
- 3.2.1. Land legal analysis in terms of mining and surface rights and the transferability of properties
- 3.2.2. Land legal analysis in terms of
 - 3.2.2.1. Cadastral details of the property
 - 3.2.2.2. Registered conditions/servitudes
 - 3.2.2.3. Unregistered conditions/servitudes
 - 3.2.2.4. Mining mineral rights

3.3. Land use regulations

- 3.3.1. Analysis of land use in the area;
- 3.3.2. Status of the properties in terms of land use planning and municipal land use regulations (zoning);
- 3.3.3. Procedures and proposals on regularization, proclamation and incorporation of the areas into the municipal planning regulations

3.4. Bulk Infrastructure arrangements

- 3.4.1. Analysis of the existing bulk supply arrangements;
- 3.4.2. Analysis of the existing link arrangements;
- 3.4.3. Process and operational capacity requirements for municipal takeover and incorporation in the municipal management area;
- 3.4.4. Analysis of infrastructure capacity

3.5. Conditional assessment

3.5.1. Conditional assessment of internal infrastructure and gap analysis pertaining to;

3.5.1.1. Water reticulation

3.5.1.2. Storm water reticulation

3.5.1.3. Waste water reticulation

3.5.1.4. Electrical reticulation

3.5.1.5. Roads

3.6. Municipal planning, management and operational capacity

3.6.1. Analysis and options on the operational requirements by the municipality

3.6.2. On-going maintenance and operational life cycle costs of the assets

3.6.3. Funding mechanisms and cost recovery

3.7. Capital and operational analysis

3.7.1. Capital costs of refurbishment and rehabilitation of the assets

3.7.2. Cost benefit analysis of the costs and opportunity for the assets

4. Methodology and Work-plan

4.1. In order to ensure coherence, this project shall be managed by a single entity. In the event the bidder wishes to partner with other specialist, this should explicitly be made clear.

4.2. The project plan and methodology must clearly outline and define the process plan of executing the project including demonstrating capacity in understanding the municipal infrastructure operational requirements;

4.3. The service provider must outline the project plan, extent and the costs associated with the activities or tasks;

4.4. The service provider shall provide a workable and practical work-plan for project execution;

5. The study area is attached as “ANNEXURE A”

6. Required Expertise

6.1. In-depth and robust understanding and knowledge of municipal infrastructure and operational requirements and systems

6.2. Human settlement planning and policy knowledge

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 programme manager assigned to the project from within the HDA.

The successful service provider shall:

10.3. 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. Duration of the Project

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

9. Evaluation Process

9.1. 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 and it should be noted that proposals 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. (Profiles to be appropriate to tender subject matter). [10 Points]	20
	<ul style="list-style-type: none"> • Relevant qualifications in planning/development management/Public policy • Postgraduate an added advantage (10 Points) 	
Level of Experience	Previous work in: <ul style="list-style-type: none"> • Development Planning and land use planning (10) • Municipal infrastructure knowledge and expertise (10) • Municipal planning and operation systems knowledge (10) • Understanding of legal status pertaining to local government and mining (10) 	40
Approach and methodology	<ul style="list-style-type: none"> • Methodology, time frames for delivery and clear understanding of scope of works (20) • Activity and cost breakdown per expertise and resource allocation (20) 	40
Total		100

9.2 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.

10. 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.

11. Submission of proposals

11.1 Proposal should be submitted in a sealed envelope clearly marked “**Due Diligence and Status Condition Assessment for Legacy Assets in Matlosana Local Municipality**” (**Khutsong Village**) and deposited in a tender box on or before the **10 August 2018**, not later than **12H00** to the following address:

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

11.2. 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

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

11.4 Proposals must be accompanied by:

- 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

11.5 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.

ANNEXURE A

