

P.O. Box 15402,
Cape Town, 8000
6th Floor, Pier
Place,
31 Heerengracht
Street, Cape Town
Foreshore
8001



REQUEST FOR PROPOSALS

**APPLICATION FOR THE REZONING TO SUBDIVISIONAL AREA OF ERF 14443,
STRAND**

RFP/CPT/2018/005

JUNE 2018

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 16 JULY 2018**

1. Background

Erf 14443, Strand is land under the ownership of the State and is in the process of being transferred to Housing Development Agency (HDA). This property measures 2.7 ha in extent and currently zoned Single Residential 1: Conventional Housing.

The HDA has entered into a service level agreement with SANRAL the property owners of Erf 32524 and 31966, Strand with a mandate to assist with the relocation of occupants on the subject properties in order to achieve the Agency's strategic objective which is to develop a N2 highway. The HDA subsequently acquired Erf 14443, Strand for purposes of developing integrated human settlements as solution to provide permanent housing opportunity in a phased approach for the occupants of the informally settled Un-built N2 Road Reserve.

1.1. LOCALITY

Erf 14443 is located at the corner of Broad and Broadlands road which is within a 1km radius from Nomzamo Informal Settlement.

2. PURPOSE

The purpose of these terms of reference is to seek services of a reputable consulting firm that will administer for approval, the rezoning of the property (Erf 14443, Strand) to sub divisional area in terms of the Spatial Planning and Land Use Management Act 16, 2013 and the CoCT's Municipal Town Planning By-Law (2015).

3. BROAD OBJECTIVES

It is broadly agreed that the output should achieve the following objectives:

- 3.1. To explore the development options and best use of the property (Erf 14443, Strand);
- 3.2. Provide an urban design framework for the property and subsequently obtain town planning approval of the proposed development.

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 the relevant and applicable skills and related experience in the area of settlement planning to provide proposals for the initial work to be carried out. The proposal shall provide a concise methodology for four broad phases:

- Preliminary planning;
- Development proposals with detailed financial costing;

- Detailed studies; and
- Approvals.

To this end, it is a minimum requirement that the procured team should be composed of the following expertise:

- Town Planning
- Civil Engineering
- Environmental Practitioner
- Geotechnical Engineering
- Traffic Engineering
- Land surveyor

5. SCOPE OF WORK

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

<p>5.1 PROJECT DEFINITION</p> <p>Comprehensive Rezoning to Sub divisional Area of Erf 14443, Strand.</p>
<p>5.2 MUNICIPAL AREA:</p> <p>City of Cape Town</p>
<p>5.3 PROPERTY DESCRIPTION</p> <p>Property Description: Erf 14443, Strand measuring 2.7 hectares (27 000m²).</p> <p>Local Area: Strand, City of Cape Town</p> <p>Province: Western Cape</p>
<p>5.4. DEVELOPMENT PLANNING FRAMEWORK/ CONCEPT AND TOWN PLANNING</p> <p>Scope of Work</p> <ul style="list-style-type: none"> • In line with the surrounding context, to explore the development options and best use of the property; • Utilising urban design principles and the Directives for Human Settlement projects in Cape Town, develop a layout plan for the proposed development;

- Preparation of the supporting town planning report with associated mapping;
- Circulation of the application to the relevant departments for comments as provided for in terms of SPLUMA and CoCT Municipal Town Planning By-Law;
- Advertisement of the application by:
 - Preparing the advertisement, advertising (placing the Advert/Notice) and administering the consultation process applicable as provided for in the City's Town Planning By-Law.
- Submit the application for approval.

Deliverables/Outputs:

- Record of Decision/ Approval of the subdivision application.

5.4 ENVIRONMENTAL IMPACT ASSESSMENT

Scope of Work

Completion of all compulsory and necessary processes that systematically examine the possible environmental consequences of the implementation of the housing delivery project. Administer and lodge for approval an application as provided for in terms of National Management Act (NEMA) 1991 and 2013 Regulations.

The assessment to include and not limited to:

- Potential environmental impacts and flaws on site,
- Potential significant environmental impact that can be avoidable,
- Any potential impact and mitigation measures,
- Any environmental impact that exceeds defined limits of acceptable change and may lead to the project being rejected,
- Any hydrological conditions on site,
- Water use licence sensitivities/triggers.

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 with accurate pointing of potential threats and impact on the future development that may ensue.
- In the event of full Environmental Impact Assessment, a record of decision is required (ROD).
- Water use license

5.5 GEO-TECH

Scope of works:

- The preparation of an appropriate number of test pits and soil sampling

- for the study area in order to determine the foundation indicators.
- Full geotech report and recommendations for purposes of housing delivery

Deliverables/Outputs:

A geotech report detailing the investigation procedure, findings, interpretations and recommendations.

5.6 SERVICES ENGINEERING REPORTS

Scope of Works

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 requirements of the site/ Storm water management plan as per requirements of CoCT
- Investigate the external supply networks
- Roads and accessibility to and from the property
- Model current and future access demands

Deliverables/Outputs:

- Formal documentation which will be provided at the conclusion of the investigation will include a report detailing the, findings, interpretations and recommendations
- Volumes required for the development
- Final designs, presentations and reports
- Submit designs to HDA and City of Cape Town for Approval
- Housing typology design and municipal approval
- Funding application and approval
- Final tender documentation

5.7 SURVEY AND PEGGING

Final Survey

- Survey and pegging
- General plan and approval at the SG office

Deliverables/Outputs:

- Survey and pegging
- General Plan

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 software's (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. TIME FRAMES/ PROJECT DURATION

The project program to be developed will provide for clear time frames.

7. REPORTING

The consultant will be required to prepare and provide:

- An inception report and submit to the Project Manager (HDA) within 2 weeks of the date of the appointment letter. This report must include a detailed project plan and refined budget utilisation.
- Monthly written summary reports to the project manager on progress made, plans for the next phase, constraints and challenges in relation to the project. The reports shall be structured so that the progress and achievements of the project are clearly detailed. Pertinent observations and recommendations should be dealt with in the same manner.
- A close out report on achieving the last milestone of the project.

8. EVALUATION PROCESS

The following functionality criteria will be used for evaluating the proposal:

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. It should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

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

The general methodology of selection will be based on proposals that will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.

The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using a 80/20 Price/B-BBEE formula.

Proposals will be evaluated using the 80/20 point system, where 80 points are for functionality and price and 20 points for empowerment of historically disadvantaged individuals.

The following are the key criteria that will be taken into account by the HDA:

Table 1: Evaluation criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Experience, knowledge and skill	Demonstrated experience in jobs/projects of similar nature [30 points]	30
Understanding of the work	Extensive understanding of Work program/ scheduling [10 points]	10
Capacity (human resource) and	Capacity, experience and registration with professional bodies (SACPLAN) of the proposed team. [20 points]	20
Approach and methodology	A detailed project plan specifying the approach, methodology and the indicators of success for each deliverable [40 points]	40
TOTAL		100

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)
	With Pr. Registration in the built environment (ECSA. SACPLAN etc.).	With Pr. Registration in the built environment (ECSA. SACPLAN etc.).	With Pr. Registration in the built environment (ECSA. SACPLAN etc.).	With Pr. Registration in the built environment (ECSA. SACPLAN etc.).
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	All key task or activities fits the scope of work works well. All activities	The sequencing and timing of the activities are very well defined

		s between the timing and the project deliverables.	timing and sequencing are consistent with the project scope.	with all key resources also listed against the activities.
--	--	--	--	--

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

Table 2 – Price and BEE

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

A compulsory briefing session will be held at as follows:

Date: 11th of July 2018
Time: 11:00
Venue: 6th floor Pier Place
31 Heerengracht Street
Cape Town Foreshore
8001

9. GENERAL

9.4. Below are compulsory requirements for this contract

Proposals must be accompanied by:

- A company profile
- CSD registration report (registration with the **National Treasury Central Supplier Database** - HDA will verify the tax compliance status of a bidder on CSD. If not yet registered, please 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

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

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.

10. SUBMISSION OF PROPOSALS

All proposals must be deposited into the HDA tender box in a clearly marked envelope: DEVELOPMENT FRAMEWORK (Erf 14443), STRAND on or before the 16th of July 2018 by no later than 12h00 to the following address:

6th floor Pier Place
31 Heerengracht Street
Cape Town Foreshore

Further information regarding technical matters can be sent via email to: sanelisiwe.ntshanga@thehda.co.za or at tel: 021 489 2900.

Further information regarding supply chain matter and queries can be send via email to: thabiso.diutlwileng@thehda.co.za or at tel: 011 5441000

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