

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 PRE-
FEASIBILITY STUDIES FOR THE DEVELOPMENT OF
SUSTAINABLE INTEGRATED HUMAN SETTLEMENTS FOR
PROPERTY/S LOCATED IN THE MSUNDUZI LOCAL MUNICIPALITY**

KWAZULU NATAL PROVINCE

RFP/KZN/2019/006

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 03 MARCH 2020

TERMS OF REFERENCE

1. PROJECT TITLE

Undertaking Development Pre-Feasibility studies for the following property(s) located in the uMsunduzi Local Municipality: -

1.1. Erf 174 Slang Spruit. The property measures approximately 6.9Ha in extent.

2. INTRODUCTION AND BACKGROUND

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 is also mandated through section 7 of the Housing Development Agency Act, (Act 23 of 2008), to amongst others, undertake any processes relating to land assembly, acquisition of land, holding and releasing thereof for the purpose of human settlement development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level.

The HDA has entered into a Medium Term Operational Plan (MTOP) with the KwaZulu Natal Provincial Department of Human Settlements (KZN DHS), amongst others, the responsibility is to provide planning and support for the implementation of informal settlements upgrading programme. As part of this support the KZN DHS has requested the HDA to assist uMsunduzi Local Municipality on the project packaging and development of sustainable integrated human settlements on various identified properties.

In order for this objective to be realised, the HDA intends to utilize services of well experienced service provider to conduct pre-feasibility studies on the provision of basic services (water and sanitation, and roads) and cost estimate. The prefeasibility study will assist in investigating and recommending the best servicing options and also assist with projects packaging.

3. OBJECTIVES OF THE PROJECT

The objective of the development feasibility report is to provide the Housing Development Agency with a concise overview on the development potential of the site, possible obstacles for development and the overall development process itself, and noting that the intention is to develop medium-density human settlements

4. SCOPE OF WORK

It is the aim of the HDA to secure the services of the multidisciplinary team of professionals who possess relevant and applicable skills and related experience in the area of project packaging and management. The proposal shall provide a concise methodology in approach and development options based on the urban design principles, infrastructure imperatives and constraints.

The HDA wishes to appoint consultants that have adequate capacity and suitable experience to undertake the work, not limited to the following:

- 4.1. Undertaking socio-economic surveys and a detailed report including diagrams on how the project contributes to economic, social and spatial restructuring of the greater municipality, and addresses the historical apartheid planning.
- 4.2. Undertaking a site survey and preparation of a detailed base map to serve as a platform for site analysis and spatial planning.
- 4.3. Undertaking a site audit, which includes determining the status of development on site, undertaking a land use survey in and around the area and preparation of base maps.
- 4.4. Preparation of a layout plan, town planning report as well as an urban design guideline.
- 4.5. Investigation into the availability, condition and capacity of the existing physical infrastructure such as electricity, roads, water, sanitation (sewer) and storm water.
- 4.6. Undertaking a preliminary geotechnical investigation and making firm recommendations for the design and development of physical infrastructure and buildings.
- 4.7. Undertaking Environmental screening to determine all activities triggering an environmental impact assessment (EIA) process.
- 4.8. Identification of the site constraints and the development of a matching programme and cost estimates for resolving all issues identified
- 4.9. To include an appropriate mixed use and housing mix scenarios, potential housing yield, governance and management model scenarios, financing and funding scenarios, risk assessment and recommendations.
- 4.10. Provide a brief report outlining what existing desk-top information has been consulted to identify initial demand, summarises the key results and how that confirms demand for the project.

5. DELIVERABLES

As outputs and delivery of the expected work, the HDA will receive Hard copies of the Prefeasibility Reports and electronic copy in MS word and PDF format of each of the following material information:

- 5.1. Social Economic Survey
- 5.2. Conceptual Town Planning Layout and Report
- 5.3. Land Information Examination
- 5.4. Contour Survey/Floodline Determination
- 5.5. Bulk Engineering Report

6. REQUIRED SKILLS

- 6.1 It is the intention of the HDA to appoint an experienced multidisciplinary team of; Town Planning, Environmentalists, Engineers and Land Surveying professionals registered with the relevant professional bodies i.e. (SACPLAN, PLATO, ECSA)
- 6.2 The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:
- At least 8 years' experience in the field of human settlement development and urban planning
 - Extensive and demonstrable experience in human settlements programme and project design, and informal settlement upgrading
 - Extensive and demonstrable experience in social facilitation and working with communities in participatory processes in human settlement development projects.
 - Urban design and settlement planning
 - Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement upgrading and planning processes
 - Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
 - Institutional capacity to successfully carry out an assignment of this nature.

7. DURATION

- 7.1. This assignment should be completed within a period of no longer than two (2) months.

8. EVALUATION PROCESS

- 8.1. The HDA needs to be satisfied, in all respects, that the organisation 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.
- 8.2. The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70 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 80/20 formula.

Table 1 – Evaluation Criteria

Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	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). [In case of a Joint Venture, companies should submit a JV agreement]	5
CVs of team members proposed to do the work	<p>Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s.</p> <p>Adequacy and completeness of skills of team presented and fit for task.</p> <p>Minimum Capacity:</p> <ul style="list-style-type: none"> - Senior Town & Regional Planner with qualifications and more than 8 years' experience (2-4 years =3 points; 5-7 years =6 points; 8 and more years 'experience = 10 points) - Land Surveyor with qualifications and more than 8 years' (2-4 years =3 points; 5-7 years =6 points; 8 and more years 'experience = 10 points) - Environmentalist with qualifications and more than 8years' experience (2-4 years =3 points; 5-7 years =6 points; 8 and more years 'experience = 10 points) - Engineer with qualifications and more than 8 years' experience (2-4 years =3 points; 5-7years =6 points; 8 and more years 'experience = 10 points) <p>- Each of the above must provide Professional Registration with relevant bodies SACPLAN - (5 points) PLATO - (5 points) ECSA - (5 points)</p> <p>All CVs to clearly state relevant experience in related projects with contactable reference</p>	55
Related work experience of the lead company.	<p>Attach signed reference letters not older than 5 years</p> <ul style="list-style-type: none"> - X1 Reference letter (2 points) - x2 or more Reference letters (5 points) 	10

	Attach signed letter of appointment on company letterheads not older than 5 years - x1 Appointment letter (2 points) - x2 or more Appointment letters (5 points)	
Approach, Methodology, Work Plan and Process	Work programme, plan and allocation of resources and tasks.	10
	Meeting deliverables and timeframes.	10
	Proposed methodology.	10
TOTAL		100

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

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 HDI proposal will be evaluated as per PPPFA regulations.

9. TERMS AND CONDITIONS

9.1. 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.

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

10. GENERAL TENDER INFORMATION

Below are compulsory requirements for this service

10.1. It is important to note that the successful person will work under the supervision of an HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

10.2. Kindly submit the following documents:

- Registration with the National Treasury Central Supplier Database(CSD Report), 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/tenders 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 (**In case of a Joint Venture and/or Consortium, members are requested to submit a consolidated B-BBEE certificate**)

10.4. Further information regarding technical matters can be sent to Sethabile Mchunu via email to: Sethabile.Mchunu@thehda.co.za or 031-335 -7300

10.5. Further information regarding supply chain matters and queries can be sent via email to: Ngobile.Mkhwanazi@thehda.co.za or Tel: 011 544-1000

SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 03rd of March 2020 by no later than 12h00 to the following address:

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

ANNEXURE A

