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REQUEST FOR PROPOSAL

LAND ASSEMBLY STRATEGY DEVELOPMENT PROCESS
RFP/JHB/077

PROPOSALS TO BE SUBMITTED
BY NOT LATER THAN 12H00
05 NOVEMBER 2013

THE HOUSING DEVELOPMENT AGENCY

LAND ASSEMBLY STRATEGY DEVELOPMENT PROCESS

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for human settlement development.

This report is intended to secure the services of a service provider to assist in the completion of a Land Assembly Strategy to assist the HDA and Human Settlements sector to more closely co-ordinate and align activities in relation to land assembly activities.

2. Background

The purpose of the Land Planning and Assembly (LPA) programme is to design and coordinate policy, strategy and support programmes that facilitate the release of strategic land and buildings for the purpose of sustainable human settlements development. The programme also offers geo-spatial information services through research and innovative solutions to the Agency and national and local partners. Monitoring and evaluation on land targets is conducted in support of reporting on sector programmes as requested, and due diligence function performed where applicable in respect of land identification, valuation and acquisition.

To support these objectives the LPA programme is structured into four areas of operation:

1. Land Development and Area Design
2. Land Information Services
3. Knowledge Management and Research
4. Monitoring and Evaluation Support

The development of a National Sector-wide Land Assembly Strategy (LAS) is a key deliverable for the Programme in the financial year, ending March 2014. The Land Assembly Strategy (LAS) will express intentions, principles, desired outcomes and a proposed implementation framework to more effectively manage the assembly of lands for consideration and endorsement by the State. It is being developed with a view to facilitating and realising the legislative mandate prescribed in the Housing Development Agency Act and more broadly, the transformative spatial agendas envisaged in the National Development Plan, Spatial Planning and Land Use Management Act and Breaking New Ground policy.

The assembly processes and scope of the considered by the LAS would need to include the following:

- Land Identification – what land is needed and available for prospective human settlement development and how does that land respond to local land and housing needs and spatial initiatives?
- Land Suitability – how suitable are land portions (and / or buildings) that have been offered or is being investigated?
- Land Acquisition and Compensation – what disposal processes and policies and financial costs influence the acquisition of prospective land?

- Land Development – what regulatory processes (e.g. zoning / Township Establishment) and partnerships (both in financial and development terms) are applicable and possible in developing the land?
- Land Management – who will act as developer and / or maintain the land and assets post-development?

The HDA is seeking the services of a consulting team to provide ***Technical and Professional Advice; and editorial support and document compilation*** for the development of Land Assembly Strategy in consultation with key stakeholders within the HDA and partners. RFP/JHB/077

3. Scope of work

The main duties and responsibilities of the consultant are to **complement and assist** the Land Development and Area Design team with the finalisation of the Land Assembly Strategy. NB: A draft document has already been prepared and presented to the HDA Board at the time of this Request For Proposals being drafted.

Expectations of the appointed service provider are based on the following elements:

- **Reviewing the existing Land Assembly Concept Paper** (currently incorporating regulatory review, key objectives, development principles and proposes an implementation framework) – NB: document and supporting presentations would be made available to appointed service provider;
- **Establishing working relationships with key stakeholders** and strategic partners and developing collaborations on Land Assembly Strategy development processes;
- **Analytical assessment of current activities and operations within the HDA and the sector** and identifying aspects where land assembly processes need improved alignment and enhancement;
- **Conducting reviews and gathering relevant documents** to assist in the completion of the Land Assembly Strategy Document;
- **Assessing gaps and shortcomings of the concept paper** and testing this assessment within the HDA and sector;
- **Refining and updating the concept paper** based on inputs received and an assessment of best-practices based on the collective experience and knowledge of the service provider and team;
- **Documenting and consolidating a final draft report and presentation(s)** to support the findings, content and recommendations of the Land Assembly Strategy Report.
- **Developing a timetable of events and focus group sessions** that should outline national, provincial and municipal consultation processes.
- **Formulating consultation methods and communication tools** that would enhance participation levels in the strategy formulation process. Immediately, these would be based on internal engagements within the HDA and the National Departments of Human Settlements, Public Enterprises, and Treasury. Within the financial year 2013/14 and beyond, partners within the Provinces and municipalities would also be targeted and consulted.
- Other tasks as may be required and agreed to in writing by both parties.

The appointed service provider will be supported by the Development Planning and Area Design team in delivering on these expectations.

4. Deliverables

- Interim and Final Land Assembly Strategy Document and supporting presentation(s); and
- Consultation programme and structured calendar of events.

5. Time Frame

A revised, interim document and supporting presentation would be required for submission on the 10th January 2014 as in input into the HDA Board meeting of January 30th 2014.

The Land Assembly Strategy is to be completed by the end of March 2014.

6. Evaluation

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 RFP/JHB/077

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 an 80/20 Price/B-BBEE formula.

Table 1: Functionality Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Experience, knowledge and skill (provide CV of project team)	• At least five years of progressively responsible professional work experience in Human Settlement policy / strategy formulation **[15 points]** • Demonstrated experience in formulation of policy and strategy with relevant stakeholders **[15 points]**	30
Understanding of the work	• Adequate understanding of the human settlement sector and built environment: regulatory environment, context and prevailing conditions within and between the spheres of government.	20
Capacity (human resource) and	• Demonstrated capacity of the firm **[10 points]** • Good coordination and team working skills **[5 points]** • Demonstrated ability to meet the project	20

capability	deadline **[5 points]**	
Approach and methodology	• A detailed project plan specifying the approach, methodology and the indicators of success for each deliverable	30
TOTAL		**100**

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 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**

7. Evaluation

7.1 Below are compulsory requirements for this service:

7.1.1 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 organisational guidelines.

7.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- 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.

7.2 Further information regarding technical matters can be sent an email to: peter.ahmad@thehda.co.za or at tel: 011 544 1000, and

7.3 Further information regarding supply chain matters and queries can be send via email to: Jane.Mahlangu@thehda.co.za or at tel: 011 544 1000

8. Terms and Conditions

8.1 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.

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

9. Submission of Proposal

Proposals should be submitted on or before the 05 November 2013 by no later than 12h00 via email to jane.mahlangu@thehda.co.za.

Or to the following:

Attention: Procurement Officer

Block A, Riviera Office Park

6-10 Riviera Road

Killarney, Johannesburg

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.