



a world class African city



City of Johannesburg
Johannesburg Development Agency

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11 September 2009

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN QUOTATIONS OF THE RANDBURG URBAN DEVELOPMENT FRAMEWORK WITH DESIGN GUIDELINES (A REVISION OF THE RANDBURG REVITALISATION STRATEGY OF 2004)

Kindly furnish me with a written quotation for the supply of the professional services as stipulated below:

The JDA invites tenders from service providers with demonstrable knowledge and experience of urban regeneration initiatives.

The purpose of the request for proposals is to secure a service provider who can prepare a revised Urban Design Framework for the Randburg Regional Node.

Background:

The City has identified Randburg as a significant Regional node for intensification and needs to prepare a framework plan to guide future development and decision-making in this area. The framework needs to take cognisance of current trends, challenges and opportunities in the light of housing demand and potential, new public transportation initiatives and challenges and the City's planning frameworks. This requires a revision and reworking of the current urban design framework prepared for the area.

In 2004 the City appointed consultants to develop an Urban Development Framework for the area. Subsequently a business plan was developed based on the framework interventions specifically outlining the programme of implementation. The main projects related to land uses, road closures, alienation of City owned properties within the CBD, taxi ranks, public upgrade and the establishment of a City Improved District. In spite of the adoption of the framework and the business plan, most of the projects were not implemented. The causes for this delay include objections that were made by an interest group to certain proposals contained in the UDF. This and other elements of the framework deserve review. As detailed in the enclosed schedule.

Building a better city

Directors

L. Vutula (Chairperson) A. Roriston L. Matlhape D. Lewis N. Lila D. Naidu P. Masilo L. Bethlehem (CEO) A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

The quotation must be submitted on a letterhead of your business and delivered by hand no later than 12:00 on 23 September 2009 to the Bus Factory, 3 President Street, Newtown, Johannesburg.

There are two objectives for this project:

2.1. A revised Urban Development Framework (UDF) for the Randburg Node, based on sound urban design principles, which aims to

- Integrate the node with the network of transport routes and facilities,
- Appropriately intensify land uses,
- Provide for a mix of land uses,
- Improve the quality of the public environment and experience of the node
- Establish a safe and walkable environment.

The core of the UDF will be a plan outlining a development proposal, and related spatial interventions, for a high density, high intensity mixed-use development, which caters for a range of housing options across the income spectrum, specifically for the 'gap' market in the area¹ supported by the strengthening of existing social amenities.

The study area will mainly be the Randburg Regional Node and areas of direct influence as agreed between the Project Team. The proposal may include the review of the Regional Nodal Boundary as contained in the Spatial Development Framework.

The revised UDF will contain, *inter alia*:

- a. An Executive Summary, containing a written description of the UDF proposal (with a defined study area including the master layout plan and land use schedule);
- b. A written report and supporting plans, diagrams and other graphics;
- c. Contextual Analysis, including:
 - i. Existing relevant Policies/Frameworks
 - ii. Existing road network/Accessibility;
 - iii. Public Transport and related Facilities
 - iv. Economic analysis;
 - v. Existing Housing Typologies
 - vi. Existing Social Services
 - vii. Existing Open Space networks and environmental Resources
 - viii. Existing Engineering Services Capacity
 - ix. Walkability and legibility of the node
- d. Development Concept and Guiding Principles, including functional precincts within the node;
- e. Development Framework Proposal (Master Layout Plan and Land Use Schedule):

¹ Subsidised (less than R150k), bonded / "Charter" (R150k-R300k), gap-market (R300k-R500k).

- f. Parking Strategy
- g. Project proposals for implementation, focused on spatial interventions in the public environment. This task includes
 - the identification of catalytic projects
 - the development of design guidelines
 - broad costing and timing of interventions
- h. A supporting PowerPoint presentation of proposals

2.2. A Capital Implementation Programme (CIP) incorporating a 5- year phased capital investment programme, per spatial intervention identified in terms of the UDF, i.e. costing and timing of public sector investment per intervention over a 5-year period.

The CIP will also incorporate:

- i. The identification of catalytic projects; and
- ii. Prioritisation of projects

2.3. Public Participation

The project will require an inclusive public participation process that considers input from relevant private landowners, organised business groups, ratepayer/homeowner associations, community-based organisations, and identified stakeholder and/or interested and affected parties.

The process must take place through the following

- A minimum of two (2) open public meetings
- A maximum of 3 meetings with a Forum (Project Steering Committee) consisting of City Internal Departments, which will include 3 presentations for 1. Status quo for input, 2. Proposals for input and 3. Final document to be submitted to Council Committees for approval.
- Specific one-on –one meetings with relevant groups as necessary e.g Provincial Departments, Organised business groups, Strategic Land owners, Taxi association and informal traders, Area Councillor etc. The Ward Committee structure must be utilised to ensure public participation. Technical working groups must be established where required.

The public participation process is critical and proof of this will be required in the form of invitations, agendas, advertisements, minutes and attendance registers of all meetings including the public meetings. The service provider will be responsible for the minuting of meetings and the timeous dissemination of minutes to the Project Steering Committee.

The costs for meeting venues (including audio-visual and catering requirements) are to be included in the fee proposal. The costs of the advertising of public meetings (via the print and other media) are to be included in the fee proposal. It is advised that where possible, Council-owned venues and/or community-based facilities (e.g. recreation

centres) are utilised so as to minimise overall expenditure on the public participation process. The City of Joburg Steering Committee can advise in this regard. Costs associated with the production of visual materials and related items necessary for the public participation process must also be included in the fee proposal. The best advertising method for the public meetings must be used, which may not necessarily be newspaper advertisements

The time-cost implications of all stakeholder meetings must be factored into the overall project proposal.

3. Professional Team

The professional team must clearly demonstrate it has the appropriate skills, experience and capacity to deliver the scope of work as described herein. It is envisaged that the Professional Team will consist of at least the following, listed in no particular order:

- Urban Designer
- Transportation Engineer
- Urban and Regional Planner

4. Deliverables

4.4. Presentation of Final Urban Design Framework

The UDF document and all associated map work etc, will become the property of the City of Joburg. The final product will include the UDF document, maps, aerial photography, graphic illustrations and detailed plans.

At a minimum, the deliverables must include:

Draft Document

Hard Copy: 1 colour hard copies of the draft document, (bound, may be printed double-sided).

Soft Copy: 1 CD- Roms of the draft product in a PDF (Acrobat) and Word file format.

Final Document

Hard Copy: 3 colour hard copies of the final document, 2 bound (may be printed double-sided) and 1 unbound, printed single-sided.

Soft Copy: 3 CD- Roms of the final product in a PDF (Acrobat) and Word file format. Of the soft copies, one must be typeset to allow direct single-sided A4 printing.

Maps/Plans: GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The Council's approved standard 26-digit code must be used as the unique property

identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's. Electronic mail can also be used provided that files or zipped files do not exceed 2MB in size.

The proposed framework will need to be of a nature and content that permits ease of presentation to Council Committees for adoption and for final inclusion into the RSDF for Region B.

5. Queries and further information

A CD containing the RANDBURG REVITALISATION STRATEGY (2004) can be collected from the JDA offices.

Any questions regarding this RFP are to be submitted in writing to:

Linah Dube
Assistant Director
Directorate: Development Planning and Facilitation
Department of Development Planning and Urban Management
Phone: 011 407 6961
Fax: 011 339 1547
Email: Linahd@joburg.org.za

This project will commence in October 2009 and the completion date is 15 February 2010.

A lump sum costing for the work should be done including all disbursements.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 12.00 on 23 September 2009 to: The Bus Factory, 3 President Street, Newtown, Johannesburg. The quotation should also include a company profile and references for similar work undertaken.

Enquires can be directed to T. Zack on 011-6887841 or tzack@jda.org.za

Yours faithfully

Dr. T. Zack
Acting Executive Manager: Planning and Strategy

The following conditions will apply:

- A valid Tax Clearance Certificate must be submitted
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- If the price quoted is above R 30 000 inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000). For this purpose the Tax Clearance Certificate, Declaration of Interest and the BEE Forms are enclosed and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest point

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Dr. Tanya Zack
Acting Executive Manager: Planning and Strategy
011 688-7841
tzack@jda.org.za

ⁱ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the

project successfully. The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out :

1. Company Background, lists of projects including client name, contact person, telephone number, value of the works, and fee value.
2. Provide an organogram for the company and note designations, as well as qualifications and the number of years experience in the field of urban planning, urban design and /or transportation planning. Attach detailed résumé's of **key individuals**.
3. Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
4. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.
5. The deliverables are to include the following :

Draft Document:

- Hard Copy: 1 colour hard copies of the draft document, (bound, may be printed double-sided).
- Soft Copy: 1 CD- Roms of the draft product in a PDF (Acrobat) and Word file format.

Final Document:

- Hard Copy: 3 colour hard copies of the final document, 2 bound (may be printed double-sided) and 1 unbound, printed single-sided.
- Soft Copy: 3 CD- Roms of the final product in a PDF (Acrobat) and Word file format. Of the soft copies, one must be typeset to allow direct single-sided A4 printing.

Maps/Plans:

- GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The Council's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's. Electronic mail can also be used provided that files or zipped files do not exceed 2MB in size.

The proposed framework will need to be of a nature and content that permits ease of presentation to Council Committees for adoption and for final inclusion into the RSDF for Region B. A PowerPoint presentation of final proposals is also required.

6. The applicant's SMME status.

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7. Proof of registration with the appropriate engineering authority.
 8. An original valid Tax Clearance Certificate.
 9. The Declaration of Interest and the BEE Forms as found on the JDA website, must be scrutinized, completed and submitted together with your quotation.

Note for joint ventures

- The items above are to be addressed and completed by **EACH** member of the joint venture
- An agreement between all parties of the joint venture is to accompany the tender submission
- A lead consultant is to be appointed and noted in the submission
- BEE status is to be based on a profit sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the tenderers cost.