



City of Johannesburg  
Johannesburg Development Agency

No 3 President Street  
The Bus Factory  
Newtown  
Johannesburg, 2000

PO Box 61877  
Marshalltown  
2107

Tel +27(0) 11 688 7851 (O)  
Fax +27(0) 11 688 7899/63  
E-mail: [info@jda.org.za](mailto:info@jda.org.za)



## INVITATION TO BID

### YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE:	03 March 2021
NON-COMPULSORY BRIEFING MEETING DATE (on MS Teams)	08 March 2021 – 10H00am – 11H00am <a href="#">Click here to join the meeting</a>
BID CLOSING DATE:	17 March 2021
BID CLOSING TIME:	12:00

**BID DESCRIPTION:** RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT

**BID NUMBER:** JDADFP/TAC – URBAN/008/2021

*BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:*

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

<sup>1</sup> \* 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.

### ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:	Procurement	Contact Person:	Mr. S Gcobo
Tel:	011 688 78511	Fax:	011 688 7899
		E-mail:	<a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>

### ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department:	Development Facilitation Manager	Contact Person:	Ms Nicolette Pingo
Tel:	011 688 7865	Fax:	011 688 7899
		E-mail:	<a href="mailto:npingo@jda.org.za">npingo@jda.org.za</a>

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

**OFFER**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

<b>BID / RFP NUMBER</b>				
<b>BID / RFP DESCRIPTION</b>				
<b>NAME OF BIDDER</b>				
<b>POSTAL ADDRESS</b>				
<b>STREET ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELLPHONE NUMBER</b>				
<b>VAT REGISTRATION NUMBER</b>				
<b>CSD SUPPLIER NUMBER</b>	MAAA			
<b>COMPANY REGISTRATION NUMBER</b>				
<b>TAX VERIFICATION PIN</b>				
<b>TOTAL BID PRICE excluding Value Added Tax</b>	R			
<b>TOTAL BID PRICE in WORDS excluding Value Added Tax</b>				
<b>BIDDING COMPANY'S CONTACT PERSON:</b>				
<b>SIGNATURE OF BIDDER</b>				
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>				
<b>DATE</b>				

**THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED**

To all our stakeholder

**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

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**REQUEST FOR PROPOSAL FOR:**

**CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE  
INNER CITY TACTICAL URBANISM PROJECT CONSITING OF:**

- 1. Architects/Urban Design**
- 2. Traffic Engineer**
- 3. Community Participation Consultants**
- 4. Media and Communications**
- 5. Public Art Curator**

**Contract Number:** JDADFP/TAC – URBAN/008/2021

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**March 2021**

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## TENDERING PROCEDURES

**BID DESCRIPTION:** RFP - APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT

**BID NUMBER:** JDADFP/TAC-URBAN/008/2021

**The JDA is requesting proposals from a consortium of experienced multi-disciplinary professional team for a period of 6 months to render all services relating to the testing of urban interventions. The professional team should consist of following disciplines:**

- Lead: Architects/Urban Designer
- Junior Architect/Urban Designer
- Traffic Engineer
- Community Participation Consultants
- Media and Communications
- Public Art Curator

Queries relating to procurement matters may be addressed to Siyambonga Gcobo at tele: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Nicolette Pingo-Development Facilitation Manager - Johannesburg Development Agency - Telephone: +27 11 688 7800 - Email [npingo@jda.org.za](mailto:npingo@jda.org.za)

**A non-compulsory tender briefing session with the representatives of the employer will take place on Ms Teams and a link will be made available in the tender document. The briefing will take place on 8 March 2021 starting at 10H00 to 11H00.**

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from 03 March 2021. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

**The closing time for receipt of tenders is 12h00 on 17 March 2021. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"**

## **1. INTRODUCTION**

The JDA to achieve its area based agency mandate, requires the services of a multi-disciplinary professional consultant team to assist in all pre-development work including planning, designing and implementation of its CAPEX project for a 6 month period. The aim is to allow the JDA to draw on the multi-disciplinary consultant's services to fast-track the packaging and implementation of catalytic interventions across priority development areas of the Inner City.

The Johannesburg Development Agency (JDA therefore requests interested consortiums of professional service providers (companies, firms and joint ventures) to submit quotations for the rendering of the required services.

All queries in connection with this document are to be submitted in writing to:

Nicolette Pingo – Development Facilitation Manager- Johannesburg Development Agency - Telephone: +27 11 688 7800 - Email [npingo@jda.org.za](mailto:npingo@jda.org.za)

## **2. PROJECT INFORMATION**

### **2.1. Background of the Assignment**

#### **Role of the Inner City in the Municipality**

The City of Johannesburg's Growth and Development Strategy 2040 and its approved Spatial Development Framework identifies the Inner City as the central core of the City because of the vital role it plays in facilitating economic growth and development. The Inner City of Johannesburg is a complex node not only facilitative of economic activity but also enabling reception of domestic and international job and home seekers. In addition, these policies furthermore identifies the Inner City as a vibrant social space that should support a wide array of activities, particularly in public spaces. Public spaces in this context refers to all publicly accessible spaces such as streets, sidewalks and public parks and hence a particularly strong focus on non-motorised movement networks and safety aspects related thereto.

#### **Inner City Walkability and Role of the Street as a Social Public Space**

In line with both domestic and international approaches, the COJ acknowledges the role of streets as being more than merely a conduit for vehicular movement. In this respect the street and sidewalk becomes a critical social and economic space that needs to host and facilitate a range of formal and informal uses and activation. Therefore the COJ is currently considering policy as well as permanent infrastructural pilot projects to ultimately alter the conventional design and use of streets and sidewalks, particularly in areas where pedestrian and other non-motorised movement are prevalent.

### **2.2. Purpose of Project**

In line with the above, the COJ seeks to pilot certain interventions to test and evaluate the potential redesign and activation of strategic routes, i.e. streets. This is broadly referred to as 'Tactical Urbanism' and it provides an essential opportunity to better understand the implications of potential permanent public environment upgrades towards this purpose. Such interventions may include, but are not necessarily limited to: vehicular lane reductions; widening of sidewalk space; temporary vehicular movement limitations; periodic complete- or partial street closures; activation programmes and special events; public infrastructure installations etc.

Therefore, the intention of this particular project is to plan, execute and evaluate a tactical urbanism event with the longer term view of implementing permanent infrastructure based on the findings of this project. The final deliverable includes a Recommendations Report that can likely be aligned to longer term capital project implementation.

## 2.4 Project Objectives and Anticipated Outcomes

- Identification and confirmation of strategic public spaces in need of urban intervention;
- Identification and confirmation of strategic pedestrian networks and links in need of urban intervention;
- Formulation and confirmation of partnerships with affected stakeholders with a view on longer term management and maintenance;
- Agreed vision for selected area;
- Hosting a temporary tactical urbanism event over a pre-defined period to test proposed and workshopped interventions; (this includes requiring all necessary approvals for the Tactical Urbanism installation, procurement and installation of materials, operationalising and monitoring and the event and event clean up/removal)
- Evaluation of interventions and recommendations for permanent installation / upgrade;
- Creation of awareness of the role of public spaces.

## 2.5 Target Audience for Study Output

<ul style="list-style-type: none"> <li>• Johannesburg Development Agency</li> <li>• City of Joburg Development Planning /</li> <li>• City Transformation</li> <li>• City of Joburg Dept. of Economic</li> <li>• Development</li> <li>• City of Johannesburg - Department of</li> <li>• Environment and Infrastructure</li> <li>• Regional Planning Offices</li> <li>• Transport Department/JRA</li> <li>• Gautrans/SANRAL/PRASA</li> <li>• JoburgWater</li> </ul>	<ul style="list-style-type: none"> <li>• Ward councillors</li> <li>• Community members:</li> <li>• Community Policing Forums</li> <li>• Formal business, informal trade</li> <li>• Taxi and Bus operators (internal and long distance)</li> <li>• Schools (safety and movement)</li> <li>• SAPS</li> <li>• Provincial Developments</li> </ul>

## 2.6 Scope of Work

### 2.6.1 Project Description

The successful service providers shall be responsible for the planning, designing, coordination, implementation, close out and overall monitoring of a tactical urbanism process along a selected street within the Inner City. The purpose of the tactical urbanism event is to test different variations of mobility with a specific focus on non-motorised transit as well as space activation. It is expected that the service provider shall utilize creative co-production strategies during the area selection, ideation as well as the actual event phases of the project. Finally the service providers are to develop a detailed report on all aspects of the event including findings and recommendations, a final *Concept* Design Framework and an Urban Management Framework for longer term, more permanent interventions based on the outcomes of the Tactical Urbanism Process. Therefore, thorough monitoring of movement patterns, the implication on traffic and utilisation of public space will be required.

PLEASE NOTE: The core objective of this project is pilot restrictions and reductions on vehicular movement. This pilot is to form the basis for longer term / permanent interventions.



## 2.6.2 The Scope of Services

The project scope includes, but not limited to:

- **Technological mapping and data collection of the precinct should include:**

- The nature of the public realm, building facades, lighting, street furniture etc.
- Environmental elements in the precinct. Any environmental concerns. Recycling initiatives, water/energy management in the precinct and possibility of green jobs.
- Safety audits to understand the safety needs of the precinct including identification
- Identify and assess social capital, community assets/ facilities
- Local mapping of informal and formal SMMEs (hairdressers, ECD centres, shebeens, food, etc.) focus on key emerging economic sectors within the greater precinct and noting the SMMEs type, scale and location to understand the current composition and location of businesses, jobs, and potential emerging entrepreneurs in the community.
- Institutional scan to identify stakeholder arrangements, stakeholders, initiatives and institutional functions that can inform the precinct management forum

- **Site Selection for Tactical Urbanism Event**

- Screen the larger study area to determine and workshop a particular intervention area / street.
- Site selection subject to co-production and stakeholder engagement input.

- **Stakeholder Engagement**

- Stakeholder identification and compilation of an interested and affected parties (IAP) database
- Develop co-production plan- detailing methodology and timelines  
*Detailed plan of how stakeholders will be engaged in the planning phase in particular, but through the project. The plan must include detail about the methods to be used and an envisioned stakeholder project plan with timelines. The plan must include communication methods as well including use of traditional and social media.*
- Innovative and collaborative engagement approach to garner multi-stakeholder support and involvement in project.
- Assemble a categorized database of local contacts and maintain and extend this database
- Briefing of the Regional Office/s – CRUM to advise of project
- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the IAP( interested and affected parties) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings
- Establishing, scheduling and administering Project Steering Committees (PSCs)
- Project team meetings and site progress meetings
- Reports on the stakeholder engagement process, issues and resolutions
- A synthesized and organised electronic filing system containing all project documentation. This should be maintained and updated throughout the project; and copied to the JDA quarterly, with a final transfer of all the catalogued files at the conclusion of the project.
- Conduct co-production workshops
- Scenario Testing/ Tactical Urbanism
- Co-production engagement strategy including focus groups, individual interviews, design workshops, open days, activation programmes

- A thorough and meaningful stakeholder engagement that talks to glean information from the community/residents/other stakeholders to help co-create the development of a viable sustainable precinct development
  - Communication strategy
  - Establishing and running social media platforms as key engagement tool
  - Recording of process using different methods
  - Development of Community Participation Reports (indicating methods, stakeholders and analysis of feedback received in engagement process). This is often a formal requirement of Precinct Plans, Urban Development Frameworks and sectorial plans.
  - Monitoring and evaluation process to allow for lessons learnt from the engagement process
  - Close Out Report on complete stakeholder engagement process in word and PowerPoint format
- **Tactical Urbanism Design Concept**
    - Basic layout and design of the proposed tactical urbanism event.
    - Detailed temporary activation programme aligned to the outcomes of the co-production workshops to be held with stakeholders.
- **Approvals**
    - Obtaining all relevant approvals to host the tactical urbanism event.
    - Approvals may include, but are not limited to:
      - JOC approval for the duration of the tactical urbanism event.
      - Traffic management plan.
      - Private sector stakeholder buy-in and approval.
      - City Parks and Zoo (if applicable)
- **Operational Plan**
    - Operational Plan for the duration of the tactical urbanism event.
    - Includes activation programmes for the study area selected.
    - Prior notification of all relevant and affected stakeholders of the date, intention, duration and purpose of the tactical urbanism event.
- **Branding, Marketing, and Events/ Place-making plans and implementation**
    - To lead the branding and marketing of the tactical urbanism event utilizing a range of promotional media, including print media, social media and digital advertising.
- **Hosting and Facilitation of the Tactical Urbanism Event**
    - Planning, coordination, management and close out of tactical urbanism event.
    - Event duration to be a minimum of two weeks (14 days).
    - Includes the procurement of all materials and artists (where possible) required for the event.
    - Includes the procurement and management of any additional resources or services, such as security and cleaning services, for the duration of the event (these may also include artists for the activation of the space)
    - Regular site visits and management for the duration of the event.

- Closure of the event including the removal of all temporary installations, cleaning of the event area and debriefing of all stakeholders.
- **Research Findings and Recommendations Report**
  - A detailed report containing:
    - Approach and methodology
    - Stakeholder and co-production outcomes
    - All mapping
    - Concept designs
    - Observations during the event
    - Recommendations and strategic phasing of permanent interventions
    - A basic framework for the management and maintenance of longer term / permanent interventions, including potential partnerships and respective roles.

## 2.7 Study Area

The following map illustrates the broader study area and a more focused indicative study area on Joubert Street.

The service provider shall, through a range of engagements, co-production, and detailed contextual analysis define the exact appropriate study area. It is expected that the final study area will consist of no more than three blocks on the selected street.

Bidders are kindly note this scale in terms of approach and pricing of scope of works.

PLEASE NOTE: This project specifically seeks to address and pilot vehicular movement along strategic routes within the broader area. Therefore, the site selection should be informed by such aspects as well as other key elements, including:

- Safety issues
- Spaces where social interaction takes place
- Key access points and linkages
- Places of attraction
- Potential integration with ongoing and planned projects (public and private)

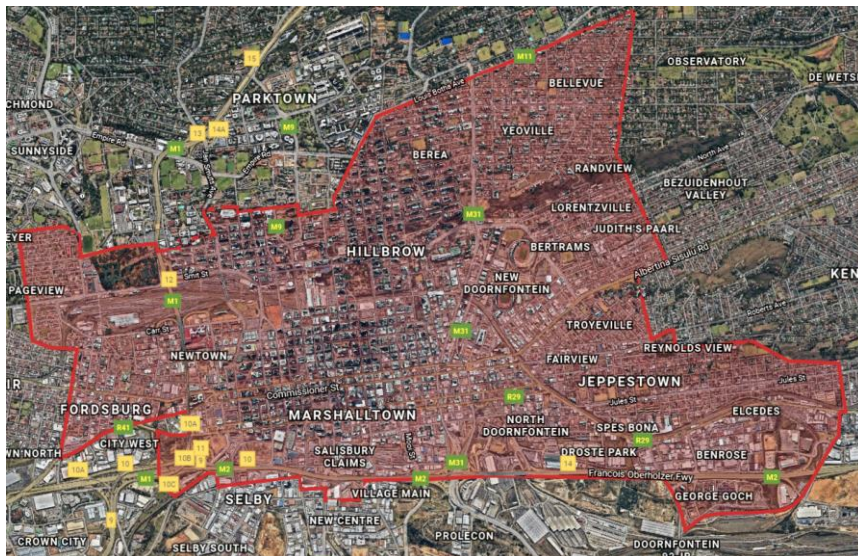


Figure 1: Inner City as defined by UDZ Boundaries

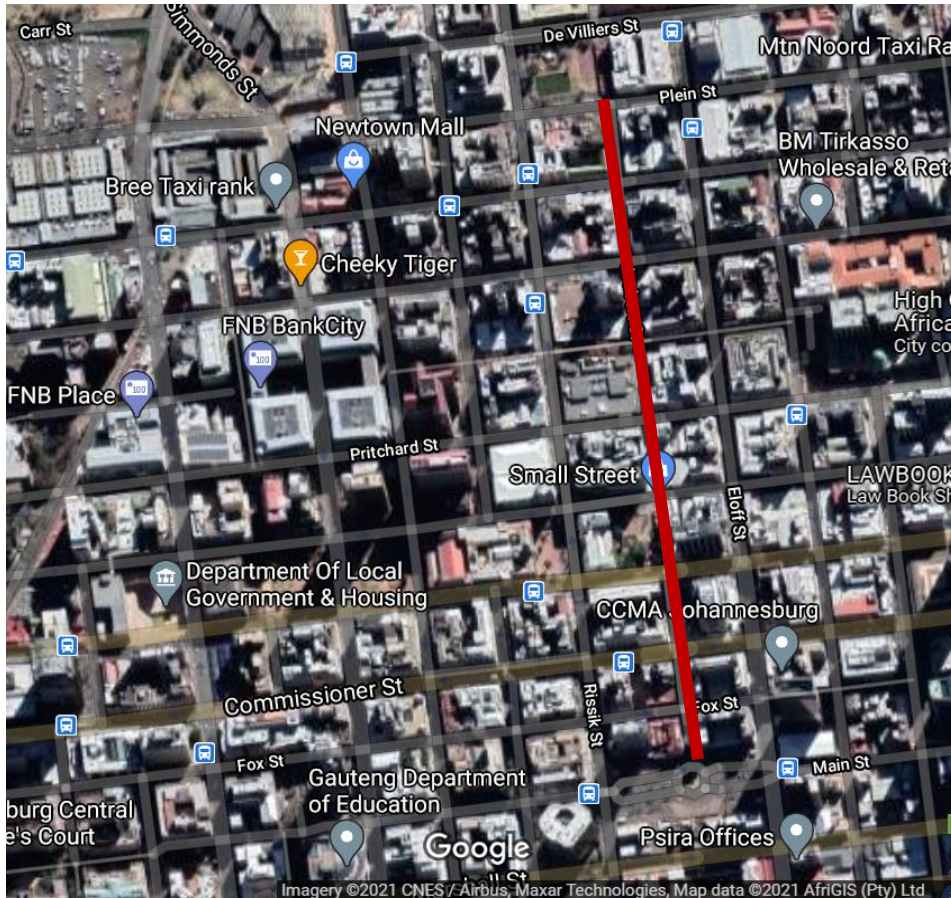


Figure 2: Joubert street indicative broader study area. It is expected that the defined study area will cover a maximum of 2-3 blocks.

**THE JDA RESERVES THE RIGHT TO CHANGE THE SITE DEPENDENT ON THE OUTCOMES OF THE INITIAL ANALYSIS**

## 2.8 Duration

The total duration of this project is 6 months from project inception and including final recommendations reporting and project close out. The duration of the tactical urbanism event is a minimum of two weeks.

### 3. DELIVERABLES

PHASE	DESCRIPTION OF SERVICES	DELIVERABLES	PROFESSIONAL EXPECTED TO LEAD DELIVERABLE	DATE
<b>1. INCEPTION</b>	Agreement on project approach / methodology;  Establishment of Project Steering Committee;	Project Inception Report  Project Steering Committee Inception meeting	Lead: Architect/ Urban Designer	March 2021/January 2021
<b>2. STAKEHOLDER ENGAGEMENT</b>	To run throughout the duration of the project in parallel to other actions;  Co-production: Site Selection;  Co-Production: Concept Design;  Partnerships and buy-in;  Ongoing and planned projects and initiatives alignment;  Area Analysis;  Partnerships with affected stakeholders to play a role during the event or contribute assets for the duration thereof.	Stakeholder Engagement Report;  Stakeholder Mapping;  Stakeholder contact lists.  Minutes of meetings and attendance registers	Community Participation Consultant	March – June 2021
<b>3. AREA ANALYSIS</b>	Stakeholder mapping;  Spatial Analytical Mapping;  Socio-Economic study;  Safety Audit;	Digital Analytical Maps	Lead: Architect/Urban Designer	March - April 2021
<b>4. SPECIALIST STUDIES</b>	Traffic Impact Studies	Analysis of Traffic patterns in the area including review of recent NMT, Public Transport and Vehicular Traffic  Localised Traffic Counts where required (if not available) maximum of 10 intersections- all NMT and	Traffic Engineer	March – Mid April 2021

		<p>Transport modes to be collected</p> <p>Traffic counts and analysis during the Tactical Urbanism event maximum of 10 intersections- all NMT and Transport modes to be collected</p> <p>Tactical Urbanism- Transport report</p> <p>Tactical Urbanism Final Transport recommendations report</p>		
<b>5. SITE SELECTION</b>	Selection of Pilot Study Area	Locality Map	Lead: Architect/Urban Designer	April 2021
<b>6. DRAFT CONCEPT DESIGN</b>	High level conceptual urban design framework illustrating installation of interventions layout	Draft Concept Design Framework	Lead: Architect/Urban Designer	April –Mid April 2021
<b>7. APPROVALS</b>	<p>Submission of all necessary applications and reports for approval of the event.</p> <p>This may include traffic management plans, JOC applications etc.</p> <p>This may include approval from informal traders, retailer, City Improvement Districts and all adjacent property owners</p>	Letters of approval	<p>Lead: Architect/Urban Designer</p> <p>Traffic Engineer</p> <p>Community Participation Consultant (in particular on stakeholder approvals)</p>	Mid April 2021
<b>8. EVENT COORDINATION</b>	<p>Coordination, installation and preparation of the tactical urbanism event;</p> <p>Briefing of all relevant stakeholders, including the assignment of roles and responsibilities.</p>	Event Operational Plan	Junior Urban Designer/Architect	<p>Mid April 2021</p> <p>(depending on the agreed upon date of the event)</p>
<b>9. PROCUREMENT OF MATERIALS</b>	Procurement of all required temporary installations and / or materials for the construction thereof.	Materials Procurement Report	Public Art Curator	<p>Mid April 2021</p> <p>(depending on the agreed upon date of the event)</p>

<b>10. PROCUREMENT OF SERVICES</b>	Procurement of all additional required services including, but not limited to cleaning and security services.  And artists (where applicable to implement) components of the	Services Procurement Report	Public Art Curator	Mid April 2021  (depending on the agreed upon date of the event)
<b>11. EVENT FACILITATION</b>	Opening and closing of the event;  Monitoring throughout the event to adapt to changes or resolve arising issues.	Weekly Progress dashboard	Urban Art Curator	March – June 2021
<b>12. PREPARATION AND INSTALLATION OF EVENT COMPONENTS</b>	Installation or construction of all required temporary components and materials for event	Complete installation for the full duration of event	Urban Art Curator	May-June2021  (depending on the agreed upon date of the event)
<b>13. EVENT MONITORING</b>	Recording of behavioural changes with regards to: vehicular traffic; Pedestrian movement; Public Space Utilisation; Activation and Space Programming etc.	Final Findings Report	Lead: Architect/Urban Designer	May-June2021  (depending on the agreed upon date of the event)
<b>14. PROJECT BRANDING, COMMUNICATIONS AND SOCIAL MEDIA CAMPAIGN</b>	Develop social media strategy  Implementation, monitoring, facilitation and overall management of the approved social media strategy  Ongoing project promotion, information sharing, surveying and interaction using popular social media networks, applications and technologies.  Digitally documenting and <sup>1</sup> sharing the planning, design and implementation process and the complete Tactical Urbanism event.	A detailed Social Media Strategy Report detailing:  Content and approach, Relevant Applications, Timeframes and Management strategies.	Media and Communications Specialist	March- June2021  (depending on the agreed upon date of the event)

<sup>1</sup> Sharing - Project information and promotional content on relevant social media platforms and promoting interactive engagements and collecting social media data.  
- Sharing of social media data with the project team.

<b>15. FINDINGS AND RECOMMENDATIONS REPORT</b>	Final project report detailing the project process, stakeholder engagements, the event and the subsequent recommendations for longer term / permanent interventions.	Final Recommendations Report	Lead: Architect/ Urban Designer	June 2021
<b>16. FINAL CONCEPT DESIGN FRAMEWORK</b>	Conceptual urban design framework illustrating permanent installation of interventions layout based on the outcomes of this project.	Final Concept Design Framework	Lead: Architect/ Urban Designer	June-July 2021
<b>17. URBAN MANAGEMENT FRAMEWORK</b>	High level conceptual urban management recommendations framework for the longer term / permanent installation of interventions based on the outcomes of this project.	Urban Management Framework	Lead: Community Participation Consultant	June-July 2021
<b>18. PROJECT CLOSE OUT</b>	Project Close Out Report and Presentation  Handover of ALL raw data collected and surveyed	Project Close Out Report	Lead: Architect/ Urban Designer	June-July 2021



### 3. APPOINTMENT

The Inner City Tactical Urbanism project requires a consortium consisting of a multi-disciplinary team that can not only contribute from the perspectives of their specialist fields, but has the ability to integrate their respective perspectives to create the required deliverables. The success of this project is dependent on the professional synergies of the team in order to complete it within the project duration from the date of appointment. The bidders should demonstrate their experience and attitude to maximise collaboration through their submission.

The following numbers of resources are requested per discipline:

- Architects/Urban Designer - 2 Resources (Lead and Junior)
- Traffic Engineer - 1 Resource
- Community Participation Consultants - 1 Resource
- Media and Communications - 1 Resource
- Public Art Curator - 1 Resource

Further details on the capability (experience, qualification and professional registration (where required) of the resources are provided under **7.2 Technical criteria under Capability**.

The professional services required are outlined below. This is followed by **item 3.4 which applicants are required to take careful note of**.

#### 3.1 Architects/Urban Designers (2 Resources, 1 Lead, 1 Junior)

The Architects/Urban Designers are required to be registered with South African Council for the Architectural Profession (SACAP) or The South African Institute of Architects (SAIA), and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame. In this instance the Architects/Urban Designers should demonstrate experience in working with participatory mechanisms to develop concepts and final designs.

Main role and function: The professional must be able to lead the multi-disciplinary team and coordinate and integrate the multi-disciplinary inputs into comprehensive and cohesive deliverables that support the overall objectives of this project. The professional must collate and translate all spatial and technical data into the planning, designing, and implementation of the Inner City Tactical Urbanism Project. Lastly to coherently document and report on the project with findings and recommendations, a final Concept Design Framework and an Urban Management Framework for longer term, more permanent interventions.

#### 3.2 Traffic Engineer

The Traffic Engineer are required to be registered with ECSA and have a bachelors degree in Engineering. The Traffic Engineer should demonstrate experience in working on projects where NMT is prioritised and relevant skills, experience, and capacity to deliver the full scope of services within the required time frame. In this instance the Traffic Engineer should also have experience with submission of approvals to the Johannesburg Roads Agency.

Main role and function:

Transport analysis, data collection (where required), recommendations for the Tactical Urbanism, analysis of how the Tactical Urbanism shapes transport patterns (all modes) and recommendations on the future permanent implementation in the identified study area.

### 3.3 Community Participation Consultants

The Community Participation Consultants (CPC) are required to have a relevant degree (Humanities, Social and Community Development and/ or Built Environment) and demonstrated experience of a minimum of 5 years designing and implementing a co-production process.

Main role and function:

The Community Participation consultants are expected to conduct stakeholder mapping, develop a stakeholder plan and schedule and facilitate multiple stakeholder engagements over the project period for all phases of the project.

The CPC will be responsible party on the team required to disseminate accurate information throughout the project from inception to completion. Furthermore with the use of key conflict management skills the CPC will be required to lead issues management on the project.

### 3.4 Media and Communications

The Media and Communications specialist is required to have experience in developing and managing communication plans for projects, specifically digital communications and social media. The Media and Communications specialist should be experienced in both developing and sharing content as required for the Tactical Urbanism project. It is expected that the specialist will have the requisite degree in Journalism, Communications etc.

Main role and function: Social media campaigning. Project communications and promotion. Digital and social media survey support and integration.

### 3.5 Public Art Curator

The Public Art Curator should demonstrate experience in planning, implementing (using community artists) and reporting on Public Art in Public Spaces. The Public Art Curator should have a relevant qualification in Arts

Main role and function:

The Public Art Curator will be required to develop an Art implementation plan, ensuring that as far as practical the materials used for the Tactical Urbanism project are artworks. This plan should be signed off by the client and implemented. The Public Art Curator will be required to fabricate and/or procure and install the street furniture and signage for the Tactical Urbanism Project. This will provide local artists the opportunity to be part of/ benefit from the process and will include procuring artists to develop the required artworks (for example a lighting installation, bollard murals, information on the tactical urbanism project, street furniture, planters). Given the brief timeframes, the Public Art Curator may procure already completed art works or materials.

The Public Art Curator may also be required to procure/ facilitate Art services (musical, dramatic arts, performance art) as part of the activation process. The Public Art Curator should develop a close out report on the artists, artworks and future recommendations for Public Art programme for the project based on the outcomes of the Tactical Urbanism.

### Notes

- 3.4.1 **Bidders are requested that they need to provide 5 resources for this project. Bidders may not duplicate resources within a bid (i.e. the Community Participation consultant cannot also be the Public Art Curator). However given the specialist services requested, individual disciplines may agree to form part of multiple consortiums, with exception of the Lead Urban Designer/ Architect who may only submit one final offer price. Bidders are expected to have the same resources as listed in the project submission form part of all project**

**meetings and teams. Where a replacement member is required, client sign-off is required to ensure that the same requisite skills, qualifications and experience are provided**

- 3.4.2 Proposals must be packaged to render all requested services. Separate proposals per discipline will not be accepted.
- 3.4.3 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.4.4 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 3.4.5 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.4.6 Successful tenderers will be required to sign the JDA's Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 3.4.7 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.4.8 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.

#### 4. PRICING

**Tenderers are to complete the table overleaf and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate items (a) to (d) as detailed above. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal (which indicates ALL items (a) to (d) above) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.**

	PHASE	DELIVERABLES	PRICE
1	Inception	Project Steering Committee Inception meeting.	R
		Project Inception Report	
		Project Programme	
		Calendar items for PSC meetings and minutes (bi-weekly, online and physical where required with Covid safety adherence measures)	
		Project Milestone Presentations (physical engagements & online) (Min 6)	
2	Stakeholder Engagement	Stakeholder Engagement Strategy Report	R

	<b>(minimum of 5 engagement sessions PLUS a minimum of 5 site visits)</b>	Stakeholder identification and compilation of an interested and affected parties (IAP) database.	
		Stakeholder contact lists.	
		Minutes of meetings and attendance registers.	
		Co-production plan- detailing methodology and timelines.	
		Briefing of the Regional Office – CRUM to advise of project. Arrange and minute the briefing x1	
		Briefing of the Ward Councillor and / or Ward Committee meetings Arrange and minute the briefing x2	
		Ward public meetings. Arrange and minute the briefing x2	
		Conduct co-production workshops (Covid-19 regulation compliant)	
		Issues Management (Assist the implementation by resolving problems with local stakeholders)	
		Information Dissemination Assist Media and Communications with the dissemination of information.	
		Surveys Conduct two sets of surveys in the beginning and end of the project	
		Detailed close out report	
<b>3</b>	<b>Specialist Studies</b> Traffic Impact Studies [Traffic Data and Proposal Report]	Meetings	R
		Traffic Surveys and Synthesis	
		Traffic Data and Proposal Report	
		Final Transport Plan report of recommendations	
<b>4</b>	<b>Area Analysis</b>	Digital Analytical Maps	R
<b>5</b>	<b>Site Selection</b>	Locality Map	R
<b>6</b>		Draft Concept Design Framework	R

	<b>Concept Design Framework</b>	High level conceptual urban design framework illustrating permanent installation of interventions layout based on the outcomes of this project.	
		Final Concept Design Framework  Conceptual urban design framework illustrating permanent installation of interventions layout based on the outcomes of this project.	
7	<b>Approvals</b>	Letters of approval	R
		Monitor and follow up on approval progress.	
8	<b>Event coordination</b>	Event Operational Plan. From opening and closing of the event;	R
		Monitoring throughout the event to adapt to changes or resolve arising issues.	
9	<b>Procurement of Materials</b>	Public Art Implementation Plan  Materials Procurement Report  Procurement of materials and monitoring of correct installation of materials on site (administration and selection time only. The cost of materials are covered below.)  Removal of temporary components of the Tactical Urbanism and return of items and/or suitable disposal (including donations where possible)	R
10	<b>Procurement of Services</b>	Services Procurement Report	R
11	<b>Event Facilitation</b>	Weekly Progress dashboard	R
10	<b>Preparation And Installation Of event Components</b>	Monitoring the site throughout the event to adapt to changes or resolve arising issues or repairs to any damages.	R
		Monthly progress reports.	
9	<b>Social Media Campaign</b>	Content development and approach, Relevant Applications, Timeframes and Management strategies.	R
12	<b>Event Monitoring</b>	Final Findings Report	R
13	<b>Final Concept Design Framework</b>	Conceptual urban design framework illustrating permanent installation of interventions layout based on the outcomes of this project.	R
14	<b>Findings and Recommendations Report</b>	Final Recommendations Report	R

15	Urban Management Framework	Urban Management Framework	R
16	Project Close Out	Project Close Out Report and Presentation	R
		Handover of ALL raw data collected and surveyed	
17	TACTICAL URBANISM EVENT ALLOCATION	<p>May include the following components, but not limited to:</p> <p>Event Materials(i.e. Bollards, Benches, planters, signage, shade, performance space etc.)</p> <p>Preparation and demarcation of site.</p> <p>Installation or construction of all required temporary components and materials for event.</p> <p>Security services: physical security, CCTV Cameras (may include JMPD services if required)</p> <p>Cleaning services: schedule detailing cleaning strategy for prior, during and after the event</p> <p>Removal of Temporary Tactical Urbanism Equipment</p> <p>EMS Services</p> <p>FINAL COMPONENTS TO BE DETERMINED BY THE CONCEPT DESIGN AND PROCUREMENT REPORT</p>	R 300 000.00
	TOTAL EXCL VAT		R
	VAT		R
	TOTAL		R

**BIDDERS MUST ADD THE R300 000.00 ALLOCATION FOR THE EVENT TO THE TOTAL FEE EXCL. VAT. SO BIDDERS TOTAL OFFER MUST BE INCLUSIVE OF THE R300 000.00 ALLOCATION.**

- 4.4.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.
- 4.4.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.

- 4.4.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 4.4.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.4.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 4.4.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

## 5. INDICATIVE PROGRAM

The table below outlines the anticipated completion dates of certain milestones for the project:

Milestone	Date
1. Professionals tender closure	March 2021
2. Awards completed	March 2021
3. Inception, outlines	March 2021
4. Implementation Framework	April 2021
5. Site selection	April 2021
6. Specialist Studies	April 2021
7. Draft concept designs	April 2021
8. Approvals	May 2021
9. Meetings with MOE's and Stakeholders : completed approval process	May 2021
10. Event coordination	May 2021 - ongoing
11. Procurement of Materials	Mid April 2021
12. Procurement of Services	End April 2021
13. Site handover and / commencement of construction Preparation And Installation Of event Components	May 2021
14. Social Media Campaign	May- June 2021
15. Activation: Event facilitation and Monitoring	June 2021
16. Final Conceptual Design, Findings and Recommendations Report	July 2021

## 6. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below**.

The following minimum documentation must be provided:

- 6.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 6.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An EME must submit a sworn affidavit confirming the following:**

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

**Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.**

- 6.4 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 6.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 6.7 Audited financial statements for the past three years.
- 6.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.9 The forms A to H annexed, must be scrutinized, completed in full and signed.
- 6.10 **Complete in full all information required on Annexure G : Organogram**

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- detailed CV's for each resource indicated on Annexure G.



CV's must note the resources' specific relevant project experience [ie. **project description, role played and responsibilities, project value, start and end dates**]. **CV's to indicate compliance with the minimum requirements.**

- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

#### 6.11 **Complete in full all information required on Annexure H : Schedule of Completed Similar Projects**

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years (2015 to 2019) of a similar nature and scale to this project ie. civil public environment upgrade.

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project e.g. *(must be clear that the project was a civil public environment upgrade project involving roads, services, pavements, urban furniture, lighting and landscaping)*, a description of the service rendered e.g. *(must be clear that the service rendered is aligned to the service being tendered for ie. project management, or quantity surveying, or civil engineering)*, the value of the completed project works, the date when the project was completed *(must be between 2015 and 2019)* and it must rate the service rendered *(eg. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project)*.

#### **NOTE :**

- 6.11.1 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 6.11.2 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*

6.12 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6.3 TO 6.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

#### **Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- **Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.2 to 6.9**
- **Item 6.11 MUST be addressed by each member of the consortium / joint venture**
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

## 7. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria :

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### 7.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been e-mailed or faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who have any directors in the employment of the state;
- Bidders who have directors that have municipal accounts owing more than 90 days;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

### 7.2 Technical

The technical assessment is based on the criteria set-out below namely

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (ie.Cv's showing experience, certified academic qualifications, and certified valid professional registration (where applicable) within a relevant discipline required as indicated in the document,
- (iii) The experience of the individuals together with relevant reference letters and,
- (iv) Methodology.

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

**Tenderers will have to submit compliant documents and score a minimum of 874 points (60%) out of possible 1458 points in the technical evaluation in order to be considered further in the evaluation process.**

Points will only be allocated for key returnable documents submitted.

(i) Key returnable documents			
Criteria			Max Score
Responsiveness	Returnable Documents Required are as follows		
	1.	Company background / brochure	N/A
	2.	List of contracts currently awarded by organ of state	N/A
	3.	List of current contracts of similar nature	N/A
	4.	Details of directors and shareholders with certified copies of ID's	N/A
	5.	Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m	N/A
	6.	Company registration documents	N/A
	7.	CTS letter from SARS	N/A
	8.	Valid BBBEE certificate/s	N/A
	9.	3 years audited financial statements	N/A
	10.	Municipal rates account showing no arrears or affidavit if not applicable	N/A
	Annexures A to H all completed in full and signed		16
Responsiveness Total =			16
(ii) Capability of the proposed key team members (ie.Cv's showing experience, a certified completed academic qualification, and certified valid professional registration (where applicable) within a relevant discipline required as indicated in the document,			
Criteria			Max Score
CAPABILITY OF PROPOSED TEAM	Lead: Architect/Urban Designer	• A minimum qualification of a postgraduate Degree in Architecture or Urban Design	50
		• <b>Must</b> be registered with an appropriate professional councils / bodies. • SACAP and/or SAIA	5
	Junior: Architect/Urban Designer	• A minimum qualification of a Bachelor's Degree in Architecture or Urban Design	50
		• <b>Must</b> be registered with an appropriate professional councils / bodies. • SACAP and/or SAIA	5
	Traffic Engineering professional	• A minimum qualification of a National diploma or a Bachelor's Degree in Transport or Civil engineering	50
		• <b>Must</b> be registered with an appropriate professional councils / bodies. • Professional registration with ECSA as a PR Engineer	5

	<b>Community Participation Consultant (CPC)</b>	<ul style="list-style-type: none"> <li>A minimum qualification with NQF level 6 and above in a related field (Humanities, Social and Community Development and/ or Built Environment).</li> </ul>	50
	<b>Media and Communications Marketing &amp; Public Relations</b>	<ul style="list-style-type: none"> <li>A minimum qualification of a Bachelor's Degree in English, Marketing or Journalism or related field.</li> </ul>	50
	<b>Public Art Curator</b>	<ul style="list-style-type: none"> <li>A minimum qualification of an Honour's degree in Fine Art or other relevant Arts qualification</li> </ul>	50
<b>NOTE: A certified proof of completed academic qualification must be provided to obtain the points. A certified proof or an original valid professional accreditation registration must be provided to obtain the points.</b>			
<b>Capability Total =</b>			<b>315</b>
<b>(iii) The experience of the individuals together with relevant reference letters</b>			
<b>Previous experience:</b>  Refers to the individual professional consultant's experience with supporting evidence in delivering projects of a similar nature and size to the one being tendered for. This includes: <ul style="list-style-type: none"> <li>Urban in nature</li> <li>Scale</li> <li>Level of complexity</li> <li>Quality</li> <li>Relevance to urban sustainability</li> </ul>	<b>Lead: Architect/ Urban Designers</b> <b>( Total points = 150)</b>	<ul style="list-style-type: none"> <li>A minimum of 8 years post qualification experience (Honour's degree) in the built environment ( Design and Development)</li> </ul>	50
		<ul style="list-style-type: none"> <li>5 and more completed Projects Indicate evidence of working on projects related to precinct facilitation, precinct mapping, research and urban design, public art programme development and implementation. <b>Points allocation (5 = 50 ; 4 – 3 = 30; 1-2 = 20 points)</b></li> </ul>	50
		<ul style="list-style-type: none"> <li>5and more satisfactory related reference letters on completed Projects (must be on client letterhead). <b>Points allocation (5 = 50 ; 4 – 3 = 30; 1-2 = 20 points)</b></li> </ul>	50
	<b>Junior Architect/ Urban Designer</b> <b>( Total points = 80)</b>	<ul style="list-style-type: none"> <li>A minimum of 5 years post qualification experience (Honour's degree) in particular in managing Urban Design projects</li> </ul>	50
		<ul style="list-style-type: none"> <li>5 and more completed Projects and indicate evidence of working on projects related to precinct facilitation, precinct mapping, research and urban design, public art programme development and implementation. <b>Points allocation (5 = 20 ; 4 – 3 = 15; 1-2 = 10 points)</b></li> </ul>	20
		<ul style="list-style-type: none"> <li>5 and more satisfactory related reference letters on completed Projects (must be on client letterhead). <b>Points allocation (5 = 10 ; 4 – 3 = 5; 1-2 = 3 points)</b></li> </ul>	10
	<b>Traffic Engineering professional</b> <b>( Total points = 80)</b>	<ul style="list-style-type: none"> <li>A minimum of 5 years post qualification (Bachelor's degree) in transport engineering or civil public environment upgrades</li> </ul>	50
		<ul style="list-style-type: none"> <li>5 and more completed Projects and indicate evidence of working on projects related to transport engineering or civil public environment upgrades. <b>Points allocation (5 = 20 ; 4 – 3 = 15; 1-2 = 10 points)</b></li> </ul>	20
		<ul style="list-style-type: none"> <li>5 and more satisfactory related reference letters on completed Projects (must be on client letterhead). <b>Points allocation (5 = 10 ; 4 – 3 = 5; 1-2 = 3 points)</b></li> </ul>	10

	<b>Community Participation Consultant (CPC)</b> ( Total points = 80)	<ul style="list-style-type: none"><li>A minimum of 6 years of experience as a lead Community Participation Consultant on complex projects where innovative co-production methods have been used and public environment upgrade projects</li></ul>	50
		<ul style="list-style-type: none"><li>5 and more completed Projects and indicate evidence of working on such projects as a CPC. Points allocation (5 = 20 ; 4 – 3 = 15; 1-2 = 10 points)</li></ul>	20
		<ul style="list-style-type: none"><li>5 and more satisfactory related reference letters on completed Projects (must be on client letterhead). Points allocation (5 = 10 ; 4 – 3 = 5; 1-2 = 3 points)</li></ul>	10
	<b>Media and Communications Marketing &amp; Public Relations</b> ( Total points = 80)	<ul style="list-style-type: none"><li>A minimum of 5 years post qualification (Honour's Degree) experience in Marketing &amp; Public Relations</li></ul>	50
		<ul style="list-style-type: none"><li>5 and more completed Projects and indicate evidence of working on projects related to project Social Media Campaign management. Points allocation (5 = 20 ; 4 – 3 = 15; 1-2 = 10 points)</li></ul>	20
		<ul style="list-style-type: none"><li>5 and more satisfactory related reference letters on completed Projects (must be on client letterhead). Points allocation (5 = 10 ; 4 – 3 = 5; 1-2 = 3 points)</li></ul>	10
	<b>Public Art Curator</b> ( Total points = 80)	<ul style="list-style-type: none"><li>A minimum of 5 years post qualification (Honour's Degree) in Fine Art, related to public art programme development and implementation.</li></ul>	50
		<ul style="list-style-type: none"><li>5 and more completed Projects and indicate evidence of working on projects related to Public art programme development and implementation. Points allocation (5 = 20 ; 4 – 3 = 15; 1-2 = 10 points)</li></ul>	20
		<ul style="list-style-type: none"><li>5 and more satisfactory related reference letters on completed Projects (must be on client letterhead). Points allocation (5 = 10 ; 4 – 3 = 5; 1-2 = 3 points)</li></ul>	10
<b>NOTE:</b> <ul style="list-style-type: none"><li>CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded.</li><li>Reference letters must be on a client letterhead or a document stamped and signed by the client and must include the name / description of the project and it must confirm the services rendered on the above, the value of the similar works completed, the date completed and a comment of the level of satisfaction with the service.</li></ul>			
<b>Previous Experience Total =</b>			<b>550</b>
<b>(iv) Methodology.</b>			
<b>The Methodology in line with item 3 (Deliverables)</b>  <b>Total points = 575</b>	Methodology reflects reading of the tender document + a step by step indication of what each discipline intends to bring to the project + local or international precedent study of Tactical Urbanism project and lessons learnt/approaches to be considered for this particular project		575
	Methodology reflects responsiveness to tender document and clear approach to the project + a step by step indication of what each discipline intends to bring to the project		402
	Methodology reflects reading of the tender document and clear approach to the project		230
The Methodology As Outlined In The Scope of Works			
Points will be awarded according to the quality, completeness and insight shown into this type of project as it relates to each item defined in the methodology and as per the 18 indicated project deliverables and the entire Terms of Reference.			

**0 Points** = Copy / Paste / Limited additional information provided.

**40% Points (230)** = Methodology reflects reading of the tender document and clear approach to the project only.

**70 % Points (402)** = Methodology reflects responsiveness to tender document, + a step indication of what each discipline intends to bring to the project

**100% Points (575)** = Methodology reflects reading of the tender document, + a step by step indication of what each discipline intends to bring to the project, + local or international precedent study of Tactical Urbanism project and lessons learnt/approaches to be considered for this particular project

<b>Methodology Total =</b>	<b>575</b>
<b>Total Maximum Score =</b>	<b>1458</b>
<b>Minimum Score to Proceed (60%) =</b>	<b>874</b>

### 7.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 7.3.1

➤ Points scored will be rounded off to the nearest 2 decimal places

#### 7.3.1 Points awarded for BBEE status level

Points will be awarded for empowerment (BBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard :

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-Compliant contributor</b>	<b>0</b>

Notes :

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

### 7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X [1 - \frac{(P_t - P_{min})}{P_{min}}]$$

$P_{min}$

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

$P_{min}$  = Comparative price of lowest acceptable tender

$X$  = Points assigned to price

### 7.3.3 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

$PP$  is the total number of preference points scored by the tenderer

$P_s$  is the points scored for the comparative price of the tenderer, and

$P_{bee}$  is the number of points awarded to the tenderer based on his certified B-BBEE status level

#### 7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year. In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service providers (eg. more than one discipline / service is provided by the same bidder) is either :

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

#### 8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

“ RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.”

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 16H00.

**The Tender closes at 12H00 on 17 March 2021.**

Envelopes will be stamped on receipt. There will be a public opening of tenders.

**NO LATE / E-MAILED/TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**



The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within twenty-one (14) calendar days from the day of notification.

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Nicolette Pingo [npingo@jda.org.za](mailto:npingo@jda.org.za) Johannesburg Development Agency - Telephone: +27 11 688 7800 -

**ANNEXURE A : BUSINESS DECLARATION**

Tender/RFP Number : .....

Tender/RFP Description : .....

Name of Company : .....

Contact Person : .....

Postal Address : .....

.....

Physical Address : .....

.....

Telephone Number : .....

Fax Number : .....

Cell Number : .....

E-mail Address : .....

**Company/enterprise Income****Tax Reference Number** : .....

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number** : .....**Company Registration Number** : .....**1. Type of firm**☐ Partnership☐ One person business/sole trader☐ Close corporation☐ Public company☐ Private company

(Tick one box)

**2. Principal business activities**

.....  
.....  
.....

3. Total number of years company has been in business: .....

4. Detail all trade associations/professional bodies in which you have membership

.....  
.....  
.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name? .....

6. How many permanent staff members are employed by the firm:

Full Time : .....

Part Time : .....

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....

R ..... Year .....

**9. List all contracts which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

ACCOUNT NUMBER : .....

ACCOUNT HOLDER : .....

TYPE OF ACCOUNT : .....

CONTACT PERSON : .....

CONTACT NUMBER : .....

***PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.***

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct :

SIGNATURE : .....

NAME IN FULL : ..... CAPACITY :

.....

DULY AUTHORIZED TO SIGN ON BEHALF OF: .....

DATE : .....

COMPANY STAMP

**ANNEXURE B : DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

- 3.8 Are you presently in the service of the state\* **YES / NO**

If yes, furnish particulars

.....

.....

- 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....

.....

- 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
.....

- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
.....

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....  
.....

## 4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

\* 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.

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



**ANNEXURE C : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:
-------	-----------------------------

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

(In the event of insufficient space, kindly attach documentation)

[illegible]

ANNEXURE D : PARTICULARS OF COMPLETED CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

- ♦ a) a national or provincial department;
- ♦ b) a municipality;
- ♦ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ♦ d) Parliament;
- ♦ e) a provincial legislature;
- ♦ f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....  
Signature  
*(of person authorised to sign on behalf of the organisation)*

.....  
Position

.....  
Name of Bidder

.....  
Date

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.**

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*For*

*RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.*

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

\_\_\_\_\_  
(Name of Bidder) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

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- (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS****A Any bid will be rejected if:**

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

**B Bid Information**

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated: .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
  6. ....
  7. ....

**C Documents to be attached**

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

.....

Signature:.....

Date:.....

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****ANNEXURE G : ORGANOGRAM** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

DISCIPLINE	DESIGNATION	NAME AND SURNAME	SUMMARY OF QUALIFICATIONS (as per proof of qualification provided & name of professional accreditation and its number)	EXPERIENCE (in particular experience of projects where similar co-production in planning and design phase have been used, as per technical criteria under 7)
Architects/Urban Designers	<b>Lead / Senior Architect/Urban Designers</b> 1 resource required			
	<b>Junior Urban Designer1</b> 1 resources required			
Traffic Engineer	<b>Traffic Engineer</b> 1 resource required			
Community Participation Consultants	<b>Community Participation Consultant</b> 1 resource required			
Media and Communications	<b>Media and Communications</b> 1 resource required			
Public Art Curator	<b>Public Art Curator</b> 1 resource required			

**NOTE:** Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.**  
**ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 6.11 and 7.2 herein.

**TABLE 1: PROJECT LEAD / SENIOR ARCHITECT/URBAN DESIGNERS (1 RESOURCE REQUIRED)**

**PROJECT LEAD EXPERIENCE**

Project Name	Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**REP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****TABLE 2: JUNIOR URBAN DESIGNER (1 RESOURCES REQUIRED)****JUNIOR URBAN DESIGNER EXPERIENCE**

<b>Project Name</b>	<b>Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)</b>	<b>Date Started / Date Completed</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**REP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****TABLE 3: TRAFFIC ENGINEER (1 RESOURCE REQUIRED)****TRAFFIC ENGINEER EXPERIENCE**

<b>Project Name</b>	<b>Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)</b>	<b>Date Started / Date Completed</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**REP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****TABLE 3: COMMUNITY PARTICIPATION CONSULTANT (1 RESOURCE REQUIRED)****CPC EXPERIENCE**

<b>Project Name</b>	<b>Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)</b>	<b>Date Started / Date Completed</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**REP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****TABLE 4: MEDIA AND COMMUNICATIONS (1 RESOURCE REQUIRED)****MEDIA AND COMMUNICATIONS EXPERIENCE**

<b>Project Name</b>	<b>Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)</b>	<b>Date Started / Date Completed</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.****TABLE 5: PUBLIC ART CURATOR (1 RESOURCE REQUIRED)****PUBLIC ART CURATOR EXPERIENCE**

<b>Project Name</b>	<b>Project Type (IRPTN/IPTN/PTN/Ops Plan/etc)</b>	<b>Date Started / Date Completed</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**Please note that construction products will score zero points as only relevant Projects will be evaluated for points.**

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.**

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**RFP – APPOINTMENT OF CONSORTIUM OF MULTI-DISCIPLINARY PROFESSIONAL TEAM FOR THE INNER CITY TACTICAL URBANISM PROJECT.**

**ANNEXURE I: GUIDELINES FOR THE OBTAINING OF, CAPTURING OF, CAPTURING AND MAINTENANCE OF SPATIAL DATA** (City of Johannesburg, Corporate Geo-Informatics)

All Maps should be in the form of GIS, as per the City's requirements as below:

**Obtaining of Digital Data for Council Projects**

Digital data, e.g. cadastral data or orthophotography, are available for all projects of the Council including those for which the Council has appointed consultants.

Data for Council projects will be transferred free of charge provided that:

- A task request form is completed and signed by the project leader or consultant (see form attached);
- A form on the copyright/data declaration regarding the use of the data is signed by the consultant (see form attached); and
- The consultant supplies a copy of the letter of appointment.

The consultant supplies a letter of appointment/approval from the Council project leader for the obtaining of data from the Council.

Requests on the availability of the data or the obtaining of the data can be directed to:

Corporate Geo-Informatics: GIS Projects

Contact persons: Lesley Adams

Tel: (011) 407-6203

Fax: (011) 403-3511

e-mail: [CGISProjects@joburg.org.za](mailto:CGISProjects@joburg.org.za)

Please allow 8 working days for the completion of data request tasks (depending on the content of the request and the pressure of the task request queue). Average turnaround time for digital data is 2-3 working days.

Please note: There will be a charge of R190, 00 per hour for labor costs.

**Data Formats**

On completion of a project, it is required that data captured be handed over to the Council.

Data must be handed over in an ArcGIS compatible format e.g. shapefiles or ArcInfo coverages. Associated attribute files must also be included.

E.g. of shapefile extensions:

- Roads.shx
- Roads.shp.xml (metadata)
- Roads.shp
- Roads.dbf (database file)
- Roads.sbn
- Roads.prj (projection file)
- Roads.sbx

The Council's approved standard 26-digit code must be used as the unique property identifier. (see example below):



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### **Data Formats**

The data must be in a Transverse 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.

### **Data Quality Statement / Metadata**

Datasets transferred to the Council must have detailed metadata attached or must be accompanied by a statement on the quality of the data. The Metadata or statement must be as comprehensive as possible and must include at least the following:

- Basic project information including the name of the project, contact information of the Council project leader and the consulting firm.
  - Name of the files included and a brief description of the content of the files.
  - Description of the geographic extent.
  - A brief description on the origin of the data (source information) and the processes and transformations that the data has been subject to.
  - A description of the positional accuracy must include the scale of the source information, the scale at which the data was captured, the methods used to capture the data and the name of the capturing agency.
  - The currency of the data must be stated as a date and/or time (source date). If relevant, updating intervals must be stated. The date the data was captured must also be included.
  - A brief description of attributes included in the datasets as well as methods used to collect and capture the attribute data.
  - If third party data is used for projects, copyright statements must be included as well as the names of the custodians of the datasets.
- Please note that the City of Johannesburg has the copyright on all new datasets created for council projects.

### **Maintenance of Data**

If relevant, a maintenance agreement is completed and signed by the consultant or custodians of the datasets, stating the updating intervals of data.

Inquiries regarding the data format or quality statements can be directed to:

Etienne Erasmus

Tel (011) 407-6124

E-mail: [etiennnee@joburg.org.za](mailto:etiennnee@joburg.org.za)

Or

Lesley Adams

Tel (011) 407-6203

Email: [lesleya@joburg.org.za](mailto:lesleya@joburg.org.za)