



## INVITATION TO BID

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

**ADVERT DATE:** 05 AUGUST 2022

**COMPULSORY BRIEFING MEETING DATE:** 11 AUGUST 2022 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 14H00 – 15H00

**CLOSING DATE:** 07 SEPTEMBER 2022

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

**BID NUMBER:** JDADF/PMP/002/2022

**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)

\* 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  
**Tel:** 011 688 7811

**Contact Person:** Mr Siyambonga Gcobo  
**Fax:** 011 688 7899 **E-mail:** [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

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

**Department:** Development Facilitation  
**Tel:** 011 688 7815

**Contact Person:** Ms X Sithole  
**Fax:** 011 688 7899 **E-mail:** [xsithole@jda.org.za](mailto:xsithole@jda.org.za)

**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.**

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

**OFFER**

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

NAME OF BIDDER.....

BID DESCRIPTION.....

.....

.....

BID NUMBER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

CONTACT PERSON .....

TELEPHONE NUMBER CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER .....

E-MAIL ADDRESS.....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE R..... Excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

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**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 bidders.

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.

## TABLE OF CONTENT

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	<b>Page No.</b>
<b>COPY OF ADVERT</b>	<b>5</b>
<b>1. INTRODUCTION</b>	<b>6</b>
<b>2. PROJECT INFORMATION</b>	<b>6</b>
2.1. Background	
2.2. Study Area	
2.3. Projects Underway In The Study Area	
<b>3. PROPOSAL OBJECTIVE</b>	<b>10</b>
<b>4. STUDY AREA</b>	<b>11</b>
<b>5. SCOPE OF WORKS</b>	<b>12</b>
5.1. Project Inception and Planning, Data Collection, Surveys and Status Quo Assessment	<b>12</b>
5.2. Phase 2: Concept/ Ideation Development of Parking Management Policy	<b>14</b>
5.3. Phase 3: Development of Parking Management By-law for the COJ	<b>15</b>
5.4. Phase 4: Capacity Building	<b>15</b>
5.5. Stakeholder Engagement	<b>16</b>
5.6. Project Management and Co-Ordination	<b>18</b>
5.7. Project Deliverables	<b>18</b>
5.8. Project Documentation	<b>19</b>
<b>6. PROFESSIONAL FEES AND PROJECT MILESTONES</b>	<b>20</b>
<b>7. PROPOSAL CONTENT</b>	<b>25</b>
<b>8. ASSESSMENT CRITERIA</b>	<b>28</b>
8.1 Compliance	28
8.2 Technical	29
8.3 Price and Empowerment	35
8.4 Risk Tolerance	37
<b>9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS</b>	<b>37</b>
<b>ANNEXURES</b>	
A : Business Declaration	
B : Declaration of Interest	
C : Declaration of Past SCM Practices	
D : Particulars of Contracts Awarded by an Organ of State	
E : MBD9 Certificate of Independent Bid Determination	
F : Declaration on State of Municipal Accounts	
G : Organogram	
H : CV template	

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## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMpany / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

**BID NUMBER:** JDADF/PMP/002/2022

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

Technical queries or queries relating to the project may be addressed to Ms. Xolisile Sithole at tel (011) 688 7815; fax: (011) 688 7899; or e-mail: [xsithole@jda.org.za](mailto:xsithole@jda.org.za)

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 **on 11 August 2022 starting at 14H00 to 15H00**. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

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 **05 August 2022**. 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 and date for receipt of tenders is **12H00pm on 07 September 2022**.

**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. **GPS Coordinates - 26°12'18.4"S 28°01'54.3"E**

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 & BACKGROUND INFORMATION

The JDA is requesting for quotations from experienced consulting companies in Transport Engineering, Community Participation, Town/ Urban Planning and Urban Design/ Architecture to develop a Parking Management Policy and Bylaw for the City of Johannesburg Metropolitan Municipality. The project will also be supported with the appointment of a legal professional for the development of the Policy and Bylaw.

## 2. PROJECT INFORMATION

### 2.1. Background Information

It is envisaged that Johannesburg will have an extra 2.5 million inhabitants by 2040, resulting in the current transport model taking the additional strain of having more people and more vehicles and as a result facing the inadvertent challenges of traffic congestion with the following negative impacts:

1. An Increase in travel time, which will have an impact on the competitiveness and attractiveness of the City and quality of life for residents.
2. Impediment of public transport vehicles usage and its effect on public transport patronage patterns
3. An increase in road injuries and fatalities, which add to the public health bill of the nation.
4. Increased greenhouse gas emissions which impact negatively on climate change;

The Spatial Development Framework 2040 (SDF) envisages a compact urban form (re)structured around a public transport backbone, with more than 75% of the city's population living within less than 2 kilometers from public transport. This requires implementation of various strategies, including reclaiming the city's roads as public spaces and radically transforming the car-focused built form.

It is thus important for the City to explore the implementation of measures that will seek to manage the current and future traffic congestion to ensure its sustainability and improved quality of life.

### 2.2. The CoJ's Growth and Development Strategy, 2040

The City of Johannesburg's Growth and Development Strategy, 2040 (GDS) envisions the City as "a World Class African City of the Future – a vibrant, equitable African city, strengthened through its diversity; a City that provides real quality of life; a City that provides sustainability for all its citizens; a resilient and adaptive society".

The Joburg 2040 Strategy identified these four outcomes:

1. Outcome 1: Improved quality of life and development-driven resilience for all
2. Outcome 2: A resilient, liveable, sustainable urban environment – underpinned by infrastructure supportive of a low-carbon economy
3. Outcome 3: An inclusive, job-intensive, resilient and competitive economy that harnesses the potential of citizens
4. Outcome 4: A high-performing metropolitan government that pro-actively contributes to and builds sustainable, socially inclusive, locally integrated and globally competitive Gauteng City Region.

The City's Transport Department, together with other departments and entities, is the cluster responsible for outcome number 2 above.

The primary output defined by the Joburg 2040 GDS under this outcome is 'Eco Mobility'. This refers to environmentally sustainable and socially inclusive ways of local mobility, combining the use of Non-Motorised Transport (NMT) means such as walking, cycling with the use of public transport and light electric vehicles using renewable energy resources.

The City's Transport Department has interpreted Eco-Mobility as its long-term goal, and to its end seeks to achieve the following:

1. Make public transport, walking and cycling the mode of choice for all Joburg residents by 2040. This is to be achieved firstly by reducing congestion and high transport costs through the provision of quality public transport services including Rea Vaya, Metrobus and improving public transport infrastructure and transfer points;
2. Improve mobility and accessibility to enhance economic growth and development; and
3. Provide quality transport infrastructure including roads that serve all road users including pedestrians, cycles and public transport users.

The CoJ's Transport Department acknowledges that these long-term goals can only be achieved through partnership building, fostering behavioural change and collectively reclaiming Joburg roads as public spaces.

### 2.3. Strategic Integrated Transport Plan Framework, 2013

The Strategic Integrated Transport Plan Framework (SITPF) defines the transport development Thrusts, Strategies and Programmes to meet the policy objectives and outcomes of the City's GDS 2040. The Joburg 2040 GDS identified that the reduction of congestion is a critical objective to create a more liveable city.

These strategies and programmes have been organised into nine topics or "thrusts" which are as follows:

- Thrust no. 1: Restructure and integrate the city
- Thrust no. 2: Improve and expand provision of quality public transport and use of non-motorised transport
- Thrust no. 3: Maintain, improve, extend and integrate transport infrastructure
- Thrust no. 4: Support economic growth through improving freight mobility
- **Thrust no. 5: Manage congestion, travel demand and parking**
- Thrust no. 6: Improve transport safety through active, engaged citizenry
- Thrust no. 7: Transform the transport sector and encourage new, efficient and profitable transport enterprises and green jobs
- Thrust no. 8: Plan and regulate the transport system.
- Thrust no. 9: Resource and finance the transport plan

Parking Management refers to a number of strategies that can be introduced in an area, to increase the effective use of the existing parking supply and thereby contribute to a reduction of congestion in the identified area.

The PRE-COVID-19 environment in the City of Johannesburg was characterised by severe traffic congestion with mobility compromised on many of the arterials and freeways during peak periods. The management of parking aligns with the objectives of Thrust no.5 under the SITPF. It is the desired strategy that the City needs to implement in order to improve mobility and reducing traffic congestion on the City's road network.

The City believes that this will make it more liveable and boost economic growth.

The City's approach to reducing and controlling traffic growth is to focus on the movement of people and goods. The solution to the City's growing congestion problems is not to build more roads.

#### **2.4. The Spatial Development Framework 2040 (City of Johannesburg, 2016) and Nodal Review (2019)**

The Spatial Development Framework 2040 (2017) uses tools to direct urban growth and development in a way that addresses the inequality and inefficiency in the City, transforming it into a more equitable, liveable, resilient, efficient and productive urban form. The City's strategy for urban growth management can broadly be described as one of 'compaction'. This promotes higher density, mixed use development in well located parts of the City, in place of outward sprawl (spreading the footprint of the city). Compact development allows for people to live close to where they work and go to school, makes public transit such as BRT viable, reduces the cost of providing infrastructure and other services, reduces pressure on the natural environment, and through agglomeration and clustering, promotes economic growth. For this plan to work high intensity development should be concentrated in clearly defined 'well located' areas – generally described as nodes, or mixed-use nodes. These nodes may differ from one another, but essentially, they are areas where high intensity and mixed-use development (supported by infrastructure investment) should take place.

The City's Nodal Review approved in 2019, describes a new 'transect' or 'node and development zone' approach which is an evolution of the SDF's nodal strategy. Development guidelines are outlined that should be applied in each of the nodes/development zones of the city. The Nodal Review has largely been based on a modelling exercise that measures urban potential in the City, based on connectivity and access. This used current street networks and how they promote walkability, access to public transit stations, and various amenities. Importantly, it focussed on walkability and public transit, rather than car use. For this project, the focus will be on the following categories defined in the Nodal Review:

- 1: Inner City Node
- 2: Metropolitan Nodes
- 3: Regional Nodes
- 4: General Urban Zone
- 4a: Local Economic Development (LED) Zone
- 5: Suburban Zone
- 6: Industrial Nodes

#### **2.5. The CoJ's previous work on the Implementation of Parking Management**

This section of the bid document outlines previous work commissioned by the CoJ around parking management as well a summary of some of their key outcomes. Bidders are required to review these projects and outcomes in order to assess any gaps that exist in the previous commissioned work by the city as well as how these can be augmented in the development of Parking Management Policy.

##### **a) Parking Management Study on 25 Nodes in the CoJ**

The City's Transport Department carried out audits on parking and associated transport activities in 25 areas within the CoJ.

The subject areas were the following:



- Pan Africa Wynberg,
- Bellevue Yeoville, C
- Cyrildene,
- Mayfair,
- Jabulani,
- Midrand,
- Lenasia,
- Randburg,
- Roodepoort,
- Florida,
- Rosettenville,
- Norwood,
- Melville,
- Emmarentia,
- Rosebank,
- Birnam,
- Illovo,
- Parkview,
- Fordsburg,
- Greenside,
- Linden,
- Rivonia,
- Craighall Park,
- Northcliff,
- Parkhurst and
- JHB CBD (Freight Management only).

The audits resulted in a number of recommendations, per study area, to improve the accessibility and attractiveness of these business district or small nodes, mainly through improved management of on-street parking.

A number of the areas have since had Precinct Plans, concept designs developed, and public environment upgrades implemented, these are projects that would typically entail a complete streets component addressing parking provision and management .

**b) Implementation of the Paid Parking System in the Johannesburg Inner City and Braamfontein CBD.**

The City of Johannesburg had appointed a private firm to provide a kerbside parking management solution for the City of Johannesburg. This included approximately 7500 on-street parking bays, the majority of which were located in the Johannesburg Inner City.

Since that paid parking management contract had lapsed and not yet renewed, it has negatively impacted on the mobility of the Inner City, with limited turnover in the use of on-street parking due to the fact that people are no longer paying for the parking.

The numbers of queries received from the business community on the absence of the paid parking management system is also evidence of the fact that the implementation of such a system had a fair amount of benefits for the businesses and other stakeholders of the Inner City.

The City is in the process of once again looking at implementing a similar system in areas with observed parking management challenges, with improvements in the associated law-enforcement being proposed.

**c) Parking Management Strategies for Johannesburg, GIZ 2019.**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) assisted the CoJ on parking policy and management. Key points from this work were the following:

- The current lack of effective on-street parking management, especially rationing via fees, is undermining other priorities in a highly visible way;
- Excessive parking ratio standards ( parking minimums), especially for the City's nodes of activity, TOD corridors and mass transit station area are undermining CoJ's hope for these localities to develop in more transit-oriented ways. High parking ratios standards are a key obstacle to making parking in these nodes align with CoJ's mode shift and spatial restructuring goals, not to mention climate goals. These standards were based on a parking mindset (site-focused) that is profoundly unsuited to Johannesburg

Key recommendations from this work were the following:

- The City should work towards an on-street parking fee system;
- Relook on-street parking design;
- Relook on-street parking enforcement
- Develop an off-street parking policy in nodes and TOD zones to foster healthy park-once-and-walk areas; (while rejecting the on-site mindset that currently inhibits appropriate policies for such areas).

### **3. PROPOSAL OBJECTIVE**

The Johannesburg Development Agency, on behalf of the City's Transport Department, invites consultants with the following expertise:

- Transport policy research at local government level
- Traffic engineering;
- Community participation;
- Urban Planning; and
- Urban Design.

The bidders are to submit quotations to develop the CoJ's Parking Management Policy and Bylaw that will ensure that the City's transport's objective of reducing and managing congestion by 2040 is achieved.

At a broad level, the Parking Management Policy should also align with the following mayoral priorities of the City:

1. A City that gets the basics right
2. A Safe and Secure City
3. A Caring City
4. A Business-Friendly City
5. An Inclusive City

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6. A Well-Run City
7. A Smart City

#### 4. STUDY AREAS

The aim of the policy is to provide the framework for the management of parking within the City. Therefore, the bidder will have to focus on approximately 20 areas for detailed review of parking characteristics. The City expects that the policy developed will take cognisance of the unique character of a number of nodes within the CoJ, such that parking management strategies implemented are relevant to the area type.

Table 1: Project Study Areas/ Nodes

<b>Nodal Review Categories</b>	<b>Areas</b>
<b>1: Inner City Node</b>	Inner City as per UDZ
<b>2: Metropolitan Nodes</b>	Midrand Roodepoort Sandton Lenasia
<b>3. Regional Nodes</b>	Jabulani Alexandra Turffontein
<b>4: General Urban Zone</b>	Parktown Mayfair/ Brixton Cresta
<b>4a: Local Economic Development (LED) Zone</b>	Bara Dobsenville/Meadowlands
<b>5: Suburban Zone</b>	Greenside Fleurhof Pennyville

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<b>6: Industrial Nodes</b>	Northgate/ Kya Sands Strijdompark Crown Booyens
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## 5. SCOPE OF WORK

The project is divided into three phases as follows:

- **Phase 1: Status Quo Assessment of Parking Management in the CoJ**
- **Phase 2: Development of the CoJ's Parking Management Policy**
- **Phase 3: Development of Parking Management Bylaw**

The scope of work for the three phases is as discussed in the sections which follow.

### 5.1. Project Phase 1: Status Quo Assessment Of Parking Management In The Coj

#### 5.1.1. Project Inception

The bidder will be required to present a feasible approach/methodology to undertake this project in line with the City's objectives. This project stage shall outline detailed work plans, timelines, project deliverables, capacity building arrangement and mitigation measures to prevent possible challenges that may be encountered during the project.

#### 5.1.2. Review of Relevant Policies, Literature, Projects, Regulations, & By-Laws

The review of all relevant studies, policies, local and international case studies, literature, projects, regulations, and by-laws will be undertaken and form the basis to the development of the Policy. The documentation that will be made available to the successful bidder including those mentioned above at 2.1.3. are the following:

- Parking Management Strategies for Johannesburg, GIZ,2019
- CoJ's Growth and Development Strategy 2040 (2011)
- CoJ's Climate Action Plan (2020)
- Strategic Integrated Public Transport Network (2019)
- CoJ's Spatial Development Framework (2016)
- Land Use Management Scheme (2018)
- Parking Management System implemented prior to 2017
- Spatial Development Framework (2016 and new draft SDF 2021/22)
- Nodal Review
- Transit Orientated Development Corridors: Turffontein, Empire Perth & Louis Botha SAF
- City of Johannesburg Framework for Non-Motorised Transport
- Special Development Zone precinct planning documentation (Orange Grove and Auckland Park)

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- Precinct Plans (Fordsburg Mayfair, Melville Auckland Park, Norwood Grant Avenue, SDZs, Vilakazi Street, etc)
- Transport Master Plans (Mining Belt, Inner City, Roodepoort)
- Draft COJ Transport Bylaw

The policy and literature review must include an assessment of the City's policy and strategy documents and projects and by-laws and their alignment in terms of developing said policy. The literature review must identify any gaps in current City policy in preparation for addressing those gaps in the Parking Management Policy that would be developed. The review must consider both Local and international case studies and best practice in Parking Management.

### **5.1.3. Current and previous Projects**

- Travel Demand Management Programme
- Soweto Strategic Area Framework and Implementation
- Transport Master Plans (Inner City, Ivory Park, Zandspruit, Randburg, Roodepoort, Region G, Diepsloot Transport Master Plan)
- NMT (Orange Farm, Melville, Turffontein, Eldorado Park, Phefeni, Orlando West, Chiawelo, Cosmo City, Roodepoort, Randburg, Alexandra, Greenside, Inner City, etc)
- Integrated Corridor Management Feasibility Studies
- Ivory Park and Soweto – Randburg BRT Feasibility Study
- Parking Stress Surveys
- Data Collection project – Bara, Southern, Greatwalk Bridge, Bruma and Northern Nodes

### **5.1.4. Data Collection**

Data Collection is required on all the identified 20 areas with the key goal to determine the current traffic parking management challenges in the identified areas.

The expected outcomes from each component of the data collection is briefly discussed below.

1. Map of all streets within the identified areas
2. Identification of the Class of Roads for the streets within the identified areas
3. Identify location of off-street public parking facilities (inclusive of those which are privately owned) within or adjacent to the study area
4. Obtain data on parking utilisation and available parking capacity at these off-street parking facilities.
5. Identify the type and location of all existing parking restrictions
6. Undertake the on-street parking stress surveys on all identified streets within the study areas on both a neutral weekday from 06:00 to 18:00 (hourly intervals) and Saturday from 06:00 to 18:00 (hourly intervals). The surveys must be arranged to avoid data collection on Mondays, Fridays and school holidays. Parking surveys shall record parking space usage and any unusual observations (e.g. vehicle types such as by public transport, private vehicles and freight)
7. Undertake traffic link volumes for the affected streets.
8. Identification of the town planning regulations applicable in the area
9. Determine the existing and planned land use characteristics for each of the streets in the study area.
10. Determine the planned land use character and built form typologies based on the spatial plans (urban design guidelines of the Nodal Review/ precinct plans/urban design plans for the study area)

11. Describe the quality of the public realm
12. Identify other relevant stakeholders for each street in the study area
13. Identify key NMT routes, desire lines and infrastructure

#### 5.1.5. Status Quo Assessment

The Status Quo Assessment shall include an assessment of all data collected for the identified areas and shall include the following:

1. Calculation of the parking capacity on each street with the existing parking restrictions in place
2. Calculation of the parking capacity on each street with no parking restrictions in place.
3. Calculation of the parking occupancy for each street in each study area by day surveyed and by survey period, broken down and location of parked vehicles; and
4. GIS Mapping shall be provided for each area which shall include graphical representations of all the information from the data analysis.
5. Understanding of all factors affecting the functioning of the parking in the identified area.
6. The identification and evaluation of the current parking challenges within the focus areas and the causes of the identified parking challenges in the areas problems shall also be assessed. This must also be done for the future/planned role and functioning of the study area, to inform strategies to manage the incremental transformation of the study area.
7. The status quo assessment of the land use development must provide a clear and accurate understanding of the present role and function of the focus areas and this will provide a basis for the development of applicable parking management policy proposals applicable for the study area.
8. Outline findings on the NMT network and infrastructure in line with determining solutions for parking interventions and management in the identifies area.

This assessment shall be compiled into a Status Quo Report which shall be submitted to the JDA/CoJ for comment. The bidder shall allow for a period of **three weeks (15 business days)** for comment from the JDA/CoJ before proceeding to the next phase of the project.

#### 5.2. Project Phase 2: Development of The Parking Management Policy

Upon the completion of the status quo assessment and the literature review, the bidder will start the process of development of the Parking Management Policy for the City of Johannesburg.

The following key aspects will need to form part of Phase 2 of the project.

1. Determine the Policy Statement indicating the parameters, principles, outcomes, and alignment to strategic objectives
2. Determine Parking Policy directives informing the Policy
3. Determines the Roles and Responsibilities of stakeholders required for the implementation of the Policy
4. The Policy must include an Implementation Framework that sets out the action plans on a short, medium, and long term indicating activities and resource requirements i.e. roleplayers/ partnerships and budgets.
5. Develop a Monitoring and Evaluation plan that will identify key performance areas, indicators and measurements.
6. Identity what type of parking management measures should be implemented per identified area and their likely impact on the economy of the study area and urban functionality.
7. Identify possibilities of non-conventional innovative smart tech and sustainable parking

strategies

8. Tactical urbanism exercise will be required for the testing of three proposed interventions across the the seven categories for a week. The details of the exercise will be confirmed with the appointed service provide.
9. Develop an inclusive and collaborative stakeholder program for each study area that will guide stakeholder involvement in the delivery of the parking management policy
10. Collaborate with other service providers from the Travel Demand Management Programme to ensure alignment.
11. Collaborate with other service providers on projects already underway (capital projects implementing Complete Street/area based interventions) to ensure alignment.
12. Develop an extensive communication plan for communicating the parking management policy to the residents/ businesses and visitors of the City.
13. Develop applicable draft policies (guided by the number of strategic documents discussed in **Section 4.1.2**) to ensure alignment in the City's approach to implementing TDM measures
14. Develop inputs into Land Use Management Scheme parking requirements and/or guidelines to inform considerations of parking relaxations/alternative parking strategies in study areas (i.e. when Site Development Plans/Building Plans are considered)
15. Provide guidance to developers on parking management requirements for public transportation on private developments
16. Develop a Draft Parking Management Policy
17. Produce a Final and Reviewed Parking Management Policy

### 5.3. Project Phase 3: Development of Parking Management Bylaw For The Coj

Develop a Bylaw that will regulate the enforcement of the Parking Management Policy in the City of Johannesburg.

The bylaw should be taken through the stakeholder engagement and promulgated by the Council of the City Of Johannesburg Metropolitan Municipality.

### 5.4. Capacity Building

In the quest to ensure that City officials and anyone associated with the City has the necessary skills required to undertake their daily activities and to provide professional services to the residents of the City of Johannesburg, the Transport Department always uses its projects to mentor staff members or trainees in the Department or tertiary students in need of in-service training which is a requirement for the completion of their studies.

This project will also be used as a tool for capacity building. The Transport Engineers will be required to use this project to mentor a **minimum** of two professional staff members that the City will choose from the beginning up to handover of the project. Based on this, the Transport Engineering bidders are required to include in their proposal a structured mentoring program that will enable City officials to obtain professional registration with the Engineering and Town Planning bodies or the necessary training required for the National Diploma.

When costing their proposals, bidders must take into consideration this compulsory training requirement as part of the Capacity Building Plan and related administration costs indicated in the Pricing Table (Table 3). Bidders should note that the CoJ takes this task very seriously and they will not be exempted from providing this training.

A clear plan with milestones on how the bidder will provide this training shall be included in the proposal. Training reports shall be prepared and submitted after each training milestone has been completed. The extent of the training to be provided will be monitored closely by the City and if need

be, changes to the training plan can be introduced at any stage if the successful bidder or City official/s does not perform to the required standard. The details of this training will be discussed with the CoJ project manager at project inception.

In addition to the above, the bidder is expected to recruit 2 interns in compliance with the CoJ's guidelines for internships. The guideline will be provided to the preferred bidder upon appointment. The recruitment process should be concluded within a period of 2 months from the date of appointment.

The bidder is expected to provide the salary for the temporary employment of the students, as indicated in the pricing schedule. All associated costs, with the temporary employment, should be included in the overall Capacity Building costs of the project of the Transport Engineering bidder.

The Transport Engineers are required to provide detailed costing for Capacity Building under the Pricing Schedule found in Section 7 of the document. At project handover, the bidder will be required to provide a Capacity Building report detailing the mentoring and training milestones based on the training programme set at the beginning of the project.

## **5.5. Stakeholder Consultation**

It is essential that the end user-communities, pedestrians, public transport users and providers, and general motorists be engaged in co-research, co-ideation, and co-design of solutions for this project. Stakeholder engagement is crucial for ensuring that projects are completed successfully.

Thorough stakeholder engagement allows for full representation of all stakeholders ensuring consensus can be achieved, and limiting contention during the project development. The Community Participation Consultant (CPC) will play a critical role in designing and hosting engagement sessions using creative co-production techniques in order to achieve meaningful engagement – the content and direction of which will be influenced and guided by the project lead. This requires that the appointed CPC be highly knowledgeable and experienced in facilitating innovative and complex community participation processes.

However, it will remain the responsibility of the Project Manager/ Leader (Transport Engineers) to ensure that the collaborative engagements are conducted according to project deliverables and program and that inputs and insights gained from these sessions are appropriately interpreted and applied in terms of overall project.

The project will require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders will also be required. The bidder will be required to, at appropriate stages in the process, hold work sessions with a Technical Committee which will consist of various CoJ departments, municipal entities and other stakeholders.

Stakeholder engagements required for this deliverable must support and ensure effectiveness and co-production. This approach must:

1. Ensure sufficient and meaningful stakeholder engagement and collective visioning,
2. Utilise various co-production techniques that ought to be designed and developed in collaboration with the entire project team. Therefore, the traffic engineers/ transport planners will play a critical role in these engagements, particularly with regards to preparing mapping content and interpreting inputs into spatial proposals.



RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DISCIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

The administrative functions of these engagements will be the primary responsibility of the CPC and it is anticipated that external work to be carried out during this period, will also make use of this established engagement platform to ensure uniformity and reduce confusing and conflicting outcomes.

It will be the responsibility of the Project Leader assisted by the CPC to engage other contributing departments throughout the Parking Management Policy development process.

The successful bidder will be required to engage with external stakeholders ensuring that all sectors of society contribute to the development of the Parking Management Policy. The project program shall proactively and accessibly provide stakeholders with different opportunities to provide input into the process. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process.

The project team may be required to make presentations or make available current presentation materials to City's staff to enable the officials to provide additional updates/briefings to various other committees, and stakeholder groups as needed at key milestones in the process.

These are categorised as internal stakeholder engagement and are separate from and in addition to the monthly Project Steering Committee Meetings with the client and its project manager.

Key internal and external stakeholder are listed in **Table 2**.

**Table 2. - List of Key Internal and External Stakeholders**

Internal Stakeholders	External Stakeholders
<ol style="list-style-type: none"> <li>1. Section 79 Transport Committee;</li> <li>2. Public Safety and Johannesburg Metro Police Department (JMPD)</li> <li>3. JRA</li> <li>4. Development Planning – Land Use Development Management &amp; City Transformation and Spatial Planning Directorates</li> <li>5. Pikitup</li> <li>6. Environment and Infrastructure Services Department</li> <li>7. Economic Development- Informal Trading</li> <li>8. Joburg Property Company</li> <li>9. Emergency Management Services (EMS)</li> <li>10. CRUM - Citizen Relation and Urban Management in Region C</li> <li>11. Johannesburg Intermodal Planning Committee (JIPC)</li> <li>12. Provincial Transport and Gautrans Management</li> <li>13. And any other Government departments and fora that the client and the bidder may identify</li> <li>14. Ward Governance</li> </ol>	<ol style="list-style-type: none"> <li>1. Residents</li> <li>2. Resident Associations</li> <li>3. Businesses</li> <li>4. Business Associations</li> <li>5. Property Owners/ Developers</li> <li>6. Informal Traders</li> <li>7. E-hailing service providers</li> <li>8. Taxi drivers and Associations (does not include negotiations only consultation on routes and passenger numbers)</li> <li>9. Consulting Engineering Firms</li> <li>10. Public Transport Commuters</li> <li>11. Commuter Bus Operators</li> <li>12. Minibus taxi associations</li> <li>13. Scholar Transport Operators</li> <li>14. Meter Taxi operators</li> <li>15. Scooper operators (Uber eats/ Mr Delivery)</li> <li>16. Recyclers</li> </ol>

All bidders shall make allowance for **192** stakeholder meetings. This excludes twenty four (**24**) project coordination (project team) and **8** project steering committee meetings (include COJ departments, other government department and entities) that will be part of the agreed project plan.

- Internal Stakeholder engagements **for at least 32 (24+ 8) workshop** meetings over the 24 months duration of the study
- External Public Participation **192 workshop** meetings over the 24 months duration of the study

The process for Mayoral Committee approval includes engaging the internal structures such as, Technical Executive Management Team (EMT), Section 79 Committee ,Sub-Mayoral Committees amongst others, this processes can take up to 6 months. The successful bidder needs to take this into consideration when developing the project plan and stakeholder engagement plan.

### 5.6. Project Management and Co-Ordination

The project lead will be required to arrange regular project co-ordination meetings, which will consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee will be formed whereby the appointed bidder will be required to make presentations and table proposals with regards to the project.

The successful bidder shall perform secretariat duties of minute taking (which shall be approved by the City) and dissemination of minutes/meeting notes after each meeting. The project co-ordination meetings shall happen once monthly for the project duration. Monthly progress reports shall be prepared and submitted to the City's steering committee. The Project leader will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports

### 5.7. Project Deliverables

The project deliverables will include the following:

1. A Project Inception Report
2. A Data Collection Report with accompanying data in electronic format
3. Status Quo Assessment Report
4. Stakeholder Consultation Plan and Communication Plan
5. Stakeholder Consultation and Stakeholder Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
6. Draft Parking Management Policy with parameters, principles, outcomes, and alignment to strategic objectives, policy directives
7. Implementation Framework
8. Monitoring and Evaluation Plan
9. Conceptual designs of a minimum of one Complete Street per study area; where the proposed parking interventions will be implemented.
10. Tactical Urbanism Exercise for each area, as is applicable informed by the Parking Management Policy - Planning, Implementation and Report
11. Final Reviewed Parking Management Policy
12. Draft By-Law for Parking Management
13. Presentations for Stakeholder Consultation
14. Capacity Building Plan
15. Capacity Building Report

## 16. Project Handover Report

17. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

## 5.8. Project Documentation

The successful bidder will be expected to provide project documentation as listed below.

### 5.8.1. Progress Reports

The City requires the submission of the various project documentation as follows:

- **Hard Copy:** 4 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

### 5.8.2. Draft Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** cloud storage folder of the draft products in PDF (Acrobat) and Word file format and 32 to 64GUSB.

### 5.8.3. Final Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** cloud storage folder of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.

### 5.8.4. Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

All other drawings prepared using AutoCAD, MicroStation or any other drawing software shall be submitted in a compatible format that can be open or converted to DWG, DXF and DGN format.

The proposed Policy will need to be of a nature and content that permits ease of presentation to Council Committees for adoption.

The deliverables will need to include very high-quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include PowerPoint Presentation materials for work-shopping / meeting / stakeholder engagement purposes.

**\* Given the deliverables expected, it is expected that a team member will have the ability to produce outputs in Geographical Information Systems (GIS) format. Should the above team members not have such expertise the bidder should make sufficient budget available in the**

**pricing schedule under other for such services in order to meet the requirements of the project.**

### 5.8.5. Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, traffic models and statistical work shall remain the property of the CoJ. All files shall be delivered to the City in the agreed format. The data is not be used without the consent of the City of Johannesburg.

## 6. PROFESSIONAL FEES AND PROJECT MILESTONES

### 6.1. Pricing Table

Detailed below is information upon which fees must be based for the traffic and transportation study. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal.

In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

**Table 3: Pricing Table**

Item	Description	Type	QTY	Rate	Price (excl vat)
1	<b>PROJECT INCEPTION AND ADMINISTRATION</b>				
1	<b>PROJECT MANAGEMENT</b>				
1.1.	Project planning, and preparation of the Inception Report	Item	1	R	R
1.2	Project Management, administration, client liaison	Monthly rate	24	R	R
1.3	Project Steering Committee meetings	No of meetings	8	R	R
1.4	Milestone Progress Presentation meetings per deliverable (excluding inception report)- <b>(Physical meetings where allowable, dependent on State of Emergency Level)</b>	No of meetings	24	R	R

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

Item	Description	Type	QTY	Rate	Price (excl vat)
2.	Policy and Literature Review	Item	1	R	R
3.	<b>Data Collection Plan</b>	Item	1	R	R
<b>4.</b>	<b>DATA COLLECTION &amp; ANALYSIS</b>				
4.1	Road Classification (x 20 i.e. per study area)	Hourly	1	R	R
4.2	On and Off Street Parking Facilities (x 20 i.e. per study area)	Hourly	1	R	R
4.3	Parking Utilisation per node (x 20 i.e. per study area)	Hourly	1	R	R
4.4	Parking Restrictions (x 20 i.e. per study area)	Hourly	1	R	R
4.4	Parking stress (x 20 i.e. per study area)	Hourly	1	R	R
4.4	Traffic Link (x 20 i.e. per study area)	Hourly	1	R	R
4.5	NMT Infrastructure, links and routes (x 20 i.e. per study area)	Hourly	1	R	R
4.6	Zoning and Land Use Analysis and Scheme Requirements (x 20 i.e. per study area)	Hourly	1	R	R
4.7	Built form and Open Space Analysis (x 20 i.e. per study area)	Hourly	1	R	R
<b>5.</b>	<b>STATUS QUO ASSESSMENT (CONSOLIDATED FOR ALL STUDY AREAS)</b>				
5.1	Desktop Study (x 20 i.e. per study area)	Hourly	1	R	R
5.2	Parking System Analysis (x 20 i.e. per study area)	Hourly	1	R	R
5.3	Zoning and Land Use Analysis and Scheme	Hourly	160	R	R

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

Item	Description	Type	QTY	Rate	Price (excl vat)
	Requirements (x 20 i.e. per study area)				
5.4	Built form and Open Space Analysis	Hourly	80	R	R
<b>6.</b>	<b>STATUS QUO REPORT</b>				
6.1	Draft Status Quo Report (1 Report for all 20 areas)	Item	1	R	R
6.2	Final Status Quo Report (1 Report for all 20 areas)	Item	1	R	R
<b>7.</b>	<b>PARKING MANAGEMENT POLICY</b>				
7.1	Draft Parking Management Policy	Item	1	R	R
7.2	Final Parking Management Policy and bylaw	Item	1	R	R
<b>8</b>	<b>PARKING MANAGEMENT BYLAW</b>				
8.1	Draft Bylaw	Item	1	R	R
8.2	Final Bylaw	Item	1	R	R
<b>9</b>	<b>STAKEHOLDER CONSULTATIONS AND FOCUS GROUP DISCUSSIONS</b>				
9.1	Project Steering Committee Meeting	Item	8	R	R
9.2	Stakeholder Mapping/ Database	Item	1	R	R
9.3	Stakeholder Engagement Strategy	Item	1	R	R
9.4	Stakeholder Communication Plan and Schedule	Item	1	R	R
9.5	Project Communication-design/ preparation,	Item	-	R	R

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

Item	Description	Type	QTY	Rate	Price (excl vat)
	management and dissemination				
9.6	Meeting venues, PA system, projector	Item	-	R	R
9.7	Media release- content and sharing (three releases)	Item	3	R	R
9.8	Brochures (A4 6 page brochure, 100 per region at three project stages)	Item	2100	R	R
9.9	Posters (A3 posters 50 per region at three project stages)	Item	1050	R	R
9.10	Digital media accounts-creation and management (twitter, Facebook, Youtube, Instagram)	Item	1	R	R
9.11	Radio Adverts (7 local radio stations at three project stages)	Item	21	R	R
9.12	Newspaper Adverts (2 national newspapers - Sowetan and Star at introduction and conclusion)	Item	4	R	R
9.13	External Meetings	Item	192	R	R
10.	<b>CAPACITY BUILDING</b>				
10.1	Recruitment of 2 Interns	Item		R	
10.2	Capacity Building Plan	Item		R	
10.3	Final Capacity Building Report	Item		R	
10.4	Salaries for the in-service trainees (to be paid from the successful lead consultant, as per	Item R 6000 per trainee	24 months		R 288 000

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

Item	Description	Type	QTY	Rate	Price (excl vat)
	allocation indication here) (Minimum 2 trainees for a period of 24 months)				
10.5	Administration costs associated with 9.2 (Please specify in your methodology the specific items)	No. of months	24		
<b>Total excluding VAT</b>				<b>R</b>	

Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried correctly to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

Bidders should make sure that they provide a firm offer to the JDA and all the costs should be included in the proposal. If a firm offer is not provided to the City, the bidder shall detail the reasons for not providing a firm offer Professional fees should include the cost of travelling, stakeholder consultation, printing and any other cost not mentioned.

Bidders should note that the JDA will neither entertain any claims for additional costs nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the JDA's requirements in this regard and cost that accordingly.

However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

**BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEES GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT**

## 6.2. Timelines And Indicative Programme

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

The project is expected to be completed within 24 months from date of award. The indicative critical milestones for this project are illustrated in **Table 5**.

This project should be completed and handed over to the City by end of 24 months after the date of appointment of the successful bidder.

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



**Table 5: Indicative Critical milestones and delivery timelines**

<b>Milestone</b>	<b>Date</b>
1. Tender publication	August 2022
2. Tender closure	September 2022
3. Awards completed	October 2022
4. Project Inception Report	November 2022
5. Draft Stakeholder Engagement Strategy	November 2022
6. Literature Review and Studies	December 2022
7. Data Collection Plan	December 2022
8. Data Collection and Analysis Report	March 2023
9. Status Quo Assessment	May 2023
10. Draft Parking Management Policy with Draft Bylaws	September 2023
11. Draft Stakeholder Engagement Report	September 2023
12. Final and approved Policy and Bylaws	March 2024
13. Final Stakeholder Engagement Report	March 2024
14. Technical Support (Monitoring and Evaluation)	March 2023-September 2024
15. Capacity Building Report	October 2024
16. Project Close-Out	October 2024

## 7. PROPOSAL CONTENT

### Notes

- 7.1 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 6 above will result in the tender being disqualified.
- 7.2 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.
- 7.3 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.
- 7.4 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.

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- 7.5 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).
- 7.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, for information purposes.

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:

- 7.9 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 7.10 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.**
- 7.11 A valid BBEE status level verification certificate substantiating the bidding entities BBEE 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 BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**

**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.**

- 7.12 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.
- 7.13 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.
- 7.14 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.
- 7.15 Audited financial statements for the past three years.
- 7.16 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 7.17 The forms A to H annexed, must be scrutinized, completed in full and signed.
- 7.18 **Complete in full all information required on Annexure G: Organogram**
- 7.19 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 and H. CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on transport planning and engineering per project must be clearly demonstrated in the 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

**7.20 Complete in full all information required on Annexure D: Schedule of Completed Contracts ONLY list a maximum of 5 projects completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e. TMP/ IRPTN / IPTN that consists of Traffic/ Transport Planning components, construction projects will not qualify.**

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 (*must be clear that the project was a relevant **Transportation Planning Project***), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, transportation planning*), the value of the transportation planning component of the project, the value of the constructed works, the date when the project was started and completed (*must be between 2017 and 2022*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

**NOTE:**

**7.21 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.**

**7.22 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 H will be considered as supporting documentation.**

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

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 7.9 and 7.10 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 and 7 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

### **7.24 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 7.**
- **Item 7, 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.**

## **8. ASSESSMENT CRITERIA**

Submissions (responses to item 7 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **8.1 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 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;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state;
- 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.

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

## 8.2 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 (i.e. experience, qualifications, and memberships), to professional associations per Item 7 above),
- (iii) The experience of the company (i.e. Transport Planning and Engineering components),
- (iv) The reference letters talking to item (iii) above and,
- (v) The Methodology.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

Bidders are expected to score a minimum of **658 points**, 60% (out of **395** maximum points score able).

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	MAX POINTS	POINTS AWARDED
KEY RETURNABLE DOCUMENTS per item 7	28	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 7 herein	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure G completed in full		N/A	Y / N
		Organogram	2		
		Table 1: Project Leader/Manager: /Transport policy Researcher Info & Experience	2		
		Table 2: Senior Traffic Engineer Info & Experience	2		
		Table 3: Town / Urban Planner Info and Experience	2		
		Table 4: Architect/ Urban Designer Info and Experience	2		
		Table 5: Community Participation Consultant Info and Experience	2		
		Annexure A - H completed in full and signed.	16		

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS	
<b>CAPABILITY OF PROPOSED TEAM</b> <b>Complete Annexure G and H</b>	400	<b>PROJECT TEAM</b>			
		<b>Project Lead (Transport Policy Researcher)</b>			
		Ten years 10 years of Experience in transport policy research and/or transport policy development. (national, provincial or local level) or research outputs (publish materials)	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.	Certified proof of qualification must be provided to obtain the points.	<b>150</b>
		Evidence of working on at least three to five similar projects in terms of scale and complexity.			
		Possess a Master's Degree in Engineering or the Built Environment with a transport related research project.			
		<b>Senior Traffic Engineer (CV)</b>			
		Eight (8) years and above of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs	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		<b>50</b>
		Five to seven (5-7) years of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs			<b>30</b>
		Under five (5) years of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs			<b>10</b>
		<b>Senior Traffic Engineer (Qualifications)</b>			
A Honour's degree in civil engineering and/or traffic engineering or higher	Certified proof of qualification must be provided to obtain the points		<b>40</b>		
A Bachelor's degree in civil engineering and/or traffic engineering or higher			<b>30</b>		
Qualification of a diploma in civil engineering and/or traffic engineering			<b>10</b>		

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

	Professional registration with ECSA as Professional Engineer/ Technologist	Proof of registration must be provided to obtain the points.	<b>10</b>
<b>Urban Planner and Designer (CV)</b>			
	Eight (8) years or above of Experience in projects related to planning and design related to policy research and/or policy development. (national, provincial or local level) or research outputs	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	<b>50</b>
	Five to Seven (5-7) years or above of Experience in projects related to planning and design related to policy research and/or policy development. (national, provincial or local level) or research outputs		<b>30</b>
	Under five (5) years or above of Experience in projects related to planning and design related to policy research and/or policy development. (national, provincial or local level) or research outputs		<b>10</b>
<b>Urban Planner and Designer (Qualifications)</b>			
	An Honour's degree in Urban Planning/ Design or related	Certified proof of qualification must be provided to obtain the points	<b>40</b>
	A Bachelor's degree in Urban Planning/ Design or related		<b>20</b>
	A diploma in Urban Planning/ Design or related		<b>10</b>
	Professional registration with SACPLAN or SACAP as Professional Planner/ Architect	Proof of registration must be provided to obtain the points.	<b>10</b>
<b>Community Participation Specialist (CV)</b>			
	Eight (8) years or above of Experience in stakeholder engagement processes projects related to policy research and/or policy development and planning (national, provincial or local level) or research outputs	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	<b>50</b>
	5 to 7 years of experience in stakeholder engagement processes projects related to policy research and/or policy development and planning		<b>30</b>

**RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.**

		(national, provincial or local level) or research outputs		
		Under 5 years of experience in stakeholder engagement processes projects related to policy research and/or policy development and planning (national, provincial or local level) or research outputs		<b>10</b>
<b>Community Participation Specialist (Qualifications)</b>				
		An Honour's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)	Certified proof of qualification must be provided to obtain the points	<b>50</b>
		A Bachelor's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		<b>30</b>
		A diploma in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		<b>10</b>
<b>VARIABLES</b>	<b>TOTAL POINTS</b>	<b>CRITERIA</b>	<b>DESCRIPTION OF CRITERIA</b>	<b>POINTS</b>
<b>COMPANY EXPERIENCE Please complete Annexure D</b>	100	<b>COMPANY SCHEDULE OF COMPLETED PROJECTS</b>		
		Four or more planning projects completed	Points will only be allocated for having rendered the required services on Transportation Planning Projects related to transport policy research and/or transport policy development construction projects will not be considered	<b>50</b>
		Two to three planning projects completed		<b>30</b>
		One planning project completed		<b>10</b>
<b>REFERENCES FOR COMPLETED PROJECTS</b>				
		Four satisfactory planning project references	Points will only be allocated for having rendered the required services on Transportation Planning Projects related to transport policy research and/or transport policy development construction projects will not be considered	<b>50</b>
		Two to Three satisfactory planning project references		<b>30</b>



RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DISCIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

		One to two satisfactory project references	References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.  If any of the required information is not contained in the reference then zero points will be awarded	10
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**APPROACH AND METHODOLOGY**

VARIABLE	TOTAL POINTS	CRITERIA	MAXIMUM POINTS
D Approach and Methodology	A total of 100 points is achievable under section D, approach and methodology	<b>(a) Data Collection and Surveys</b>  Describe Data Collection & Survey Methodology A survey plan that includes the type of surveys and location of the surveys must be provided along with detailed costing including each mode as described under Scope of Works	25
D1 Approach and Methodology to the outlined 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		<b>(b) Status Quo Assessment</b>  Describe how the Status Quo assessment will address the following: A literature review A data collection plan & survey methodology Assessment of the parking system in the City from the data collection in the nodes GIS mapping of the parking system including the infrastructure and facilities	15

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMPPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

<p>methodology and the Terms of Reference.</p> <p>0 Points Copy / Paste / Limited additional information provided</p> <p>10% of the Points All items discussed, methodology is however unclear and contains gaps that are not sufficiently addressed</p> <p>65% of the Points All items discussed, methodology is CLEAR with required insight provided on how to address potential gaps and risks.</p> <p>100% of the Points All items discussed, methodology is CLEAR with EXCEPTIONAL insight provided on how to address potential gaps and risks. Gaps and risks are addressed with reference to previous experience in the specific field with specific examples listed.</p>	<p><b>(c) Parking Policy</b></p> <p>Describe how the parking policy will be developed and aspects to be covered by the policy</p>	15
	<p><b>(d) Parking Bylaw</b></p> <p>Describe how the parking bylaw will be developed and aspects to be covered in the bylaw</p>	15
	<p><b>( e ) Technical Support Maintenance Period</b></p> <p>Describe activities to be completed and the nature of support to be provided during the maintenance period</p>	10
	<p><b>( f ) Stakeholder Consultation</b></p> <p>Describe how the internal and external stakeholder engagement will be undertaken to ensure an inclusive participatory process as part of the Policy and Bylaw development</p>	10
	<p><b>( g ) Capacity Building</b></p> <p>Describe how the trainees will be integrated into the project and what skills will be transferred.</p>	10

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above.

Project information contained elsewhere in the tender submission will not be considered.

### 8.3 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 BBBEE 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 BBBEE status per the table under item 8.3.1
- Points scored will be rounded off to the nearest 2 decimal places

#### 8.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), 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
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant contributor</b>	<b>0</b>

Notes:

- 8.3.1.1 "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).
- 8.3.1.2 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 BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

- 8.3.1.3 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.
- 8.3.1.4 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.
- 8.3.1.5 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.
- 8.3.1.6 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.
- 8.3.1.7 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.
- 8.3.1.8 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.

#### 8.3.2 Formula for scoring tender price

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

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

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

## 8.4 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 :

The greater of R8 million or four contracts / projects in the current financial year or

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 :

The greater of R12 million or six contracts / projects in the current financial year or

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.

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

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

**“BID DESCRIPTION:** RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS. **BID NUMBER:** JDADF/PMP/002/2022 ”

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 17H00.

**The Tender closes at 12h00 on the 7<sup>th</sup> of September 2022**

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

**NO LATE / TELEPHONIC / FAXED / EMAILED BIDS WILL BE ACCEPTED OR CONSIDERED.**

**RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DISCIPLINARY COMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.**

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 fourteen (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:

Xoli Sithole

E-mail: [xsithole@jda.org.za](mailto:xsithole@jda.org.za)

**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**

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

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

**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	LOCATIO N	COMPANY/ EMPLOYE R	PROJECT VALUE	ESTIMATE D FEES	EXPECTED COMPLETIO N ( MONTH & YEAR)



RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.


**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.**

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

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

.....  
.....



RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

**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"/>

RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMMPANY / JOINT VENTURE WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BY-LAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

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





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

\*\*\* 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

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

I, the undersigned, in submitting the accompanying bid:

---

*for*  
**PARKING MANAGEMENT POLICY AND BYLAW FOR COJ**

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:

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

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);

**PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 24 MONTHS**

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- (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
  - (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

**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:.....

**ANNEXURE G : ORGANOGRAM** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
Project Leader/Manager: /Transport policy Researcher Info & Experience		
Senior Traffic Engineer Info & Experience		
Town / Urban Planner Info and Experience		
Architect/ Urban Designer Info and Experience		
Community Participation Consultant Info and Experience		

**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 proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.

**ANNEXURE H: CV TEMPLATE**

**TABLE 1: PROJECT LEADER/MANAGER: /TRANSPORT POLICY RESEARCHER INFO & EXPERIENCE**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>PROJECT LEADER/MANAGER: /TRANSPORT POLICY RESEARCHER INFO &amp; EXPERIENCE</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**TABLE 2: SENIOR TRAFFIC ENGINEER INFO & EXPERIENCE**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>SENIOR TRAFFIC ENGINEER INFO &amp; EXPERIENCE</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**TABLE 3: TOWN / URBAN PLANNER INFO AND EXPERIENCE**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>TOWN / URBAN PLANNER INFO AND EXPERIENCE</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	



**TABLE 4: ARCHITECT/ URBAN DESIGNER INFO AND EXPERIENCE**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>ARCHITECT/ URBAN DESIGNER INFO AND EXPERIENCE</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**TABLE 5: COMMUNITY PARTICIPATION CONSULTANT INFO AND EXPERIENCE**

Key Resource Information	
Designation:	COMMUNITY PARTICIPATION CONSULTANT INFO AND EXPERIENCE
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	