



## INVITATION TO BID

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

ADVERT DATE: 07 DECEMBER 2020

DUE TO THE COVID-19 PANDEMIC, A COMPULSORY TENDER BRIEFING SESSION WILL ONLY TAKE PLACE ON 14 DECEMBER 2020 FROM 10:00AM – 11:00AM VIA MS VIRTUAL TEAMS MEETING. INTERESTED BIDDERS ARE TO NOTIFY JDA REPRESENTATIVE'S [XSITHOLE@JDA.ORG.ZA](mailto:XSITHOLE@JDA.ORG.ZA) OR [SGCOBO@JDA.ORG.ZA](mailto:SGCOBO@JDA.ORG.ZA) BY E-MAIL BEFORE 12:00PM ON THE 10 DECEMBER 2020 SO THAT THE JDA CAN FORWARD AN MS TEAMS VIRTUAL MEETING INVITE WITH A LINK TO INTERESTED BIDDERS. QUERIES ON THE BID MAY ALSO BE FORWARDED TO [XSITHOLE@JDA.ORG.ZA](mailto:XSITHOLE@JDA.ORG.ZA) OR [SGCOBO@JDA.ORG.ZA](mailto:SGCOBO@JDA.ORG.ZA). QUESTIONS AND ANSWERS WILL BE UPLOADED ON THE JDA WEBSITE. THE LAST DAY FOR RECEIPT OF QUERIES IS 19 JANUARY 2021.

CLOSING DATE: 29 JANUARY 2021

CLOSING TIME: 12H00

BID NUMBER: JDADF/TMP-ZANDSPRUIT/004/2020

BID DESCRIPTION: RFP - PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT PLANNING AND TRAFFIC ENGINEERING, URBAN PLANNING AND COMMUNITY PARTICIPATION CONSULTANTS TO DEVELOP A TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN FOR ZANDSPRUIT AND SURROUNDING AREAS OVER 18 MONTHS.

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 7851

Contact Person: Ms C Mahlaule  
Fax: 011 688 7899

E-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@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.**

**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 .....

## **SUPPLIERS DATABASE REGISTRATION**

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website [www.csd.gov.za](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
  - Supplier Number and;
  - Supplier Registration Security Code so we can print your real time information;
  - Banking details with bank Stamp and;
  - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

### **After Transitional Period 1 July 2016**

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

### **For more information on registration, please:**

Mr. Siyambonga Gcobo on 011 688 7851

**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.

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DECEMBER 2020

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## COPY OF ADVERT

### TENDERING PROCEDURES

#### Tender Notice and Invitation to Tender

#### REQUEST FOR PROPOSALS FROM PROFESSIONAL CONSULTANTS AND/ OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT PLANNING AND TRAFFIC ENGINEERING, URBAN PLANNING AND COMMUNITY PARTICIPATION CONSULTANTS TO DEVELOP A TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN FOR ZANDSPRUIT AND SURROUNDING AREAS OVER 18 MONTHS.

The JDA is requesting proposals from experienced companies and / or joint ventures to render professional services required for the development of a Transport Master Plan for Zandspruit and Surrounding areas.

Queries relating to procurement matters may be addressed to Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [CMahlaule@jda.org.za](mailto:CMahlaule@jda.org.za)

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

Documents may be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tender portal: [www.etenders.gov.za](http://www.etenders.gov.za) on **07 December 2020**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

**Due to the Covid-19 Pandemic, a compulsory tender briefing session will only take place on 14 December 2020 from 10:00am – 11:00am via Ms Virtual Teams meeting. Interested bidders are to notify JDA representative's [xsithole@jda.org.za](mailto:xsithole@jda.org.za) or [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za) by e-mail before 12:00pm on the 10 December 2020 so that the JDA can forward an MS Teams virtual meeting invite with a link to interested bidders. Queries on the bid may also be forwarded to [xsithole@jda.org.za](mailto:xsithole@jda.org.za) or [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za). Questions and answers will be uploaded on the JDA website.**

**The last day for receipt of queries is 19 January 2021.**

**The closing date and time for receipt of tenders is 12:00pm on 29 January 2021.** Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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

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

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

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

**REQUEST FOR PROPOSALS FROM PROFESSIONAL CONSULTANTS AND/ OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT PLANNING AND TRAFFIC ENGINEERING, URBAN PLANNING AND COMMUNITY PARTICIPATION CONSULTANTS TO DEVELOP A TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN FOR ZANDSPRUIT AND SURROUNDING AREAS OVER 18 MONTHS.**

## **1. INTRODUCTION & BACKGROUND INFORMATION**

### **1.1.1 INTRODUCTION**

The Johannesburg Development Agency (JDA) is requesting proposals from experienced consulting companies or consortium/ joint ventures to render transport planning, traffic engineering, urban design and stakeholder relations services for the development of the a Transport Master Plan for Zandspruit and Surrounding Areas for a period of 18 months.

### **1.1.2 BACKGROUND INFORMATION**

The City of Johannesburg's landscape is comprised of low-density areas of settlement which lack a viable public transport system. This has led to City dwellers commuting daily, often at considerable cost, with long distances to access work and economic opportunities.

The most efficient urban form is compact, mixed land-use with an extensive public transport network that includes high intensity movement corridors complemented by walking and cycling.

The advantages of such development are that:

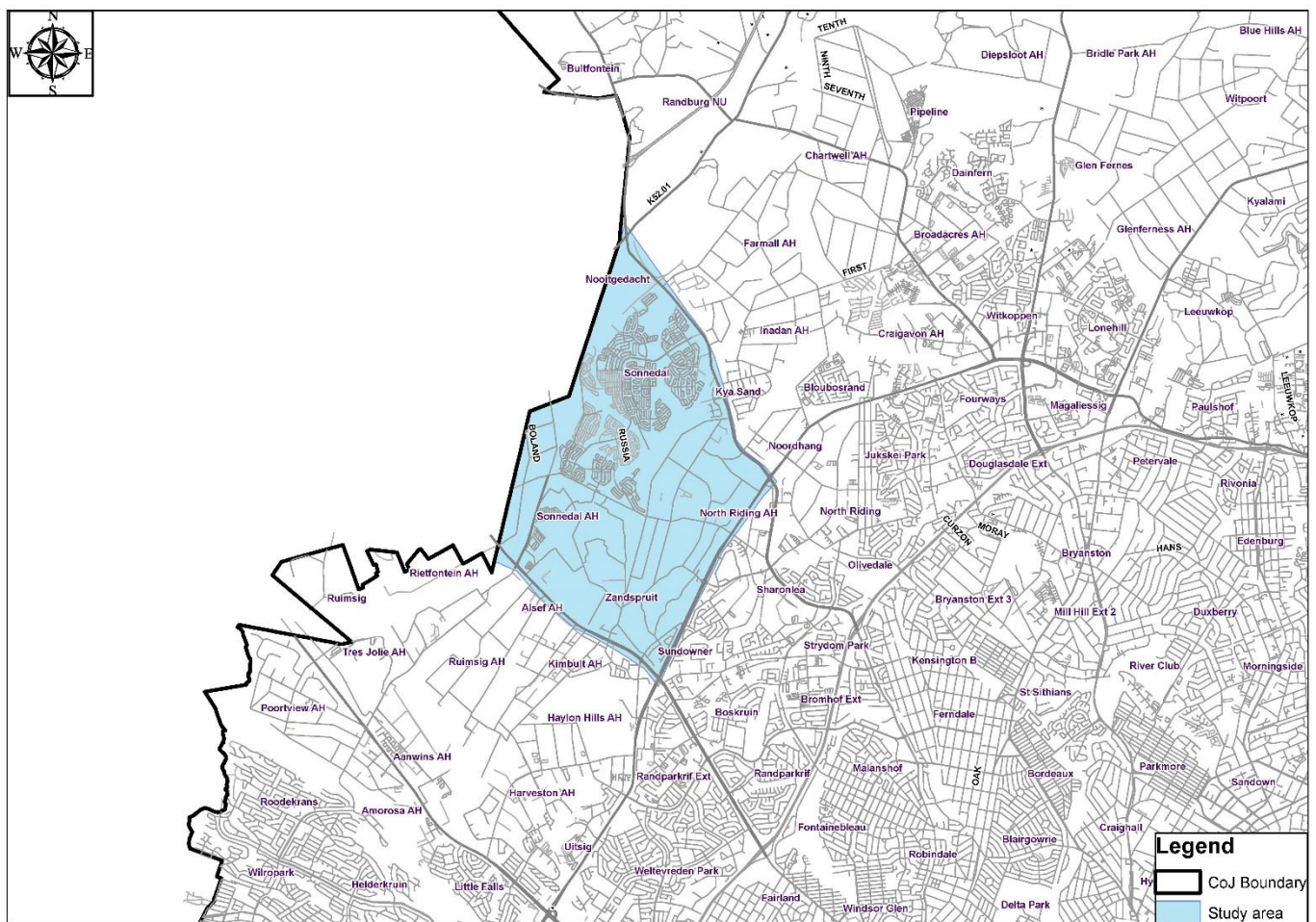
- a. The City will focus productive land use and economic activities in areas where transport infrastructure, rail and rad, area already present or being planned.
- b. Public transport will become a viable alternative because residents will live within close proximity to work, shopping and leisure opportunities.
- c. The environmental impact of public transport in high density area will be significantly smaller than in the case of low-density urban sprawl that is heavily reliant on private cars.
- d. Residents will benefit as they will not have to spend so much time and money due to the low cost of public transport
- e. The demand for private motorised transport will be reduced and the average trip length will be shortened.



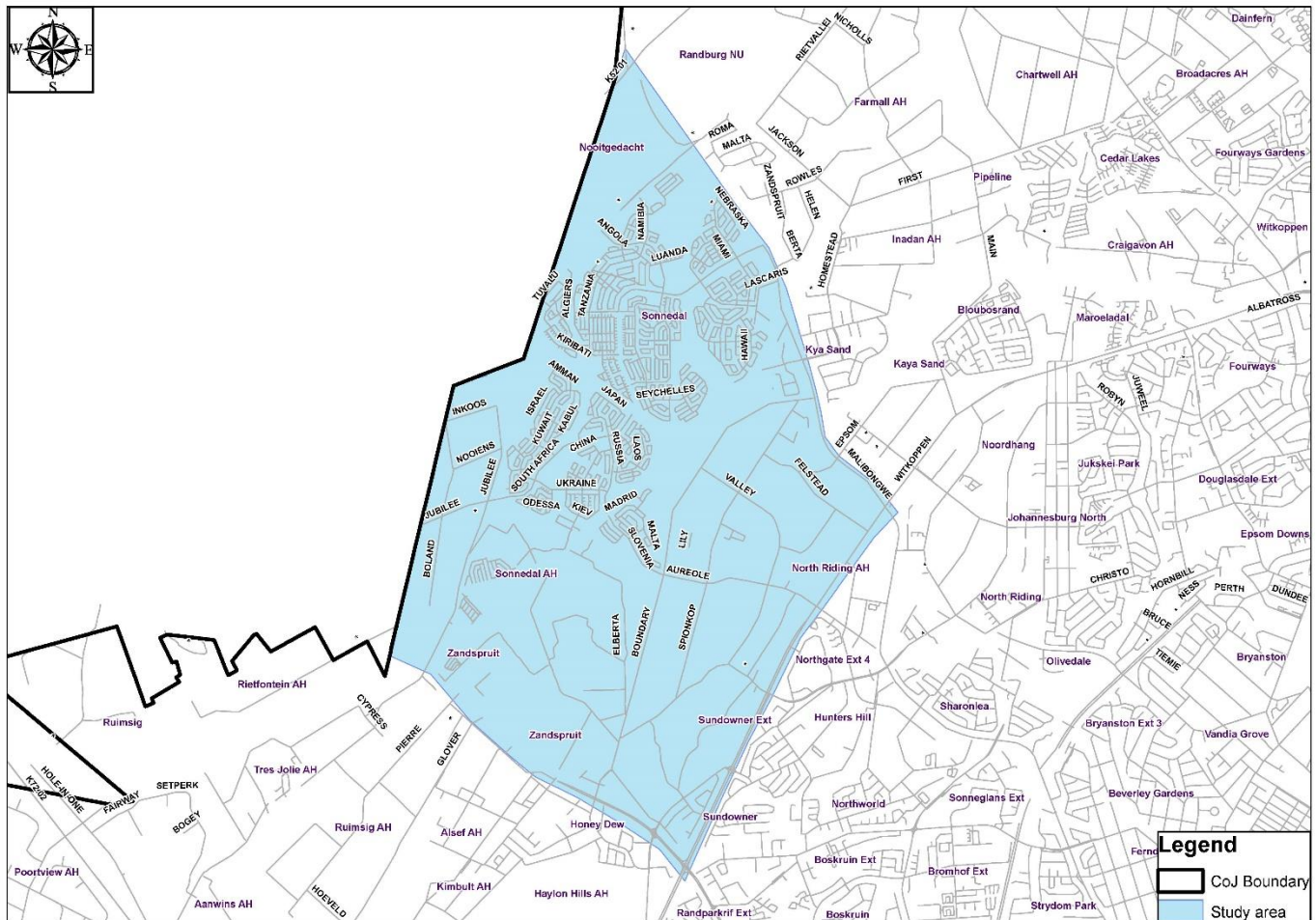
The City of Johannesburg’s Transport Department is committed to developing a feasible medium to long term solution to transport related challenges in Zandspruit and Surrounding area which complies with the principles of an efficient urban form and as such have partnered with the JDA.

## 2.2 STUDY AREA

The location of the study area for the Zandspruit and Surrounding Areas Transport Master Plan at a regional scale is indicated in **Figure 1**. The location of the study area at a site scale is indicated in **Figure 2**.



**Figure 1: Study Area at Regional Level**



**Figure 2: Study Area at Site Scale Level**

The study area is located in the north-western boundary of Johannesburg, within Region C of the City of Johannesburg Metropolitan Municipality. The focused areas of study include Zandspruit, Cosmos City, North Riding AH, Sonnedal A.H, and Malibongwe Ridge. The study area comprises of mixed-land uses that include rural residential, urban residential, informal settlements, business/ commercial and industrial areas.

According to the Spatial Development Framework(SDF) (2016), the study area is mainly located within Category 2 Deprivation Areas which is characterized as an urban sprawl development (i.e. car based, low intensity, mono-functional suburban areas) and thus present very limited options for any integrated and sustainable development.

The development strategy of deprived areas implies that connections from deprivation areas to local and regional centres of employment should be strengthened and that new development required to alleviate the

housing need in the area is focussed within walking distance from employment centres and public transport stations. The nature of these developments should be higher density typologies with associated public and social facilities and a structural logic that supports walkability and access.

This transport master plan is envisioned to contribute to the attainment of the urban form proposed in the SDF.

### **2.3 PREVIOUS AND CURRENT PLANNING PROJECTS RELEVANT TO THE STUDY AREA**

- Zandspruit Clinic
- Zandspruit Township Development
- Integrated Corridor Management project for the Diepsloot-Fourways-Randburg CBD-Sunninghill-Sandton Corridor in the City of Johannesburg
- Any other relevant plans/ projects that may be determined during the course of the project

### **3. PROPOSAL OBJECTIVES**

To take this project forward the Johannesburg Development Agency would like to invite experienced Consortium/Joint Venture of firms of consulting engineers with expertise in transport planning, traffic engineering urban planning and community participation services to submit proposals to conduct an in-depth review of the existing transport system and its relationship with land use and other changes.

Upon the completion of the in-depth review of the existing transport system and the impacts of all those interventions, the successful bidder must develop a transport masterplan and implementation plan which will provide the transport framework for the study area and guide both public and private investment in infrastructure in the study area over the next ten years. This will ensure that the City's agenda to ensure that public transport and non-motorised transport are the modes of choice by 2040 is achieved.

At a broad level the Transport Masterplan should address the City's political priorities which are as follows:

**Priority 1: Good governance**

**Priority 2: Financial sustainability**

**Priority 3: Integrated Human Settlements**

**Priority 4: Sustainable service delivery**

**Priority 5: Job opportunity and creation**

**Priority 6: Safer City**

**Priority 7: Active and engaged citizenry**

**Priority 8: Economic Development**

**Priority 9: Green-Blue Economy**

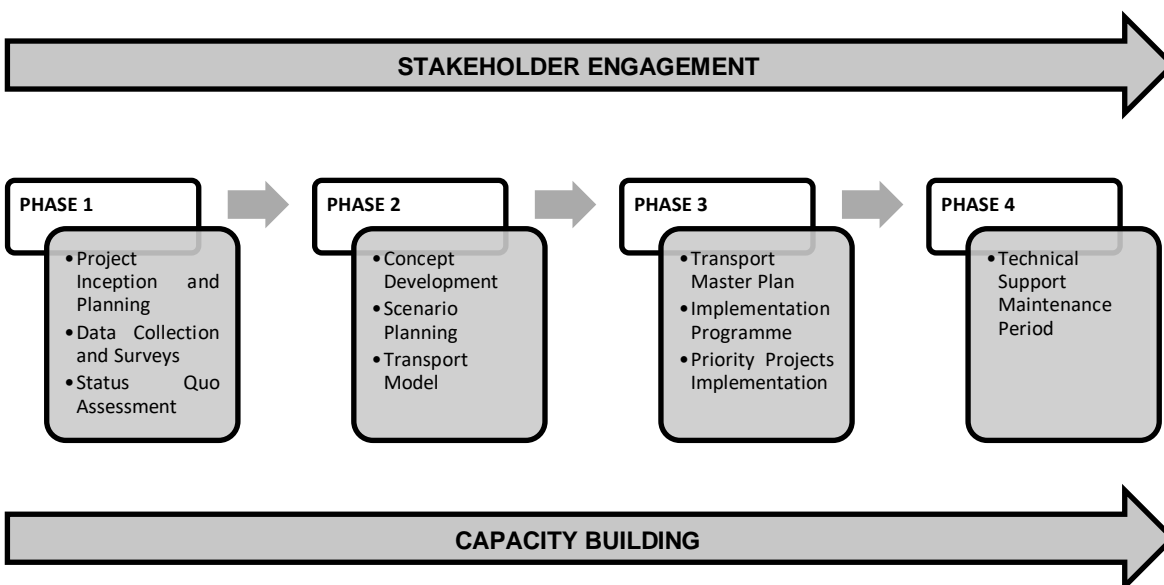
**Priority 10: Smart City**

At a precinct level, the plan should be guided by the need to:

- a. Create a compact, well connected transport that prioritizes pedestrian movement and NMT;
- b. Build distinctive and attractive public spaces.
- c. Promote public transport, non-motorised transport including universal access that is supportive of current and future land uses;
- d. Promote and enable mixed land use activities;
- e. Limit on street parking and more pro-active management of parking as a Travel Demand Management measure and freight management;
- f. Reduce dependency on private cars; and
- g. Evaluate current and future needs of public transport facilities (formal and informal)

#### 4. SCOPE OF WORK

The project has been divided into four phases as follows:



## **4.1 Phase 1: Project Inception and Planning, Data Collection, Surveys and Status Quo Assessment**

### **4.1.1 Project Inception and Planning**

The bidder will be required to present a feasible approach/methodology to undertake this transport master plan that will be 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. **Due to the Covid-19 Pandemic, delays might be experienced on the project**, the project management plan proposed must take this into consideration.

### **4.1.2 Review of Relevant Studies & Literature**

The review of all relevant City studies, policies, local and international case studies will be undertaken and should be used as a basis to this plan. The documentation that will be made available (where possible) to the successful bidder including those mentioned in section 2.3 above are as follows:

- Gauteng Household Survey, (2020)
- CoJ Land Use Scheme, (2018)
- CoJ Spatial Development Framework 2040 (SDF), (2016)
- Region C: Regional Spatial Development Framework: 2010/11 (RSDF), (2010)
- Zandspruit Urban Development Framework (UDF) 2020 (2009)
- Gauteng Household Survey, (2020)
- CoJ Household Surveys, (2013)
- Strategic Integrated Transport Plan Framework (SITPF), (2013)
- Transport Information Register (2013)
- CoJ Complete Streets Policy, (2013)
- Socio Economic Data for the Study Area
- Integrated Public Transport Network Review 2020
- All other relevant policy and legislation affecting the study area.

### **4.1.3 Data Collection**

A thorough understanding of existing conditions is needed to accurately recognize current and potential transport problems in order to develop effective solutions. The development of representative transport and

traffic simulation models are required to evaluate the performance of the current situation and a range of development alternatives.

Due to the limited available data with respect to traffic and pedestrian counts for the study area, there is a need for data collection. A traffic (motorized and non-motorised) survey plan is to be prepared and presented to the CoJ team for discussion prior to the commencement of the surveys. The survey data is to be presented in a survey report and the processed data is to be submitted with the survey report in electronic format (Excel, GIS format compatible with CoJ's and kmz format).

Data collected must enable the successful bidder to cost-effectively develop a robust and a comprehensive Transport Master Plan that will accurately represent actual conditions and form base for future year forecasts.

Detailed requirements for the transport data collection are discussed in the following sections.

**A) Site Visits**

Site visits will be required to collect additional information in order to inform the status quo assessment.

**B) Study area modal share in 2021**

The modal share of the study area needs to be determined. Input data must be collected in a consistent way for the future analysis and must consider the multi-modal nature of journeys undertaken in the City.

The modal share represents the ratio of different transport modes in the total journey from origin to destination. The difference between modal split and vehicle counting must be acknowledged because vehicle counting provides only information about traffic volume in an area.

**C) Non-Motorised Transport**

For the purposes of this project Non-motorised Transport will include, but is not limited to: pedestrians, cyclists and trolley pushers. Other forms of non-motorised transport may be identified in the process of the project. Key pedestrian desire lines throughout the study area will be identified. The bidder must undertake the following non-motorised volumes counts included but not limited to pedestrians, cyclists and trolley pushers at a sub-regional scale to determine the non-motorised transport inbound and

outbound trips from 05:00 to 19:00. The bidder shall note that the level of service for non-motorised transport adjacent to public transport nodes is an important component which needs to be evaluated.

The bidder will be expected to undertake non-motorised transport volume at key locations on the various links/pathways through the study area to determine person trips during the AM Peak Period (05:00 to 09:00), Midday Peak Period (11:00 to 14:00) and PM Peak Period (15:00 to 19:00).

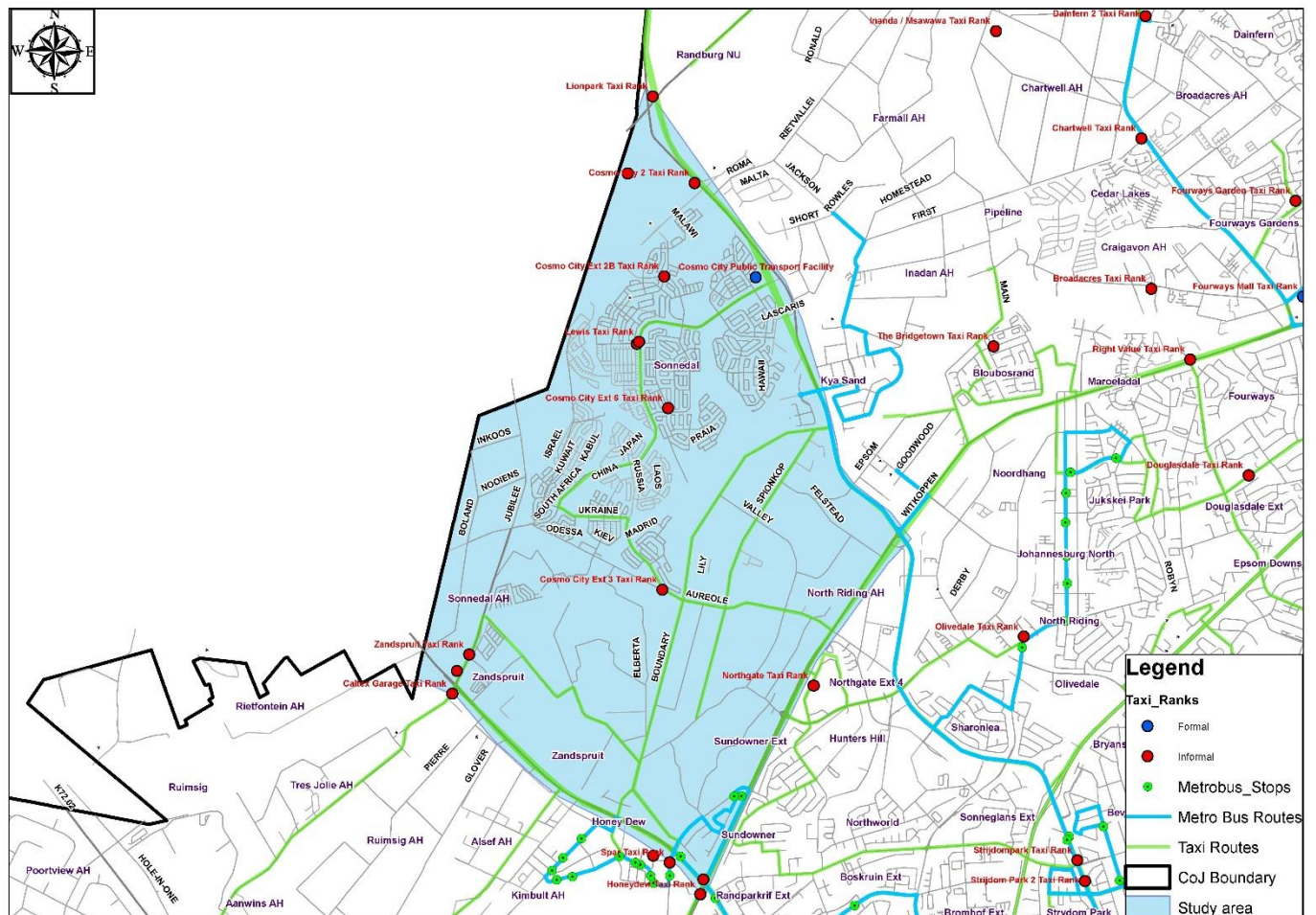
The bidder shall identify established pedestrian networks from the public transport facilities to other nodes in the area and also ascertain any existing impediments to the movement of pedestrians at these pedestrian linkages to the public transport facilities. The existing land use shall also be assessed in relation to its influence on the current pedestrian network in the area.

The existing non-motorised transport network must be assessed and any safety related issues must be identified. The bidder may make use of other research conducted on non-motorised transport (in particular research on trolley pushers) to add to the assessment of the network. The road safety statistics shall be used to determine areas in the study area which are hazardous for the movement of non-motorised transport.

The bidder shall be expected to assess the condition of the sidewalks/pathways used by non-motorised transport users and identify areas where there are impediments to the movement of pedestrians due to street furnisher, location of signage, outdoor advertising missing paving blocks, amongst others. The bidder will then be expected to place all the information on mapping which illustrates the conditions observed on site. The safety of pedestrians is important and the bidder shall assess how feelings of safety have an impact on pedestrian movement in the City.

#### **D) Public Transport**

The bidder shall collect data in order to assess all the road based public transport operations (which includes on-street and off-street operations). The existing numbers of passengers using these services to access the study area shall be determined together with the spare capacity in the existing operations (legal or illegal). The road based public transport data shall also include scholar transport services. **Figure 3** shows the known existing public transport routes and facilities in the study area.



**Figure 3: Known existing Public Transport Routes and Facilities**

The data to be obtained includes the following:

- i. Identify all public transport services and facilities and their locations within the study area
- ii. Evaluate user origins, destinations, capacities and constraints of public transport services in the study area
- iii. Consult with commuter bus operators to ascertain existing schedules. The City will assist with data gathering on existing Metrobus services, but bidder may be required to undertake site visits to confirm this data.
- iv. Consult with minibus taxi operators to understand existing operations
- v. Evaluate the capacities and constraints of public transport facilities within the study area, particularly identification of current taxi holding (formal and informal) and identification of alternative holding facilities to accommodate current and future capacity needs.



- vi. Assess existing Scholar Transport operations within the study area
- vii. Assess the existing meter taxi operations (including e-hailing services) in terms of passenger numbers, ranking and holding facilities within the study area.
- viii. Collect and assess data operations of other modes such as tuk-tuks services within the study area in term of existing volumes, origins and destinations, ranking and holding areas within the study area.
- ix. Relevant data on existing and planned Metrorail services shall be obtained from PRASA.
- x. Data on existing Gautrain services is available on the GMA's website. However, the City will assist in data gathering from GMA should there be data gaps.

**Please Note: 50% of data enumerators for public transport surveys shall include representatives of the affected public transport operators. The bidder shall make allowances for training of these enumerators prior to the undertaking of the surveys. The training costs shall include a stipend for travel costs, etc. of the enumerators.**

#### **E) Private Transport Data Collection**

- (i) The Private Transport Data Collection shall include the following:
- (ii) Site visits to collect additional, but selective information to inform the status quo assessment
- (iii) The current standard of the road network in terms of geometry, accessibility, congestion shall be reviewed
- (iv) Undertake traffic surveys at key intersections (**maximum of 50 locations**) within the study area to establish the AM and PM peak period flows and average queue lengths at intersections. Traffic surveys shall include 14 hour classified intersection turning movement (05:00 to 19:00) and 7 day electronic counts at agreed locations. The vehicle classification shall include light vehicles, heavy vehicles, minibus taxis, commuter buses and meter taxis.
- (v) Traffic journey times through the study area shall be measured to determine existing travel time by all modes from all entry to exit of the study area in all directions (south to north and vice versa and east to west and vice versa).
- (vi) Road-side Origin – Destination surveys at all entry and exits to the study area shall be conducted to enable the determination of travel characterises through the study area; i.e. number of external to external trips, external to internal trips, internal to internal trips and internal to external trips at the entry/exits to the study area.

## **F) Parking**

The bidder shall collect data on parking utilisation (off-street and on-street parking) in order to determine the existing demand for parking in the study area and the available capacity at the off-street parking facilities (public and private facilities) and on-street parking. The parking facilities' impact on traffic flow shall also be determined.

The data collected shall inform the development of the Parking Management Plan for the Zandspruit Transport Master Plan study area.

## **G) Freight Movement**

The Freight Movement Data Collection shall include the following:

- (i) Identify locations of loading and off-loading throughout the study area (inclusive of light freight/delivery services such as Mr. Delivery and Uber Eats Services)
- (ii) Identify existing freight corridors, freight volumes and periods of movement within the study area
- (iii) Identify any existing restrictions to the movement of freight in the study area.

The data collected shall be used in developing a 'Freight Management Plan' for improved management of freight in the study area.

## **H) Informal Trading**

The bidder shall identify informal trading operations undertaken within the study area. The bidder shall determine the impact of informal trading on transport system operations; in addition determine suitable solution to accommodate informal traders in the study area.

## **I) Land Use Data Collection**

The data collection requirements for this study area shall include the following:

- (i) Obtain information on City morphology and urban form – city blocks, public versus private space, building heights, urban massing, active edges, road reserves, sidewalks and road cross- sections
- (ii) Obtain information on existing land use patterns, zoning, ownership,
- (iii) Obtain information on planned developments from the City's Development Planning Department and other relevant sources.

- (iv) Obtain information and understand the planning initiatives underway, within the study area, by major property developers and institutions

### **J) Open Space Collection**

The data collection requirements shall include an audit of all open spaces (public and private) by considering the impact of these parks on pedestrian and vehicular movement need to be understood so that safety issues can be better addressed through both better designed roads and public education.

#### **4.1.4. Survey Data Collection Report**

All survey data collected as part of the development of the Zandspruit Transport Master Plan shall be presented in a survey report and the raw and processed data shall be submitted with the survey reports in electronic format (Excel) to the Client.

#### **4.1.5 Status Quo Assessment Report**

The Status Quo Assessment shall include an assessment of all data collected.

This assessment shall be compiled into the **Status Quo Assessment Report** that shall be submitted for comment/approval. The bidder shall allow for a period of two weeks (**14 days**) for comment from the CoJ before proceeding to the next phase of the project. Thereafter, the bidder shall revise the report (where applicable) and submit revised report within 7 days to the Client.

The bidder shall allow for this comment period in the proposed program before proceeding to the next phase of the project.

The assessment of the transport data shall include an understanding of all factors affecting the functioning of the existing transport system. The identification and evaluation of the current transport problems within the study area and the causes of the identified transport problems shall be assessed.

Each component of the existing transport system shall be analysed and mapping of the existing transport system and facilities shall be prepared.

The mapping, which shall be included in the status quo assessment report, shall include, but may not be limited to the following:

- Study area scale – demographics and modal share
- Regional scale roads
- Sub- Regional Scale – inbound and outbound vehicle demand, inbound and outbound person trips
- Study area scale – movement (people and vehicles), inbound and outbound (AM and PM peak periods)
- Study area scale – total traffic volumes per hour for 14 hour day (all study area entrances)
- Study area scale – total daily traffic volumes of major routes into the study area
- Regional Scale – BRT Planning and Implementation, with operational data (if applicable)
- Study area scale – BRT Planning and Implementation, with operational data (if applicable)
- Regional Scale – Bus transport movement/routes
- Study area scale – Bus transport, with operational data
- Regional scale – Rail Planning, with operational data
- Study area scale – Rail Planning, with operational data
- Regional scale – Minibus taxis movement with associated volumes
- Study Area Scale - Minibus Taxi Facilities (formal and informal) – Existing utilisation, and capacity.
- Study area scale – Public transport facilities and (Rail Transport and Road based public transport)
- Study area scale – Public transport routes (including buses, taxis and tuk tuks)
- Study area scale – Non-motorised transport routes (including pedestrians, cyclists and trolley pushers)
- Regional scale – Freight movement with associated volumes
- Study area scale – freight movement/routes with associated volumes
- Study area scale – On-street and off-street parking location with associated utilisation levels
- Study area scale – Informal trading location and numbers
- Study area scale – City morphology & Urban Form, Active Edges
- Study area scale – City blocks – built form, public versus private space, building height, urban massing
- Study area scale – Public versus private parks, identified pedestrian movement to and from parks and any safety related issues.
- Study area scale- assessment of signalised intersections network from JRA data to assess efficiency and functionality of the system.

The status quo assessment of the land use will provide a clear and accurate understanding of the present role and function of the study area and this will provide a basis for the transport plan, as a development perspective will be developed from the land use analysis. The status quo assessment shall evaluate the audit of the existing parks and shall detail current activity patterns, visual and physical relationships, connectivity, quality, scale, safety, challenges and opportunities.

In summary, the Status Quo Assessment Report shall include an assessment of the existing transport system, the existing land use and existing open space network within the study area.

## **4.2 Phase 2: Concept/ Ideation Development, Scenario Planning And Modelling**

### **4.2.1 Develop Transport Vision**

The bidder shall develop the transport vision for the study area in collaboration with the Client and relevant City departments and entities.

### **4.2.2 Transport Development Concept / Ideation**

The bidder shall critically assess all identified issues, problems and opportunities from the status quo assessment with a focus on integrating issues across modes and transport system components. This stage will include the development and testing of initial ideas or proposals for transport development options. Inputs from the land use assessment and the role of BRT, commuter buses, minibus taxis, rail, NMT, metered taxis and freight are key inputs into the transport planning process.

### **4.2.3 Scenario Planning (Land Use and Mode of Transport Growth)**

In order to deal with increasing congestion levels, it is necessary to quantify motorized trips.

#### **a. Land Use Scenarios**

Using the ITN's Spatial Distribution, the bidder shall determine the potential development of the study area by determining the maximum trip generation by different future and existing land uses.

The ITN has a base of 2014, 2025 and 2040 year land use model. For this project, it is required that the bidder will update and extend the micro-simulation model for the area taking into account the outcomes of the ITN. The CoJ Transport Model will be made available to the successful bidder.

## **b. Development of the Simulation Transport Model**

The aim of the development of the traffic model is to evaluate the impact of the transport demand on the existing road network. However, non-motorised transport must be prioritized and the expected future pedestrians and cyclists shall be accommodated.

The service provider will be required to:

- i. Extract travel demands for the study area from the existing CoJ strategic model. It is important that the bidder understands the level to which the strategic model has been calibrated as it will be necessary to make further adjustments to the demand to ensure that the micro-meso simulation model is fit for purpose.
- ii. Disaggregate zoning to adjust the Strategic Visum Matrix to smaller zones for micro-simulation model matrix.
- iii. Calibrate the base year demand model to develop a 2021 operations model reflecting the actual traffic flow patterns (restricted by road network supply capacity)
- iv. Validate the base year demand to a sufficient degree of accuracy
- v. Preparation of Base Model Development Report (Interim Report) which will include data collected, network development, model calibration, model validations and demonstrate that model is fit for purpose.
- vi. Prepare up to three development and traffic demand scenarios for Base year, 5 year and 10 year horizons based on obtained land use and transport system information. The ultimate scenarios will be agreed upon with the Client.
- vii. Develop 5 and 10 year design year traffic models for the evaluation of road network upgrades (if any) required to accommodate the expected future travel demand.
- viii. Preparation of Model Scenarios and Options Report which will include the summary of the scenarios, methodology of assessment of scenarios, evaluation of scenario results, model source data and modelling assumptions and electronic copies of model input file with description of the data files

## **4.3 Phase 3: Transport Master Plan, Implementation Programme and Projects**

### **4.3.1 Transport Master Plan**

Using the travel demand results, the bidder is required to develop a Zandspruit and Surrounding Areas TMP that maximizes development potential of the area and supports the future road network in the wider area.

The Zandspruit and Surrounding Areas TMP will be prepared as a report and shall have supporting detailed drawings (AutoCAD, GIS and pdfs) showing all the proposed interventions, which will address the following aspects:

- a. Roads Hierarchy Plan
- b. Plan showing the supply and demand of public transport in the study area
- c. Identification of public transport facilities including formal and informal holding and ranking together with the capacities and utilisation (including on-street ranking) and gaps in the provision of public transport services/facilities in the study area
- d. Plan showing where all public transport modes need to operate (buses, BRT, minibus taxis and meter taxis and tuk tuks) with due regard to the routes identified in the Integrated Public Transport Network
- e. Public transport and non-motorised transport safety improvement plan. Assess existing Scholar Transport operations within the study area
- f. Scholar Transport Plan
- g. NMT network for the study area and linkages to the existing and planned Open Space/key land uses in the study area ;
- h. Plan showing supply and demand for all the existing on-street and off-street public and private parking;
- i. Traffic Model illustrating the effect of growth that includes expected traffic volumes, vehicular volumes and pedestrian volumes;
- j. Traffic signal optimisation plan including intersection design review and signalised time intersections adjustment to improve transport movements in the study area
- k. Freight management plan for the Inner City
- l. Accommodation of Informal Traders (whether on-street or off-street) in accordance with the City of Johannesburg's Complete Street Guidelines and Informal Trader Policy, By-Laws and Plan.
- m. Accessibility including compliance to universal access guideline.
- n. Appropriate and implementable Travel Demand Measures for the Study Area (Park n ride, carpooling, amongst others)
- o. Recommendations for Land Use Plan for the study area from the Transportation Perspective

#### 4.3.1 Implementation Programme and Projects

The TMP shall include an extensive implementation plan including the following:

- a. The prioritized and sequenced implementation strategy which takes into account infrastructure planning, urban management as well as dependencies that influence the phasing and roll-out of the various infrastructural interventions including indicative costs for each intervention.
- b. The development of prioritised implementation plan shall consider planned infrastructure from other City Departments and entities.
- c. Plan proposing detailed interventions with associated indicative costs for implementation;
- d. Maps showing proposed projects including roads, road reserves, etc. Phasing of projects must be clearly indicated on the plan.
- e. **A detailed implementation plan for two further prioritised projects, to be determined together with the Client. The detailed implementation plans must include land requirements, project readiness (template to be provided by the Client), full estimated costing, key risks and opportunities and workplan detailing work required for full implementation. The economic benefits of project implementation on the study area must also be determined.**

#### 4.4 Phase 4: Technical Support Maintenance Period

The successful bidder will be expected to attend to queries and provide additional information on the Transport Model to the City for 3 months after the complete Master Plan project handover. The cost of the maintenance shall be included in the total cost.

#### 4.5 Stakeholder Engagement

It is essential that the end user-communities, pedestrians, public transport users and general motorists be engaged in co-research, co-ideation, and co-design of solutions for this plan. Stakeholder engagement is crucial for ensuring that projects can successfully be completed. Thorough stakeholder engagement allows for full representation of all stakeholders ensuring consensus can to be achieved, and limiting contention during the development of the plan. 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 Transport Planners. 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 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 Zandspruit and Surroundings TMP.

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 service provider 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:

- Ensure sufficient and meaningful stakeholder engagement and collective visioning,
- Utilise various co-production techniques that ought to be designed and developed in collaboration with the entire project team.
- Therefore, the transport planners and urban planner/ designer will play a critical role in these engagements, particularly with regards to preparing mapping content and interpreting inputs into spatial proposals.
- The administrative functions of these engagements will be the primary responsibility of the Community Participation Consultant 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 to engage other contributing departments throughout the TMP 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 TMP. The project program should be designed to 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.

The process for Mayoral Committee approval includes engaging the internal structures such as Section 79 Committee, Technical Executive Management Team (EMT), Sub-Mayoral Committees amongst others, this processes can take up to 1 month. The successful bidder needs to take this into consideration when developing the project plan.

**Table 1: Key internal and external stakeholders (not limited to):**

Internal	External
<p>City Departments/MOEs;</p> <ul style="list-style-type: none"> <li>• Section 79 Transport Committee;</li> <li>• Public Safety and Johannesburg Metro Police Department (JMPD)</li> <li>• Emergency Management Services (EMS)</li> <li>• CRUM - Citizen Relation and Urban Management in Region C</li> <li>• Johannesburg Intermodal Planning Committee (JIPC)</li> <li>• Provincial Transport and Gautrans Management</li> <li>• And any other Government departments and fora that the client and the bidder may identify</li> <li>• Ward Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Resident Associations</li> <li>• Businesses</li> <li>• Business Associations</li> <li>• Property Owners/ Developers</li> <li>• Informal Traders</li> <li>• Taxi drivers and Associations (does not include negotiations only consultation on routes and passenger numbers)</li> <li>• Consulting Engineering Firms</li> <li>• Public Transport Commuters</li> <li>• Commuter Bus Operators</li> <li>• Minibus taxi associations such as the Northern Transport Liaison Committee (NTLC)</li> <li>• Scholar Transport Operators</li> <li>• Meter Taxi operators</li> </ul>

All bidders shall make allowance for **37** stakeholder meetings. This **excludes eighteen (18)** project steering meetings that will be part of the agreed project plan.

- Internal Stakeholder engagements **5** meetings
- External Public Participation **37** meetings

Allowance should also be made for additional meetings where required.

The successful bidder through the CPC will be required to provide a Stakeholder Engagement Strategy that details the approach to be adopted in undertaking consultation for the project whilst complying with Covid

19 Regulations. The Strategy should entail a stakeholder engagement plan with indicative stakeholder consultation programme. The Strategy should indicate how and when various methods of communication (meetings – virtual or face to face, email, social media, newspapers, and posters) will be applied. The CPC should:

- a. Map key stakeholders
- b. Develop a Stakeholder Engagement Strategy and Plan with Schedule (including planning for compliance with Covid-19 regulations)
- c. Develop and run a communication plan for the consultation process
- d. Take minutes at meetings and ensure the timeous dissemination of minutes to the project steering group and various other groups. Proof of meetings will be required in the form of agendas, minutes and attendance registers.

Make presentation at formal committee briefings and provide presentation materials.

Set up an email address and respond to queries received on the project as well as to receive and consolidate comments on the Master Plan project and respond to these comments.

Arrange meeting logistics such as arranging relevant stakeholders required in meetings, meeting venues, audio visual material and equipment, and catering. Related costs should be included under the Stakeholder Engagement section of the Pricing Schedule.

The whole project team will be required at the monthly eighteen (18) project steering committee meetings. It is expected that the CPC will be at all meetings with internal and external stakeholders, however the successful bidder should allocate the team efficiently and only members required for information retrieval and presentations when required should attend engagements with Internal and External stakeholders. However, team members who do attend meetings with stakeholders should be able to represent all project information adequately at that meeting.

#### **4.6 Project Management and Coordination**

The successful bidders 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 service provider 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.

#### **4.7 Project Deliverables**

4.7.1 The project deliverables will include the following:

1. A Project Inception Report
2. Survey Plan Report
3. Data Collection Report
4. Status Quo Assessment Report
5. Transport Development Concept Report
6. Transport Model Report
7. A Zandspruit and Surrounding Areas Transport Master Plan
8. Stakeholder Engagement Strategy and Plan
9. Stakeholder Consultation and Stakeholder Report
10. Implementation Programme
11. Prioritised Implementation Projects
12. Capacity Building Report

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.

#### **4.7.2 Progress Reports**

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

- **Hard Copy:** 3 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.

#### **4.7.3 Draft Documents**

- **Hard Copy:** 3 colour hard copies of the draft documents (bound, may be printed double-sided)

- **Soft Copy:** 3 CD-Roms/ Flash Drive/ USB of the draft products in PDF (Acrobat) and Word file format.

#### 4.7.4 Final Documents

- **Hard Copy:** 3 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** 3 CD-Roms/ Flash Drives/ USB 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.

#### 4.7.5 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 Transport Master plan 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.

#### 4.7.6 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 Traffic model 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.

\* 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.

#### 4.8 PROJECT DELIVERABLES PER DISCIPLINE

Table 3: Deliverables per professional

<p>Project Leader/Manager: traffic/transport engineer/technologist</p>	<ul style="list-style-type: none"> <li>• Project Management and Reporting</li> <li>• Project Inception and Planning Report</li> <li>• Survey Plan</li> <li>• Data collection and surveys Report</li> <li>• Status Quo Assessment Report</li> <li>• Transport Concept</li> <li>• Scenario Planning</li> <li>• Transport Model</li> <li>• Transport Master Plan</li> <li>• Implementation Programme and Projects</li> <li>• Technical Support Maintenance Report</li> </ul>
<p>Traffic Engineer/ Technologist</p>	<ul style="list-style-type: none"> <li>• A survey/data collection report with accompanying data in an electronic format</li> <li>• Status quo assessment report</li> <li>• Raw Data in required format</li> <li>• Transport development concept report</li> <li>• Transport model report</li> <li>• A Transport Master Plan</li> <li>• Prioritised Implementation Plan</li> </ul>
<p>Transport Planner/Modeller</p>	<ul style="list-style-type: none"> <li>• Transport development concept report</li> <li>• Transport model report</li> <li>• A Transport Master Plan</li> <li>• Detailed implementation plans (3)</li> <li>• Road Safety Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Presentations for Stakeholder Consultation</li> <li>• Capacity Building report</li> <li>• Project Handover report</li> </ul>
Urban Planner/ Designer	<ul style="list-style-type: none"> <li>• Land Use and built form Analysis</li> <li>• Open and Public Space Analysis</li> <li>• Movement and Connectivity             <ul style="list-style-type: none"> <li>○ Input into:</li> </ul> </li> <li>• Transport Development Concept Report</li> <li>• Transport Model Report</li> <li>• Transport Master plan</li> <li>• Land Use and Land Readiness input into the detailed implementation plans</li> </ul>
Community Participation Consultant	<ul style="list-style-type: none"> <li>• Prepare a Stakeholder Engagement Strategy and Plan</li> <li>• Arrange and administer stakeholder meetings, including full documentation of meetings agenda, minutes and photographic and audio recordings were required</li> <li>• Prepare a Draft Stakeholder Engagement Report for each phase of engagement and incorporated into the final report</li> <li>• Prepare a Final Stakeholder Engagement Report with all engagement reports and a summary of engagements</li> </ul>

#### 4.9 CAPACITY BUILDING

In the quest to ensure that City officials and anyone associated with the City has the necessary skills required to undertake our 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 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. **Bidders will be required to use this project to mentor a minimum of two professional staff members that the Client will choose from the beginning up to handover of the project.** Based on this, 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. **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.

#### 4.10 **SUBCONTRACTING REQUIREMENTS**

CoJ promotes enterprise development. In this regard, successful bidders are required to subcontract a minimum **15%** of the contract value to one of following designated groups as contemplated in the Preferential Procurement Regulations of 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act, 2017 (Act No. 5 of 2000):

1. an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people;
2. an EME or QSE which is at least 51% owned by black people who are youth;
3. an EME or QSE which is at least 51% owned by black people who are women;
4. an EME or QSE which is at least 51% owned by black people who disabilities;
5. an EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
6. a cooperative which is at least 51% owned by black people;
7. or an EME or QSE which is at least 51% owned by black people who are military veterans;

### **5. PROFESSIONAL FEES AND PROJECT MILESTONES**

#### **5.1 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 4: Pricing Table**

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
<b>1</b>	<b>PROJECT INCEPTION AND ADMINISTRATION</b>				
1.1.	Project planning, and preparation of the Inception Report	Item	R		
1.2	Project Management, administration, client liaison and steering committee	Monthly rate	18		R
1.3	Steering committee meetings monthly (Virtual Meetings)	Monthly rate	12		R
1.4	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Physical meetings where allowable, dependent on State of Emergency Level)	Monthly rate	6		R
<b>2.</b>	<b>DATA COLLECTION</b>				
2.1	<b>TRANSPORT DATA</b>	Item	R		
2.1.1	Modal Share Data	Item	R		
2.1.2	14 hour classified intersection traffic counts	No.	50		R
2.1.3	14 hour Roadside Station O-D Surveys	No.	10		R
2.1.4	Journey Time Surveys (AM, Midday and PM peak period)	km	30		R
2.1.5	14 hour classified NMT counts (pedestrian, cyclists, trolley pushers and others) counts	No.	50		R
<b>2.1.6</b>	<b>BUS OPERATIONS</b>				
a)	Commuter Bus (Metrobus)	Item	R		
b)	Commuter Bus (PUTCO)	Item	R		

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
c)	Commuter Bus (Other)	Item	R		
d)	Long-distance Bus Operations- if applicable	Item	R		
<b>2.1.7</b>	<b>MINIBUS TAXI OPERATIONS</b>				
2.1.7.1	<b>Formal Taxi Ranks</b> (to be confirmed with client – may include one or two additional ranks under Other)				
a)	Taxi Rank located within Zandspruit	No	1		R
b)	Taxi Rank located Cnr United States of America Ave and South Africa Drive	No	1		R
c)	Taxi Rank located inside Cosmo Mall	No	1		R
h)	Other	No	2		R
i)	External Costs to Public Transport Operators associated with data gathering for public transport operations.	Fixed Price			R 96 000.00
2.1.7.2	<b>Informal Ranks</b> (to be confirmed with client – may include one or two additional ranks under Other)				
a)	Cnr Beyers Naude Drive and Northumberland Avenue	No	1		
b)	Cnr Beyers Naude Drive and Blueberry Drive/ Honeydew Drive	No	1		
c)	Cnr Beyers Naude Drive and Marina Street	No	2		
e)	Cnr South Africa Drive and Malibongwe Drive	No	1		

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
f)	Other	No	2		
2.1.8	METERED TAXI OPERATIONS	Item	R		
2.1.9	SCHOLAR TRANSPORT SERVICE OPERATION	Item	R		
2.1.8	PARKING DATA (On-street & Off-street) (Public and Private)	Item	R		
2.2	LAND USE DATA	Item	R		
2.3	OPEN SPACE DATA	Item	R		
2.4	DATA COLLECTION REPORT	Item	R		
<b>3.</b>	<b>STATUS QUO ASSESSMENT</b>				
3.1	Desktop Study	Item	R		
3.2	Transport System Analysis	Item	R		
3.3	Land Use Analysis	Item	R		
3.4	Open Space Analysis	Item	R		
3.5	Status Quo Report	Item	R		
<b>4</b>	<b>TRANSPORT DEVELOPMENT CONCEPT</b>				
4.1	Transport Concept Report	Item	R		
<b>5</b>	<b>STRATEGIC MODEL INPUTS</b>				
5.1	Extract travel demands for the study area from the CoJ's Strategic model	Item	R		

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
5.2	Extract travel demands for the study area from the CoJ's Strategic model	Item	R		
<b>6</b>	<b>SIMULATION MODELLING</b>				
6.1	Develop the detail network for the Simulation Model up to intersection level.	Item	R		
6.2	Detail matrix development and adjustment for public transport and NMT.	Item	R		
6.3	Calibration of the AM and PM peak hour base models to reflect the current network operating against traffic counts and travel time surveys.	Item	R		
6.4	Base Model Development Report (Interim Report)	Item	R		
6.5	Prepare up to three development and traffic demand scenarios for the base year, 5-year and 10-year horizons.	Item	R		
6.6	Preparation of Model Scenarios and Options Report (Final model report)	Item	R		
<b>7</b>	<b>Transport Master Plan</b>				
7.1	Preparation of the Draft Transport Master Plan	Item	R		
7.2	Preparation of the Final Transport Master Plan	Item	R		
<b>8.</b>	<b>IMPLEMENTATION PLAN</b>				
8.1	Preparation of the Draft Implementation Programme and Projects	Item	R		
8.2	Preparation of the Final Implementation Programme and Projects	Item	R		

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
<b>9.</b>	<b>STAKEHOLDER CONSULTATIONS AND FOCUS GROUP DISCUSSIONS</b>				
9.1	Stakeholder Engagement Strategy	Item	1		R
9.2	Stakeholder mapping/ database	Item	1		R
9.3	Stakeholder communication plan and Schedule	Item	1		R
9.4	Cost of communication materials (e.g., newspaper advertisements). Newspapers adverts for consultation on the Draft Transport Masterplan, A5 notice to <b>appear</b> once in 'The Star', 'The Sowetan', 'Business Day' and 'Local Newspapers'	Item	1		R
9.5	Arrange and administer stakeholder workshops	Item	37		R
9.6	Prepare a Draft Stakeholder Engagement Report per phase	Item	3		R
9.7	Prepare a Final Stakeholder Engagement Report	Item	1		R
<b>10.</b>	<b>CAPACITY BUILDING</b>				
10.1	Salaries for the in-service trainees (to be paid from the successful bidder, as per allocation indication here) (Minimum 2 trainees for a period of 12 months)	Item	12	12000	R 144 000
10.2	Administration costs associated with 10.1 (Please specify in your methodology the specific items)				
<b>11.</b>	<b>TRANSPORT MODEL MAINTENANCE</b>				
11.	Transport Model Maintenance Period for 3 months	Item		R	

Item	Description	Type	Quantity	Rate	Price (vat exclusive)
12.	<b>OTHER</b>				
12.1	Disbursements	Item	R		
	<b>Total excluding VAT</b>				R
	<b>VAT (15%)</b>				R
	<b>Total including VAT</b>				R

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 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

## 5.2 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 18 months from date of award. The indicative critical milestones for this project are illustrated in **Table 3**.

This project should be completed and handed over to the City by end of 18 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**

Milestone	Date
1. Tender publication	December 2020
2. Tender closure	January 2021
3. Awards completed	May 2021
4. Project Inception Report	May 2021
5. Survey Plan	May 2021
6. Stakeholder strategy, Communication Plan and Schedule	May 2021
7. Literature Review and Studies	July 2021
8. Data Collection and Analysis- Phase 1	September 2021
9. Status Quo Assessment Report – Phase 1	November 2021
10. Transport Concept Development Plan & Scenario Planning	January 2022
11. Draft Transport Masterplan	March 2022
12. Data Collection and Analysis – Phase 2	May 2022
13. Final Status Quo Assessment Report – Phase 2	July 2022
14. Final Transport Masterplan	September 2022
15. Project Handover	November 2022
16. Maintenance Period	February 2023

## 6 PROPOSAL CONTENT

### Notes

- 6.1 **Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.**
- 6.2 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.
- 6.3 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.

- 6.4 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.
- 6.5 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).
- 6.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

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

The following minimum documentation must be provided:

**6.7 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**

**6.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**

6.9 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

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

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

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

6.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

6.11 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.



6.12 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

6.13 Audited financial statements for the past three years.

6.14 Details of directors / partners / members and shareholders with certified copies of their identity documents.

6.15 The forms A to H annexed, must be scrutinized, completed in full and signed.

### **6.16 Complete in full all information required on Annexure G: Organogram**

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

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

- detailed CV's for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [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

### **6.17 Complete in full all information required on Annexure H: 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 2015 and 2020*) 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:**

- 6.18 **Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters.**

*Only letters from the client or documents signed and stamped by the client will be accepted.*

- 6.19 *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.*

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

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

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

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

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.7 to 6.17*
- *Item 6.11 MUST be addressed by each member of the consortium / joint venture*
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

## **7 ASSESSMENT CRITERIA**

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

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **7.1 Compliance**

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;

- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who 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.

## 7.2 Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 6.10 above) and (iii) the experience of the company (i.e. Transport Planning and Engineering components).

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 **346 points**, 65% (out of 532 maximum points score able).

Variables	Total Points	Criteria	Description of criteria	Max Points	Points Awarded
<b>KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein</b>	<b>22</b>	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.19 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 A (in full and signed)		N/A	Y / N

	Annexure B completed in full and signed		N/A	Y / N
	Annexure C completed in full and signed		N/A	Y / N
	Annexure D completed in full and signed		N/A	Y / N
	Annexure E completed in full and signed		N/A	Y / N
	Annexure F completed in full and signed		N/A	Y / N
	Annexure G completed in full	Point will only be awarded if all tables are completed in full and includes relevant Planning Project Experience		
	<ul style="list-style-type: none"> <li>• Organogram</li> </ul>		2	
	<ul style="list-style-type: none"> <li>• Table 1: a. Project Leader/Manager: traffic/transport engineer/technologist Info &amp; Experience</li> </ul>		2	
	<ul style="list-style-type: none"> <li>• Table 2: Traffic Engineer/ Technologist Info &amp; Experience</li> </ul>		2	
	<ul style="list-style-type: none"> <li>• Table 3: Town Planner/ Urban Designer / Info and Experience</li> </ul>		2	
	<ul style="list-style-type: none"> <li>• Table 4: Transport Modeller/ Planner Info and Experience</li> </ul>		2	
	<ul style="list-style-type: none"> <li>• Table 5: Community Participation Consultant Info and Experience</li> </ul>		2	
	Annexure H completed in full		10	
	Company Completed Projects			

Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	290	<b>PROJECT TEAM</b>		
		<b>Project Leader/Manager: traffic/transport engineer/technologist</b>		
		Minimum of 10 years of experience as a lead in Transport Master Plans with a Bachelors Degree or equivalent in civil and/or	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.	100

	traffic/transport engineering registered with ECSA as Professional Engineer/ Technologist	Certified proof of qualification must be provided to obtain the points.  Proof of registration must be provided to obtain the points.	
<b>Traffic Engineer/ Technologist</b>			
	<b>Minimum Five (5)</b> minimum of 5 years of experience in a senior role on Transport Masterplans	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	25
	<b>A Honours Degree</b> in civil and/or traffic/transport engineering	Certified proof of qualification must be provided to obtain the points	15
	<b>A Bachelor's</b> degree in civil engineering and/or traffic engineering		10
	Qualification of a <b>diploma</b> in civil engineering and/or traffic engineering		5
	Professional registration with ECSA as Professional Engineer/ Technologist	Proof of registration must be provided to obtain the points.	10
<b>Transport Modeller/ Planner</b>			
	<b>Minimum five (5)</b> years' experience on Transport Master Plans	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	25
	<b>A Honours degree</b> in civil engineering and/or traffic engineering	Certified proof of qualification must be provided to obtain the points	15
	<b>A Bachelors degree</b> in civil engineering and/or traffic engineering		10
	<b>A diploma</b> in civil engineering and/or traffic engineering		5
	Professional registration with ECSA as Professional Engineer/ Technologist	Proof of registration must be provided to obtain the points.	10
<b>Urban Planner/ Designer</b>			
	<b>A Minimum of five (5)</b> years of post-qualification experience in Town and Regional	CV's must show projects, values, roles played and period. If any information is not	25

		Planning and Urban Design (both strategic and statutory planning will be considered) with a focus on land use planning and urban design in relation to Transport Planning	contained in the CV then zero points will be awarded	
		A <b>Honours degree</b> in Urban/ Planning, Urban Design and/ or Architect	Certified proof of qualification must be provided to obtain the points	15
		A <b>Bachelors degree</b> in Urban/ Planning, Urban Design and/ or Architect		10
		A <b>diploma</b> in Urban/ Planning, Urban Design and/ or Architect		5
		Professional registration with SACPLAN or SACAP	Proof of registration must be provided to obtain the points.	10
<b>Community Participation Consultant</b>				
		<b>Minimum ten (10) years'</b> experience as lead community participation consultant with experience in planning and executing professional stakeholder engagement processes. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	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	25
		A <b>Bachelor's degree</b> 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	15
		A <b>diploma</b> in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		10

Variables	Total Points	Criteria	Description of criteria	Points

<b>COMPANY EXPERIENCE per item 6 and Annexure H</b>	<b>100</b>	<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 (TMP/ IRPTN/ IPTN) <b>construction projects will not be considered</b>	50
		Two to three planning projects completed		30
		One planning project completed		10
		<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 (TMP/ IRPTN/ IPTN) <b>construction projects will not be considered</b>  <b>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.</b>  <b>If any of the required information is not contained in the reference then zero points will be awarded</b>	50
		Two to Three satisfactory planning project references		30
One to two satisfactory project references	10			

<b>APPROACH AND METHODOLOGY</b>			
	<b>Total Points</b>	<b>Criteria</b>	<b>Maximum Points</b>
<b>D Approach and Methodology</b>	<b>A total of 130 points is achievable under section</b>	<b>a. Data Collection and Surveys</b> Describe Data Collection & Survey Methodology A survey plan that includes the type of surveys and location of	25

<p>D1</p> <p>Approach and Methodology to the outlined scope of Works</p> <p><b>Points will be awarded according to the quality, completeness and insight shown into this type of project as it relates to each item defined in the methodology and the Terms of Reference.</b></p> <p><b>0 Points</b> Copy / Paste / Limited additional information provided</p> <p><b>10% of the Points</b> All items discussed, methodology is however unclear and contains gaps that are not sufficiently addressed</p> <p><b>65% of the Points</b> All items discussed, methodology is CLEAR with</p>	<p><b>D, approach and methodology</b></p>	<p>the surveys must be provided along and with detailed costing including each mode as described under Scope of Works</p>	
		<p><b>b. Status Quo Assessment</b> Describe how the Status Quo assessment will address the following:</p> <ul style="list-style-type: none"> <li>- A literature review</li> <li>- A data collection plan &amp; survey methodology</li> <li>- Transport Network description</li> <li>- Public transport operations description (services, stops, headways/frequency, modes, volumes, utilisation, fares, etc.)</li> <li>- Scholar Transport Assessment</li> <li>- Description of the mode share along the corridor</li> <li>- Description of the current journey times along the corridor and public transport routes</li> <li>- Traffic volumes</li> <li>- Congestion hotspots / bottlenecks and recommendation on how to unlock it</li> <li>- Queue jumping opportunities</li> <li>- Assessment of the elements that influence the transport system along the corridor</li> <li>- -Freight Movement</li> <li>- Potential Park &amp; Ride facilities</li> <li>- Potential Public Transport Facilities</li> <li>- Land use and development</li> <li>- GIS mapping of the transportation system per mode including the infrastructure and facilities</li> </ul> <p>High level input on AFC, APTMS and ITS components</p>	15
		<p><b>c. Transport Development Concept</b> Describe how the following will be achieved:</p> <ul style="list-style-type: none"> <li>- Development of Transport vision</li> <li>- Transport development concept/ Ideation</li> <li>- Scenario Planning</li> </ul>	15



<p>required insight provided on how to address potential gaps and risks.</p> <p><b>100% of the Points</b> 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>d. Simulation Transport Model Development</b> Describe how the traffic model would be developed</p>	15
	<p><b>e. Transport Master Plan, Implementation Programme and Projects</b> Describe how the following will be achieved:</p> <ul style="list-style-type: none"> <li>- Transport Master Plan</li> <li>- Implementation Plan</li> <li>- Priority Projects Implementation Plan</li> </ul>	20
	<p><b>f. Technical Support Maintenance Period</b></p>	10
	<p><b>g. Stakeholder Consultation</b> Describe how the internal and external stakeholder engagement will be undertaken to ensure an inclusive participatory process as part of the Master Plan.</p>	10
	<p><b>h. Capacity Building</b> 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.

### 7.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's 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 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

### 7.3.1 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 :

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

contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.

- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

#### 7.3.2 Formula for scoring tender price

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

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

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

## 7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

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.

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

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

**“REQUEST FOR PROPOSALS FROM PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT PLANNING AND TRAFFIC ENGINEERING, URBAN PLANNING AND COMMUNITY PARTICIPATION CONSULTANTS TO DEVELOP A TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN FOR ZANDSPRUIT AND SURROUNDING AREAS OVER 18 MONTHS”**

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 12H00.

**The Tender closes at 12h00 on 29 January 2021.**

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

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

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

Unsuccessful bidders will have the opportunity to query the award or decision within 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**

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

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

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

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

**Full Time** : .....

**Part Time** : .....

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

**Full Time** : .....

**Part Time** : .....

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

- R ..... Year .....
- R ..... Year .....
- R ..... Year .....
- R ..... Year .....

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

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

**10. Banking details**

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

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

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

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

BANK : .....  
BRANCH : .....  
BRANCH CODE : .....  
ACCOUNT NUMBER : .....  
ACCOUNT HOLDER : .....  
TYPE OF ACCOUNT : .....  
CONTACT PERSON : .....  
CONTACT NUMBER : .....

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

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

SIGNATURE : .....  
NAME IN FULL : .....  
CAPACITY : .....  
DULY AUTHORIZED TO SIGN ON BEHALF OF: .....  
DATE : .....  
COMPANY STAMP



**ANNEXURE B: DECLARATION OF INTEREST**

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME):**

.....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

- \* MSCM Regulations: "in the service of the state" means to be –
  - (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.
- \*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

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

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

.....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

<b>EMPLOYER</b>	<b>CONSULTING ENGINEER</b>	<b>NATURE OF WORK</b>	<b>VALUE OF WORK</b>	<b>YEAR COMPLETED</b>

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

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

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

.....  
Position

.....  
Name of Bidder

.....  
Date

**RFP - PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT PLANNING AND TRAFFIC ENGINEERING, URBAN PLANNING AND COMMUNITY PARTICIPATION CONSULTANTS TO DEVELOP A TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN FOR ZANDSPRUIT AND SURROUNDING AREAS OVER 18 MONTHS.**

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

I, the undersigned, in submitting the accompanying bid:

---

*for*  
**ZANDSPRUIT AND SURROUNDING AREAS TRANSPORT MASTER PLAN AND IMPLEMENTATION PLAN**

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);
  - (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 AS DETAILED UNDER ITEM 7.2 HEREIN**

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

Provide a Project Organogram.

**TABLE 1: PROJECT LEAD**

<b>Table G-1.1 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>PROJECT LEAD/MANAGER: TRAFFIC/TRANSPORT ENGINEER/TECHNOLOGIST</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

**PROJECT LEAD EXPERIENCE**

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

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

**TABLE 2: TRAFFIC ENGINEER/ TECHNOLOGIST**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>TRAFFIC ENGINEER/ TECHNOLOGIST</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	

**SENIOR TRAFFIC ENGINEER**

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


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

**TABLE 3: URBAN PLANNER/ DESIGNER**

<b>Table G-1.3 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>URBAN PLANNER/ DESIGNER</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	

**URBAN /TOWN PLANNER EXPERIENCE**

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


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

**TABLE 4: TRANSPORT PLANNER/ MODELLER**

<b>Table G-1.4 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>TRANSPORT PLANNER/ MODELLER</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	

**TRANSPORT PLANNER/ MODELLER EXPERIENCE**

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

--	--	--	--	--

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

**TABLE 5: COMMUNITY PARTICIPATION CONSULTANT**

<b>Table G-1.5 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>COMMUNITY PARTICIPATION CONSULTANT</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	

**COMMUNITY PARTICIPATION CONSULTANT EXPERIENCE**

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

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

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

\

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

---

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

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

<b>Table H : Company: Project Related Experience</b>	
<b>Company Information</b>	
Company Name	
Year Established	
Professional Registration Body / Institution	
Date of Professional Registration	

<b>Company Authorised Representative</b>	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

<b>Company Project Related Experience</b>
---

<b>Project Name</b>	<b>Project Type (TMP/ IRPTN/IPTN /PTN)</b>	<b>Project Value (Excluding Construction Costs)</b>	<b>Construction Value (if available)</b>	<b>Project Start Date / End Date</b>	<b>Project Description</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed relevant to this Tender Proposal Terms of Reference</b>
1.							
2.							
3.							
4.							

5.							
----	--	--	--	--	--	--	--

**NOTE: Only relevant Planning Projects will be considered for points, construction projects will not be considered.**

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

