



SUPPLY CHAIN MANAGEMENT

Enquiries: Ms. I Thesen

Ref: 6/4/2

Tel: (021) 808 8720

E-mail: Ingrid.thesen@stellenbosch.gov.za

As per e-mail:

Dear Sir /Madam

NOTICE TO BIDDERS

ADDENDUM: ADDENDUM: TENDER B/SM B/SM 39/21: TO APPOINT A PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.

The compulsory site meeting held on 19 January 2021 via MS Teams has reference.

1. Replace the Item 5. (Page 52):

PROJECT TIME FRAME

<u>Stage Description</u>	<u>Completion (month & year)</u>
1. Project and Cash Flow Planning, Studies, Investigations & Assessments	February 2021 – February 2023
2. Additional Services Construction Monitoring	N/A

With:

<u>Stage Description</u>	<u>Completion (month & year)</u>
3. Project and Cash Flow Planning, Studies, Investigations & Assessments	February 2021 – February 2024
4. Additional Services Construction Monitoring	N/A

2. Replace the Item 21 (Page 65-74):

Pricing Schedule

With:

Attached amended Pricing Schedule



3. Add number 4 to the Item 8 (Page 54- 56) under pre-qualification criteria:

4) DEVELOPMENT PROPOSAL

The bidder is to attach a Concept/ Sub-divisional Plan indicating the below development parameters:

Description	Portfolio of Evidence to be submitted	Yes/No
Conceptual Layout plan	A4 and A3 plan	
Conceptual design sketch plan	Street view	
Unit type (conceptual)	Extent of unit/s Examples of units	

4. Replace the Item 1: TENDER NOTICE & INVITATION TO TENDER (Page 2):

TENDER NUMBER: B/SM 39/21

DESCRIPTION: TO APPOINT A PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTIDISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN

DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.

CLOSING DATE: 08 February 2021

CLOSING TIME: 12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom

INFORMATION:

Tender Specifications: Shaun October at 021 808 8756, email shaun.october@ Stellenbosch.gov.za

SCM Requirements: Gerald Kraukamp at 021 808 8519, email gerald.kraukamp@ Stellenbosch.gov.za

Office hours for collection: 08h00-15h30

With:

TENDER NUMBER: B/SM 39/21

DESCRIPTION: TO APPOINT A PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTIDISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN

DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.

CLOSING DATE: 22 February 2021

CLOSING TIME: 12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom

INFORMATION:

Tender Specifications: Shaun October at 021 808 8756, email shaun.october@ Stellenbosch.gov.za

SCM Requirements: Gerald Kraukamp at 021 808 8519, email gerald.kraukamp@ Stellenbosch.gov.za

Office hours for collection: 08h00-15h30

Questions were raised at the site meeting as well as after the site meeting and were answered as follows:

Question 1: Page 52, Project time frames to conduct the planning, assessments and studies is not achievable in order to get all approvals in place.



Answer: That the Project timeframes to be extended to 36 months to give enough time to get all the approvals in place.

Question 2: Conveyancing consider transfer of sites how do you foresee pricing as per this planning

Answer: That the requirement on page 71 "Facilitate transfer of ownership for all existing residential sites" be remove as this is only for the planning stage of the technical proposal.

Question 3: The pre-qualification criteria under scoring criteria does not make provision to evaluate the development proposal that needs to be submitted.

Answer: Provision should be made to incorporate the development proposal with the scoring criteria under pre- qualifications page 54 in order to evaluate the bids

Question 4: Due to the short time frame to submit a complete tender as per all the requirements of plans etc, bidders requested that more time be giving to submit a bid.

Answer: That the closing date be extended with an additional period of two (2) weeks to the 22 February 2021 at 12h00. Submission of sealed tenders must still be deposited in the Tender box at the offices at the Stellenbosch Municipality.

Please find attached minutes as well as Appendixes A, B and C.

**DIRECTOR
CORPORATE SERVICES**

DATE:

1/2/2021

Note: Confirmation to the addendum

CONFIRMATION

I (Name) hereby declare on behalf of

..... (Company's name),

to agree/not agree (please encircle) to the above changes in the bidding documentation.

Address:

Tel no.:

Fax no.:

Signature of bidder:

Date:

ADDENDUM 1

1. PROJECT TIME FRAME

Stages listed hereunder are subject to availability of pre-approved funding, the required municipal preliminary timeframes are as follows:

<u>Stage Description</u>	<u>Completion (month & year)</u>
1. Project and Cash Flow Planning, Studies, Investigations & Assessments	February 2021 – February 2024
2. Additional Services Construction Monitoring	N/A

ADDENDUM 2

Scope of Works for Key Personnel (Project Manager & Sub-consultants)

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
Project Manager	Project Management & Administration (Includes Environmental Control Officer)	<ul style="list-style-type: none"> • Undertake overall Project Management of project up to the obtaining of development rights • Appoint, manage and remunerate sub-consultants as needed • Prepare the Project Implementation Plan • Arrange and manage Monthly Progress Meetings with key stakeholders (including the taking and distribution of minutes of these meetings) • Provide Progress Reports on a monthly basis • Prepare and update Gantt Chart Programme for overall project • Prepare (with relevant PSP input) and submit Project Feasibility Report (PFR) • Prepare (with relevant PSP input) and submit Project Implementation Readiness Report (PIRR) 	
Sub-Consultant - Town Planner (Includes Urban Design & Architecture)	Development of a Site Development Plan	<ul style="list-style-type: none"> • Prepare a Site Development Report depicting at least three (3) different development options, including: various housing typologies. The various density options and the approximate number of sites from each housing typology, as well as other land uses should also be presented, analysed and a 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<p>final recommended option motivated in this report</p> <ul style="list-style-type: none"> • Compile a final Site Development Plan (SDP) based on the above report that encapsulates the results of all work done as well as a motivation for a selected layout design 	
	Layout Development	<ul style="list-style-type: none"> • Prepare draft Layout based on approved Site Development Plan for comment by stakeholders • Prepare and finalize draft Layout for the statutory process (LUPA) 	
	LUPA Draft Application	<ul style="list-style-type: none"> • Draft a detailed Integrated Statutory Process Plan • Submit and obtain approval of draft layout based on the SDP • Prepare final layout 	
	LUPA Application	<ul style="list-style-type: none"> • Prepare and submit LUPA Application • Provide inputs during public comment period • Manage public participation process as needed 	
	LUPA Approval	<ul style="list-style-type: none"> • Obtain final approval and all necessary development rights 	
	DHS Approval Applications	<ul style="list-style-type: none"> • Provide input in and assist with the drafting of the Project Feasibility Application (PFR) • Provide input in and assist with the drafting of the Project Implementation Readiness Report (PIRR) 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
	Urban Designer (Please price this section)	<ul style="list-style-type: none"> Assist the Town Planner in the development of the Site Development Plan (SDP) by formulating urban design principles and by providing an urban design input into the development of the SDP Participate in the evaluation of the various development options, specifically review the residential typologies against the overall project goals, and provide input into the selection of a final SDP and layout Ensure that the Urban Design inputs provided are in line with the DoHS's Strategic Goals Ensure that the Urban Design inputs provided meets the needs of the Stellenbosch Municipality Assist in the Development Facilitation with stakeholder management and social facilitation such as facilitating community participation in the Urban Design planning processes as required 	
	Architect (Please price this section)	<ul style="list-style-type: none"> Design housing orientation and placement options as input into SDP and final layout 	
Sub-Consultant – Environmental Practitioner (Includes Specialist Studies & WULA Licence)	Environmental Investigation & NEMA Approval Process	<ul style="list-style-type: none"> Undertake a Baseline Environmental Analysis as input into Site Development Plan Develop Land Determination as input into Site Development Plan 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> • Prepare a detailed Integrated Statutory Process Plan as input into Site Development Plan process • Provide inputs and response with regard to objections and comments originating from the LUPA approval process • Complete and submit Environmental Authorisation (EA) application • Prepare and submit Draft Scoping Report, including Plan of Study for EA • Submit Final Scoping Report to DEADP and obtain approval thereof • Prepare and submit a Draft Environmental Impact Report and Environmental Management Plan • Compile Final Environmental Impact Report and Final Environmental Management Plan and submit to DEADP • Obtain Environmental Authorisation 	
Sub-Consultant – (Heritage Specialist)	Water Use Licence Process	<ul style="list-style-type: none"> • Prepare and submit Water Use Licence Application (WULA) to DWA • Obtain approval for WULA 	
	Specialist Studies	<ul style="list-style-type: none"> • Precise specialist studies dependent on site conditions 	
Sub-Consultant – Legal / Conveyancing Practitioner	Project Site Information & Conveyancing	<ul style="list-style-type: none"> • Confirm ownership, extent of property, and any encumbrances, servitudes or interdicts 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
(Includes Legal Fees)		<ul style="list-style-type: none"> • Issue conveyancer's certificate • Obtain copies of Title Deeds • Determine any applicable encroachments / land invasions • Determine any applicable land claims 	
Sub-Consultant – Contour Survey (Includes Pegging and Examination Fees)	Land Surveyor (Sub-consultant to be appointed)	<ul style="list-style-type: none"> • Prepare a Base Map with Cadastral information, Ortho-photos and detailed Site Survey • Prepare Contour Map with 2m Contour Intervals • Undertake the Survey, mapping and demarcation of existing structures, services and land uses on site • Undertake and manage Land Survey and pegging of site boundaries • Submit General Plan to Office of Surveyor General for approval (attend to all relevant matters to secure approval and open Township Register) • Manage Land Surveyor Examination fees (Payable to Surveyor General) 	
Sub-Consultant – Stakeholder Management Expert	Stakeholder Management	<ul style="list-style-type: none"> • Draft a Social Compact Agreement • Compile a Schedule of Interested and Affected Parties (I&As) • Review the Socio-economic Survey undertaken by Stellenbosch Municipality and produce a report with recommendations • Identify and manage community related risks to 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<p>the successful execution of the project</p> <ul style="list-style-type: none"> Facilitate the transfer of relevant project information and obtain the necessary inputs from the community in terms of needs, expectations and options Facilitate community approval and consensus relating to: <ul style="list-style-type: none"> Housing Typologies Site Development Plan Draft Layouts Take minutes of all stakeholder meetings Undertake Dispute Resolution where necessary 	
Sub-Consultant – Agricultural Expert	Agricultural Potential Investigation	<ul style="list-style-type: none"> Undertake Preliminary studies to determine possible agricultural potential and the demarcation of areas with high agricultural value Produce Agricultural Potential Report and provide input into Site Development Plan 	
Sub-Consultant – Civil & Structural Engineer (Includes Sites Supervisor & Safety Inspector)	Bulk Services Investigation & Preliminary Designs	<ul style="list-style-type: none"> Prepare Bulk Services Report as input into Site Development Plan Facilitate the Preliminary Geotechnical Site Investigation and assist in preparing the Geo-Tech 1 Report Facilitate the Detailed Geotechnical Site Investigation and assist in preparing the Geo-Tech 2 Report Assist with the preparation of the Geotechnical Motivation Report 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> • Draft Preliminary Designs submission for internal services including cost estimates • Compile Final Preliminary Designs submission including cost estimates and report • Compile Services Report for LUPA submission • Obtain formal Council approval of all preliminary designs and reports • Provide input and responses with regard to LUPA objections and comments • Prepare application for Bulk Funding if necessary • Draft Outline Specifications • Undertake Structural investigation of existing buildings and provide recommendations and costings where repairs/ upgrades are required • Provide Structural designs as needed (foundations, first floor, masonry, roof, etc.) • Take responsibility for the Occupational Health and Safety Officer (OHS) 	
Sub-Consultant – Electrical Engineer	Bulk Services Investigation & Preliminary Designs	<ul style="list-style-type: none"> • Assist with the preparation of the Bulk Services Report as input into Site Development Plan and layout • Draft Preliminary Designs submission for internal services (Electrical) including cost estimates • Compile Final Preliminary Designs (Electrical) submission including cost estimates and report 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> • Assist with the compilation of the Services Report for LUPA submission • Assist in obtaining formal Council approval of preliminary designs (Electrical) and reports • Provide input and responses with regard to LUPA objections and comments • Assist with the preparation of application for Bulk Funding if necessary • Undertake Electrical investigation of existing buildings and provide recommendations and costings where repairs/ upgrades are required 	
Sub-Consultant – Geotechnical Engineer	Bulk Services Investigation & Preliminary Designs	<ul style="list-style-type: none"> • Assist with the preparation of the Bulk Services Report as input into the Site Development Plan and final layout • Undertake Preliminary Geotechnical Site Investigation and prepare Geo-Tech 1 Report • Undertake Detailed Geotechnical Site Investigation and prepare Geo-Tech 2 Report • Prepare Geotechnical Motivation Report • Assist with the drafting of Preliminary Designs submission for internal services including cost estimates • Assist with the compilation of the Final Preliminary Designs submission including cost estimates and report 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> • Assist with the compilation of the Services Report for LUPA submission • Facilitate the obtaining of formal Council approval of all preliminary designs and reports • Provide input and responses with regard to LUPA objections and comments • Assist with the preparation of application for Bulk Funding if necessary • Assist with the drafting of Outline Specifications • Assist with the preparation of detailed estimates of construction costs for all services (Internal & Bulk) • Assist with the preparation and submission of a Storm-water Management Plan to relevant authority and help obtain approval • Assist in the preparation and submission of Design Report to relevant authority and help obtain approval thereof • Assist with the preparation of Construction Drawings 	
Sub-Consultant – Geotechnical Engineer	Flood Line Determination	<ul style="list-style-type: none"> • Undertake necessary fieldwork and surveys • Draft Storm-water Management Plan for submission to relevant Municipality for comment • Prepare Final Storm-water Management Plan incorporating all relevant comments • Delineate 1:50-year and 1:100-year Flood Lines on the Site Development Plan 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		as input in the layout design process	
Sub-Consultant – Traffic Engineer	Traffic Investigation	<ul style="list-style-type: none"> • Road Network Planning, and obtain municipal approval thereof • Prepare Road Network Plan • Traffic counts at relevant intersections • Prepare and submit a Traffic Impact Assessment (TIA) Report • Obtain approval of the Traffic Impact Assessment Report (TIA) 	
		SUB TOTAL:	R
		15% VAT	R
		TOTAL	R

ADDENDUM 3

EVALUATION OF TECHNICAL PROPOSAL

8.1 Pre-qualification criteria

The Technical Proposal will be evaluated by at least five (5) officials, including the project manager for the project. The bidder must adhere to the pre-qualification criteria as set out below:

1) TENDERER EXPERIENCE

SCORE APPLICABLE

Description	Portfolio of Evidence to be submitted	Yes/No
The multi-disciplinary team has relevant experience in projects of a similar nature (3-5 years).	The following must be provided: 1. Name of projects; 2. References for previous work completed, specifying at least 3 urban design frameworks and 5 land use planning applications 3. Timeframe of each listed project	

2) ORGANISATION AND STAFFING

SCORE APPLICABLE

Description	Portfolio of Evidence to be submitted	Yes/No
The organizational organogram must provide detail on the key personnel that will be assigned to this particular project.	Organogram structure	

3) EXPERIENCE OF STAFF (ADEQUACY)

SCORE APPLICABLE

Description	Portfolio of Evidence to be submitted	Yes/No
Key staff have reasonable levels of projects specific education, skills, training and experience	CV's of all key staff working on this project, listing their involvement in similar projects	

4) DEVELOPMENT PROPOSAL

The bidder is to attach a Concept/ Sub-divisional Plan indicating the below development parameters:

Description	Portfolio of Evidence to be submitted	Yes/No
Conceptual Layout plan	A4 and A3 plan	
Conceptual design sketch plan	Street view	
Unit type (conceptual)	Extent of unit/s Examples of units	

ADDENDUM 4

TENDER NOTICE & INVITATION TO TENDER

BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 39/21: TO APPOINT A PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.

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CLOSING DATE: 22 February 2021

CLOSING TIME: 12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom

INFORMATION:

Tender Specifications: Shaun October at 021 808 8756, email shaun.october@ Stellenbosch.gov.za

SCM Requirements: Gerald Kraukamp at 021 808 8519, email gerald.kraukamp@ Stellenbosch.gov.za

Office hours for collection: 08h00-15h30

A Compulsory Clarification Meeting will be held on **19 January 2021 at 11h00**. The Compulsory Clarification meeting will be held via the Microsoft Teams App. Tenderers must ensure to download the App and give Michelle Moses ih.s.admin@ Stellenbosch.gov.za the necessary contact details (email address and cell phone number) at least 48 hours prior to the meeting to enable to set up a virtual meeting. Tenderers who fail to forward their details in the time frame will not attend the briefing session. Tenderers who fail to attend the compulsory information session will be regarded as non-compliant.

Tenders may only be submitted on the Tender documentation issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered, and Stellenbosch Municipality does not bind itself to accept the lowest, part of or any Tender.

Sealed Tenders, with **"B/SM 39/21: TO APPOINT A PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS."**, clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.
NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy, relevant specification, and functionality as depicted in the document and also the Preferential Procurement Regulations, 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.

The preferential points system applied is as follows:

Price 80

B-BBEE status level of contribution 20

Total points for Price and B-BBEE 100

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the Standard Conditions of Tender and special conditions for Tendering;
2. Relevant terms of reference;
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality;
4. No award will be made to tenderers whose tax status is non-compliant;
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid;