

24 JANUARY 2018

QUOTATIONS/TENDERS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00 FOR DEVELOPMENT OF A LAND USE SCHEME FOR THE LESEDI LOCAL MUNICIPALITY.

**QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "DEVELOPMENT OF A LAND USE SCHEME FOR THE LESEDI LOCAL MUNICIPALITY" TO THE QUOTATION BOX SITUATED AT: SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)
C/O LOUW AND HF VERWORD STREET
HEIDELBERG
1441**

ALL ENQUIRIES SHOULD BE REFERRED TO MR JABU MARWA @016 392 0024 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: DEVELOPMENT AND PLANNING

CLOSING DATE: 01 FEBRUARY 2018@12H00

WORK DESCRIPTION: DEVELOPMENT OF A LAND USE SCHEME FOR THE LESEDI LOCAL MUNICIPALITY

1. TITLE PROJECT

Review of the Lesedi Town Planning Scheme of 2003 and conversion of it into a Land Use Scheme in Terms of the Spatial Planning and Land Use Management Act of 2013 (Act 16 of 2013)

2. WHAT IS A LAND USE SCHEME

A Land Use Scheme is a planning tool that allows or restricts certain types of land uses to certain geographical areas. Typically one can find a spatial depiction of these geographic areas (typically called "zones" or zonings) as well as a document (often called "scheme regulations") that sets out all procedures and conditions associated with the use of land in any of these zones. There may also be procedures and conditions applicable to the use of land in any zone

3. PURPOSE

The Lesedi Local Municipality wishes to procure the services of a professional service provider to develop review the current Lesedi Town Planning Scheme of 2003 and conversion of it to a Land Use Scheme in terms of the Spatial Planning and Land Use Management Act of 2013 (Act 16 of 2013).

4. BACKGROUND

The Lesedi Local Municipality already has a Town Planning Scheme of 2003, which is already a wall to wall Scheme. Schemes are tools used by municipalities to guide and manage development according to the vision, strategies and policies of the Integrated Development Plan and Spatial Development Framework.

Integrated Development Plans (IDP's) are required to be produced and adopted by all municipalities in South Africa in terms of Section 26(e) of the Municipal Systems Act No. 32 of 2000 (MSA). The IDP must include a Spatial Development Framework (SDF) to guide economic growth, development, investment and strategic direction of a Municipality in line with its needs, as well as aligning to relevant provincial and national policy imperatives. The SDF (which comprises a map and text document) spatially represents the broad strategic direction of the Municipality in line with its vision, mission and strategic objectives. The SDF shall also provide basic guidelines for a municipal Land Use Management System (LUMS).

A Land Use Scheme (LUS) forms part of a Municipality's Land Use Management System. The LUS is a tool used by the Municipality to guide, manage development and allocate land uses in accordance with the Spatial Development Framework (SDF). Land Use Schemes therefore, are important tools that contribute to the transformation of space in municipalities thereby ensuring the achievement of policy imperatives of government.

The Spatial Planning and Land Use Management Act No. 16 of 2013 (SPLUMA) was implemented on 1 July 2015 and it has allocated certain responsibilities to both Municipalities and the Province on spatial planning and land use management. One of the key aspects is outlined in Section 24(1) of SPLUMA which stipulates that, "a municipality must, after public consultation, adopt and approve a single land use scheme for its entire area within five years from the commencement of this Act".

5. OBJECTIVES OF THE PROJECT

Central to this project is the imperative to provide clear developmental and regulatory land use management based on a new generation of Land Use Schemes that are able to:

- ✓ provide clarity on what may or may not occur on specific parcels of land;
- ✓ promote the certainty for land use and management thereof thus creating investor confidence;
- ✓ promote amenity, efficient land use practices and reserve land for essential services;
- ✓ resolve conflicts between different land uses and to control negative externalities;
- ✓ enable the mix of convenient land uses, efficient movement processes and promote economic development;

- ✓ protect natural, cultural and religious resources, unique areas, eco-system services, areas of archaeological and historical significance and, land with agricultural potential;
- ✓ ensure public involvement in land management decision-making processes;
- ✓ provide for sound local regulation and enforcement procedures;
- ✓ accord recognition to indigenous and local spatial knowledge, land use practices and land allocation processes;
- ✓ ensure the collaborative designation of areas for future land uses; and
- ✓ ensure that schemes are developed in a collaborative manner aiming at social justice and the equitable regulation of contested spaces.

The Land Use Scheme must give effect to the development principles contained in the various acts, plans and policy documents relevant to development planning as follows:-

- ✓ National Development Plan: Vision 2030 (NDP);
- ✓ Spatial Planning and Land Use Management Act No. 16 of 2013 (SPLUMA) which encourages “Spatial Justice, Spatial Sustainability, Efficiency, Spatial Resilience and Good Administration”;
- ✓ SPLUMA Regulations (gazetted 23 March 2015);
- ✓ Gauteng Spatial Development Framework (GSDF) 2030;
- ✓ Municipal Systems Act No. 32 of 2000 and the Local Government: Municipal Planning and Performance Management Regulations effective since 24 August 2001 (Government Notice R796 in Government Gazette 22605);
- ✓ National Environmental Management Act No 107 of 1998 (NEMA);
- ✓ Provincial and Local Environmental Management Frameworks (EMF);
- ✓ Capital Investment Framework (CIF); and
- ✓ Any other plan or document deemed relevant to the development of the land use scheme e.g. Gauteng 25 year Integrated Transport Master Plan/ Gauteng City Region Integrated Infrastructure Master Plan (GIIMP).

6. MUNICIPAL LOCATION

Lesedi Local Municipality can be described as a primarily rural area, the major urban concentration located in Heidelberg/Ratanda, which is situated along the N3 freeway at its intersection with Provincial Route R42, east of the Suikerbosrand Nature Reserve. Devon/Impumelelo, which is situated on the eastern edge of the Municipal area, abutting the N17 freeway on the north is a significant rural settlement, while Vischkuil/ Endicott east of Springs abutting Provincial Route R29 is a smaller rural centre. Lesedi spans an area of ±1430km², which is largely rural, with

two towns situated with within it, namely Heidelberg/Ratanda in the western part, and Devon Impumelelo on its eastern edge.

Lesedi Local Municipality is located in the Southern parts of the Gauteng Province and is bordered by two provinces, namely the Mpumalanga Province to the North-East and the Free State Province to the South-West.

The Nkangala Local Municipality is located to the North-East of Lesedi, Govan Mbeki Local Municipality to the South-East, and the Dipaliseng Local Municipality is situated to the South. The City of Ekurhuleni Metropolitan Municipality are situated to the North-West.

Lesedi Local Municipality can be described as a primarily rural area, the major urban concentration located in Heidelberg/Ratanda, which is situated along the N3 freeway at its intersection with Provincial Route R42, east of the Suikerbosrand Nature Reserve. Devon/Impumelelo, which is situated on the eastern edge of the Municipal area, abutting the N17 freeway on the north is a significant rural settlement, while Vischkuil/ Endicott east of Springs abutting Provincial Route R29 is a smaller rural centre. Lesedi spans an area of $\pm 1430\text{km}^2$, which is largely rural, with two towns situated with within it, namely Heidelberg/Ratanda in the western part, and Devon Impumelelo on its eastern edge. The area can be described as mostly agricultural, with Heidelberg and Devon being the primary service centres for the surrounding agricultural areas.

7. MUNICIPAL STRATEGIC DOCUMENTS, PLANS AND POLICIES TO BE CONSIDERED WHEN DEVELOPING THE LAND USE PLAN

In terms of existing land use management within the Municipality, there are currently the Lesedi Town Planning Scheme of 2003 which is already a wall to wall Scheme

Management of the environment is done in accordance with the Gauteng Environmental Management Framework, adopted in May 2015 as part of the Lesedi SDF. There are presently Lesedi Municipal Planning bylaw governing land use management. The following table provides an overview of the strategic documents, plans and policies within the Municipality:-

No.	Name of Document, Plan or Policy
1.	Heidelberg CBD Study
2.	Lesedi Local Economic Development (LED) Strategy
3.	Lesedi Spatial Development Framework (LSDF)
4.	Endicott/ Vischkuil Rural Precinct Plan
5.	Jameson Park Rural Precinct Plan
6.	Precinct Plan for the Langzekeogat Land Redistribution Area, 2014
7.	Lesedi R42 Corridor Plan
8.	Lesedi R549 Corridor Plan
9.	Lesedi R23 Corridor Plan
10.	N3 Precinct Plan (Lesedi)
11.	Land Use Scheme Guidelines (DRDLR)

Note: The Municipality will provide details and copies of the above

8. PUBLIC PARTICIPATION AND STAKEHOLDER ENGAGEMENT

Public participation, targeting a wide range of stakeholders, will form a major component of the development of the Land Use Scheme (LUS). The successful service provider will be required to engage stakeholders within the Municipality, with the support of the Municipality. In collaboration with the Municipality, the service provider will be required to undertake public presentations, distribute relevant materials (maps and supporting documentation), convene and facilitate workshops or meetings where necessary, to gauge the public perception and input of the communities on the development of the LUS. The Municipality in terms of its public participation mechanisms, will plan, organise and arrange suitable venues for the public participation processes. The concerns, inputs, comments and/ or recommendations, must be documented as well as addressed in the draft and final versions of the land use schemes.

As identified by the Municipality, the following key stakeholders are important for consultation on the Land Use Scheme:

No.	Name of Stakeholder, Organization, Interested and Affected Party
1.	Councillors and Ward Councillors
2.	Business Forums
3.	Heidelberg Proper, Heidelberg Extensions, Jordaan Park & Rensburg
4.	Jameson Park
5.	Ratanda, Ratanda Extension & Obed Nkosi
6.	Vischkuil /Endicott
7.	Devon/Impumelelo & Extensions and Hallgate & Agricultural Holdings
8.	Heidelberg Agricultural Holdings, Spaarwater Agricultural Holdings

Note: The Municipality will provide details of the names of any Chairpersons, their addresses and numbers for correspondence purposes. Names of any relevant Community Organizations, Women and Gender Organizations, Youth, Disability and Aged Organizations will be provided by the Municipality.

9. PROJECT PHASING

The anticipated project phases as well as the relevant milestones have been identified.

9.1 Phase 1: Project Initiation/Inception

The Service Provider must prepare a brief project inception report which clearly describes the proposed methodology, land use scheme development approach, timelines, milestones and budget allocations. The following work plans should be included in the presentation of the inception report:

- The overall project work plan;
- The public participation process plan;
- The skills transfer process plan;
- Roles and responsibilities of various team members;
- Process towards building capacity in the Municipality to implement the Land Use Scheme.

9.2 Phase 2: Data Collection and Analysis

This phase encompasses the collection of important data which is analysed and mapped in the form of a set of base maps which are used as the foundation to the Land Use Scheme and its approach.

The following are types of data sets to be analysed:-

- Municipal IDP, SDF, EMF, SEA (Strategic Environmental Analysis) and linking elements;
- Indigenous or local knowledge on land use practices and designations;
- Existing aerial photography and important mapping;
- Title Deeds, Cadastral and Land tenure spatial data sets,
- Urban areas and settlement patterns;
- Geology, soil, topography and slope analysis;
- Current land use, building uses, existing Scheme;
- Levels of services, demand, capacity level, costs, thresholds for expansion;
- Demographics and projections;
- Requirements for social facilities;
- Development opportunities and constraints, Transportation planning requirements (corridors, nodes, modal transfer points, non-motorized transport, ingress and egress requirements, car free areas, parking standards);
- Local Economic Development (LED) Plans that identify strategic investment areas and spatial implications of LED strategies);
- Urban edge or urban growth boundary delineation;
- Environmental elements including inter-alia: 1:50 year and 1:100 year flood lines / Catchment areas;
- Areas where the harvesting of indigenous vegetation may or may not occur;
- Areas where visual impacts are to be minimised and promote public access e.g. around dams and rivers, significant landscape areas; and
- Any other locally specific information as provided by the Municipality

9.3 Phase 3: Preparing the Land Use Framework or Linkage Plan

It will be necessary to prepare a Land Use Framework as a linkage or step to translate the SDF into more detailed broad land use areas, before commencing the detailed formulation of zones. This involves identifying the broad land use areas for future development within the Municipality. This plan needs to be developed through a sound participation process so that stakeholder validation of the proposed zones are based on vision statements and collaboratively developed statements of intent. This also requires the consideration of available infrastructure versus what is needed and the requirements for social facilities.

9.4 Phase 4: Preparing the Scheme Map and Clauses

The Land Use Scheme should also define appropriate Zones, General Definitions and Land Use Definitions.

A Zoning Map should also be prepared which shall serve as a response to the following key questions as part of a participatory process:

- What is the design population of the area?
- What is the planning horizon prior to future revision?
- How many sets of zones should there be? This is dependent on the size, complexity demands and development trends emerging in the area, as well as the role of the Municipality, formal and local/indigenous land use practices. This requires the refinement of the statements of intent and the consideration of the SDF, EMF and SEA and, the Sector Plans in relation to local/ indigenous knowledge systems and practices.
- How much space should be allocated to each type of zone?
- How much public space is needed and where?
- What social facilities are needed to support the population?
- Where should the different sets of zones be located?
- What types of land use are suitable and appropriate for each type of zone?
- What are the best physical relationships between the various types of zones?
- Where should the exact boundary lines of each zone run, bearing in mind that some zones are separated by street pattern, some by the mid-block line, and some are narrow bands of transition from one zone to the next?
- How to best align with any 'Urban Edge' or 'Urban Growth Boundary' as identified in the SDF (Provincial and Local)?

9.5 Phase 5: Consultation and Review

The Draft Land Use Scheme must be circulated to all stakeholders (identified in the public participation processes) and to the relevant authorities such as:

- Sedibeng District Municipality and all adjoining municipalities (as part of an engagement process);
- Gauteng Planning Division (GPD) within the Office of the Premier;
- The Gauteng Department of Rural Development and Land Reform (DRDLR);

- The Gauteng Department of Cooperative Governance and Traditional Affairs (GCOGTA);
- The Municipal Council and Committees dealing with Land Use Management or Development Planning; and
- The general public through advertisements in the relevant media and notices circulating in the Municipality.

9.6 Phase 6: Adoption and Application Procedure

The Service Provider must provide all relevant Land Use Scheme documentation to the Municipality in order to submit to the Municipal Council for approval and adoption.

The Municipal Manager is the signatory that certifies, signs and dates the documents adopted by Council.

Any application forms as part of the Land Use Scheme, must then be translated into the appropriate language for public use in the Municipality. Such documents may include (provided these are not already addressed in the Municipal Bylaw) application forms for:

- Consent applications;
- Development applications;
- Subdivision applications;
- Appeals;
- Submission of building plans; and
- Criteria for the submission of planning applications.

9.7 Phase 7: Close Out Process

The appointed Service Provider must at the end of the project, submit a detailed close-out report, detailed Land Use Scheme (Map and Clauses), Geographical Information Systems (GIS) Data and relevant soft-copy information (Scheme document, Scheme Mapping, Overlays, Public Participation Report and Skills Transfer report).

10. DELIVERABLES

10.1. The appointed Service Provider must submit the following as the minimum requirements:-

- At least ten (10) hard copies of each draft Land Use Scheme in hard copy as well as electronic jpegs or ArcView GIS format;
- At least ten (10) electronic copies (MS-Word and PDF) on compact disc of each draft and the project plan;
- All mapping notation should be in keeping with the Spatial Planning and Land Use Management Act (SPLUMA), SPLUMA Regulations, spatial guideline documents and in accordance with the collaborative processes undertaken throughout the project;

- All metadata and images in the review process must be delivered in a format that is compatible with Lesedi Local Municipality's systems;
- The document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Project Steering Committee. Innovation will be encouraged during stakeholder engagements; and
- Ten (10) copies of the Public Participation Report.

10.2. In terms of the final close-out report and submission, the Service Provider must submit:-

- Ten (10) copies of the Land Use Scheme including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document or PDF document);
- Printed Scheme Maps at A0 level; and
- Electronic Mapping should be submitted in Arc View GIS format as well as shape files (GIS).
- Printed Land Use Scheme Register

11. OWNERSHIP OF DOCUMENT AND COPYRIGHTS

All outputs prepared by the Service Provider must be surrendered to the Lesedi Local Municipality. In the event of termination of this appointment, the client reserves the right to use any or all of the documentation that is surrendered by the service provider (including the electronic mapping GIS and other data) to enable the completion of the project, with no further compensation to the Service Provider.

A Service Level agreement will be entered into, detailing the contractual arrangements. Any penalties to be imposed on the Service Provider due to non-delivery shall be in terms of the Legal Contract or the advice/ recommendation of the Municipal Legal Advisor.

12. PROJECT DURATION AND BUDGET

It is expected that the project be completed within a period of Eleven (11) months effective from the date of appointment. The target dates for each milestone and the approximate budget percentage allocation is summarized in the following table:

Table No 1: Phases	Budget %	Time in weeks	Deliverables 2017/2018/2019	Milestone
1: Project initiation	5%	2	2017/2018	Inception Report 1
2: Data Collection and Analysis	20%	4	2017/2018	Status Quo Report 2
3: Preparing the Land Use Framework or Linkage Plan	15%	4	2017/2018	Draft Land Use Framework
4: Preparing the Scheme Maps and Clauses	20%	4	2017/2018	Draft Land Use Scheme Map Clauses
5. Consultation and Review	20%	4	2017/2018	Consultation and Feedback Report on Draft Land Use Scheme
6. Adoption and application Procedures	10%	4	2017/2018	Final Revised Land Use Scheme
7. Close Out Process.	10%	2	2017/2018	Close-out report and Final Land Use Scheme document (hard and soft copies)
Total	100%	26		

The Service Provider should align its budget to the different phases of the project. All costs such as travel accommodation, workshops, catering and disbursements, should be consolidated into single project budget estimates for each phase. The Project Steering Committee will assume that all expenditure relating to the project has been factored in by the Service Provider and is consolidated into the budget estimates for each phase. No other fees or invoices will be paid for outside of the total project cost.

13. LEVELS OF AUTHORITY

All documentation to be considered for decision-making will be submitted to the Project Steering Committee, representing the Lesedi Local Municipality and assisted by the Gauteng Planning Division. The service provider will

report directly to the Project Steering Committee. The service provider will be required to report on progress on a bi-weekly or monthly basis (whichever is appropriate to the project). Such report shall include any draft reports, maps, feedback reports, status quo information and, presentation to the Project Steering Committee for comment at each stage of the process.

14. RELEVANT EDUCATION, SKILLS AND EXPERIENCE OF THE SERVICE PROVIDER

The Project leader in the consulting team, must hold a tertiary qualification in planning which is recognised for registration in the category of Professional Planner with the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002. A Copy of valid registration certificate is to be attached to the proposal.

Skills and abilities required in the team to execute the project include the following:

- Town and Regional Planning / Development Planning;
- Rural Planning and Development;
- Sound Participatory Planning experience;
- Sound local/ indigenous knowledge, land use practices, research experience;
- Thorough understanding of IDP's, SDF's, Scheme Development and, strategic planning process.

Sound understanding of Land Use Scheme interrelationship with land legal issues, technical, indigenous/ local knowledge, cadastral, social, economic, land use, transport, environmental, and regulatory data sets.

- GIS proficiency;
- Project Management;
- Facilitation and translation skills;
- Research, analytical, writing and communication skills;
- Ability to think strategically;
- Use of communication media and innovative approaches to land use management in local contexts; and
- Ability to understand, engage and converse in the local languages of the Municipality.

It is recommended that the Service Provider ensures that people with relevant skills are part of the project. A list of names, qualifications and experience of all those team members who will be directly involved in the project, must be submitted. This should indicate what roles each team member will play.

The Project Leader (together with his/ her required team members) will attend and participate in all the Project Steering Committee meetings. Relevant team members that are directly involved in a particular project phase must contribute where required.

The appointed Service Provider shall maintain the composition of the team for the duration of the project and no changes may take place without prior discussions with, and approval from the Project Steering Committee.

15. NON-APPOINTMENT

Lesedi Local Municipality reserves the right not to make an appointment against the specified criteria.

16. EVALUATION CRITERIA: 80/20 PREFERENCE POINT SYSTEM

16.1 FUNCTIONALITY (100)

FUNCTIONALITY BREAKDOWN:	POINTS ALLOCATED
<p>Experience in Development Planning:</p> <ul style="list-style-type: none"> ➤ Town and Regional Planning experience of at least 5 years; ➤ Spatial Analyses as related to Town and Regional Planning; ➤ Geographic Information Systems (GIS) and spatial manipulation experience of at least 5 years; ➤ Project management; ➤ Municipal related development processes; ➤ Strategic development; ➤ Change management; ➤ Urban design; ➤ Stakeholder engagement; ➤ Environmental management; and ➤ Rural development 	55
<p>Experience in the development of Land Use Schemes:</p> <ul style="list-style-type: none"> ➤ Scheme development of at least 5 years ➤ Revision of former town planning schemes (map and clauses) 	10
<p>Experience in Municipal Strategic Plans, policies and documents:</p> <ul style="list-style-type: none"> ➤ Municipal Schemes, IDPs, SDFs, SEAs ➤ Municipal bylaws and policy documents pertaining to land use management 	10

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Experience in Public Participation processes particularly at municipal level <ul style="list-style-type: none"> ➤ Arranging, convening and facilitating public meetings particularly on development planning matters. ➤ Dealing with diverse and vibrant communities to incorporate community issues and ensure consensus is reached 	10
Professional Registration <ul style="list-style-type: none"> ➤ Registered with SACPLAN as a Professional Planner ➤ Registration with South African Geomatics Council 	10
Value Adding <ul style="list-style-type: none"> ➤ Transfer of Skills to Local Authority 	5
TOTAL POINTS 100	

Only bidders who score 70 points or more for functionality will be further evaluated on price and BBBEE.

PRICE BREAKDOWN:	POINTS ALLOCATED
Price (including VAT)	80
BBBEE	20
TOTAL POINTS 100	



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www.lesedilm.co.za

Office of the Chief Financial Officer

Name of Company: _____ Contact Person _____

Telephone No : _____ Fax/E-mail _____

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate/Tax pin
- Forms listed below (MBD2, MBD 4, MBD 6.1, MBD 8, MBD 9, Clearance Certificate for Water & Lights)
- Latest Municipal Account
- CSD Registration report

Evaluation Criteria: 80/20 Preference point system as presented in the Preferential Procurement Policy Framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and the Clearance certificate for water & lights can be downloaded on our website on the following link: www.lesedilm.gov.za/key/scm. MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal's manager's office.

Bidders who did not submit an original or certified copy of their BBBEE Certificate will not be allocated preference points and will only be evaluated on price.

NB: All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

ANY BIDDER WHO IS INTERESTED IN ATTENDING THE OPENING IS WELCOME TO DO SO