



**TERMS OF REFERENCE FOR THE LAYOUT PLANS FOR LADY GREY AND BARKLY EAST  
INCREMENTAL SETTLEMENTS ZONES**

## **1. INTRODUCTION**

---

Senqu Local Municipality developed a wall-to-wall land use scheme for the Senqu area in 2017. The land use scheme has included a new zoning category for residential areas that allow for the zoning of residential settlements for incremental growth.

The municipality is faced with a great need for land by communities for low income and middle income residential purposes. The purpose of the project is to create layout plans for new settlements in an incremental way, while bulk infrastructure has not yet been provided for those settlements.

This will allow people to settle in a manageable manner and avoid haphazard residential settlements.

Therefore Senqu Municipality calls for proposals from Registered Professional Planners for the subdivision, rezoning of land and layout planning for residential settlements in Lady Grey and Barkly East.

## **2. PURPOSE**

---

The purpose of this document is to set out the terms of reference on which professional teams should base their proposals for the subdivision, rezoning and layout planning for incremental settlements in Lady Grey and Barkly East. The project proposals should clearly state the approach to be adopted, methodology, time frames, costs and professional team members.

## **3. STUDY AREA**

---

Lady Grey and Barkly East are part of Senqu Municipality which is one of the three local municipality that constitute the Joe Gqabi District area. The Town of Lady Grey is located in the north of the Eastern Cape, 50 km east of Aliwal North. Barkly East is located 70 KM from Lady Grey on the R58. The study area includes Lady Grey and Barkly East.

## **4. OBJECTIVES**

---

The objective of this project is to develop incremental settlement zones compliant with legislation, and;

- 4.1 Is compliant with the Spatial Planning and Land Use Management Act 16 of 2013.
- 4.2 Is compliant with the Land Use Planning Ordinance 15 of 1985.
- 4.3 Is aligned to the current Senqu Spatial Development Framework.
- 4.4 Allows for sustainable human settlements.
- 4.5 Is aligned to the Senqu Land Use Scheme.
- 4.6 Includes business, open spaces and institutional zones.

The following principles of SPLUMA must be realised in the LSDF;

- Resilience
- Sustainability
- Integration

- Efficiency
- Spatial equity
- Good governance

## **5. TASK DESCRIPTION**

---

The successful tenderer shall develop layout plans for incremental settlements in Lady Grey and Barkly East.

- 5.1 Phase 1: Inception/ Project Initiation
- 5.2 Phase 2: Status Quo
- 5.3 Phase 4: Draft Layout plans documents
- 5.4 Phase 5: Public Participation
- 5.5 Phase 6: Finalisation and Council approval
- 5.6 Phase 7: Close out

## **6. METHODOLOGY**

---

The consultant must provide a clear indication of the methodology proposed in terms of the above phases.

## **7. PROJECT DURATION AND TIME FRAMES**

---

The project duration is six (6) months from the date of appointment.

The consultant should indicate the intended timeframe for each phase and envisaged milestones in the form of a Gantt chart.

## **8. PAYMENT PROCEDURE**

---

Payment will be effected upon satisfactory achievement of milestones.

## **9. PROJECT REQUIREMENTS**

---

Tenderers are allowed to form a consortium of professionals. The professionals and sub-consultants shall be the responsibility of the lead consultants. The municipality will enter into no agreement with the sub-consultant.

Tenderers must submit;

- 9.1 Company profile
- 9.2 Organisational structure
- 9.3 Detailed CVs of the professional team that will work on the project
- 9.4 Proof of professional registration of each member of the professional team
- 9.5 List of completed projects in Town Planning projects, layout planning, rezoning and subdivision, land surveying with contactable references
- 9.6 Technical approach and methodology
- 9.7 Work schedule and costs
- 9.8 Total costs including VAT
- 9.9 No hidden costs will be considered

## 10. PRESENTATION FORMAT OF PROJECT DELIVERABLES

---

- 10.1 A comprehensive report(s), clearly addressing all aspects indicated above in hard copies and in digital formats with an adequate executive summary.
- 10.2 Geographic Information System (GIS) data is required specifically in spatial shape files and accompanied with the relevant metadata.
- 10.3 Layout plans in A1, three (3) hard copies and electronic
- 10.4 A presentation of each completed phase of the project must be presented to the Project Steering Committee and a progress report must be submitted for monthly Standing Committee meetings.

## 11. ELIGIBILITY CRITERIA

---

Eligibility Criteria		Required documents	Points
Tertiary qualifications (30 points)	Bachelor of Science Urban and Regional Planning / B-tech Town and Regional Planning (project manager)	Copy of qualification	10
	ND Town and Regional Planning	Copy of qualification	5
	ND Geographical Information Science	Copy of qualification	5
	ND Surveying	Copy of qualification	10
Professional registration (10 points)	Professional registration with South African Council for Planners and South African	Copies of Registration certificate	10

	Geomatics Council for all project team members		
Staff component (30 points)	Two Registered Town and Regional Planners	Organisational structure	10
	GIS professional	Organisational structure	5
	Social Facilitator	Organisational structure	5
	Land Surveyor	Organisational structure/ Sub-consultant agreement	10
Programme Management experience (30 points)	Ten years Management experience in Spatial Planning and Land Use projects (SDFs, LSDFs, Precinct plans, LUS)	List of completed projects with contactable references	9 to 10 years= 30 6 to 8 years=20 5 years and less=10

## 12. SUBMISSION OF PROPOSALS

---

Proposals must be submitted in sealed envelopes which must be endorsed with the project name and number as well as the closing date and time. The name and address of the service provider should be reflected on the reverse side of the envelope.

## 13. BRIEFING SESSION

---

No briefing session will be held.

## 14. PRICING SCHEDULE

---

DELIVERABLES	% PAYABLE	TOTAL VALUE VAT INCLUSIVE
Phase 1: : Inception/ Project Initiation	<b>15%</b>	
Phase 2: Status Quo	<b>20%</b>	
Phase 4: Draft Layout plans	<b>40%</b>	
Phase 5: Public Participation	<b>10%</b>	
Phase 6: Finalisation and Council approval	<b>10%</b>	
Phase 7: Close out	<b>5%</b>	