

PART E3: SCOPE OF WORK

Employers objectives

- a) To facilitate development, management and maintenance of social housing stock within the Restructuring Zones (RZ's) in the City of Tshwane Metropolitan Municipal area.

Overview of the project/s

Housing Company Tshwane, a City of Tshwane Municipal Owned Entity will be expected to perform functions such as planning, development and management of social housing projects. This will be done in response to the social housing demand in the City of Tshwane.

Extent of the project/s

This panel of professionals service providers lead by the Programme Managers will be required to assist the Housing Company Tshwane in expediting the social housing project development process and implementation, in that way reducing the social housing backlog in the City of Tshwane and thus responding the social housing demand within the city.

Location of the project

The projects will be located within the inner and surrounding areas of the inner City of Tshwane, CDB area. The intended database of panel of professional service providers will be located in Housing Company Tshwane Supply Chain Management.

1. BACKGROUND

In an effort to launch a sustained attack on poverty and social exclusion, the City of Tshwane, through Housing Company Tshwane aims to develop and manage social housing stock and thus creating sustainable human settlements, in line with the National Department of Housing's strategy on Social Housing, to the citizens of the City. The strategy is embedded in the recognition that Professionals and Contractors are part of delivery mechanisms to build and strengthen capacity for the Housing Company Tshwane, to expedite and improve the delivery social housing.

Housing Company Tshwane aims at contributing to the City of Tshwane's concentrated deployment of resources in identified precincts, providing housing solutions that are responsive to the real needs of the communities and also ensure sustainability. The recognition, by Housing Company Tshwane, that there is a need to have a database of professionals has resulted in this approach.

2. PURPOSE OF THE DATABASE

The responsibility for delivery management of sustainable social housing stock has been passed to Housing Company Tshwane as the City's entity mandated to develop and manage social housing. Housing Company Tshwane intends to ensure a service delivery mechanism based on a Project Management approach, and is therefore proposing the compilation of a database of multi-disciplinary professionals geared to work together for the delivery of social housing.

The professionals will work under one point of responsibility, viz the Programme Manager. The Programme Manager will report to the Property Development Manager at Housing Company Tshwane.

3. TERMS OF REFERENCE

The Programme Manager's specific roles and responsibilities as described below:

- Management of technical documents and construction documents from project inception to project closure;
- Providing consistent quality reports on a monthly basis;
- Cost/Financial management of the projects;
- Provide variance reports against Project Programme and planned project expenditure and milestones during the project life cycle;
- Risk management linked with intervention measures bringing the project on track;
- Collect job creation data from contractors and provide monthly job creation reports to Housing Company Tshwane (segregated data as per National Expanded Public Works Programme format);
- Manage all professionals comprising the multi-disciplinary project delivery teams comprising of various professionals in the built environment;
- Ensure that Housing Company Tshwane receives timely advice in relation to professional services in the planning, design and implementation of the development projects, and other issues related to the defined Scope of Work;
- Monitor the progress of the professional and construction teams, report to the Housing Company Tshwane and submit progressive (milestone performance based) invoices after certified completion of the necessary phase or milestones;
- Provide assistance and adherence to policies and programmes that foster social and economic development of beneficiary communities;

- Comply with the implementation of broad-based black economic empowerment. The Programme Manager must indicate, at any time, how it complies with the requirements of black economic empowerment, gender equity, including their approach in implementing social and economic development, use of local labour and community participation in projects;
- Ensure that recommendations from the Quality Assurance Unit of the City of Tshwane are implemented during the project life cycle;
- Formulate systems of improving performance of contractors and recommend interventions;
- Preparation and maintenance of a programme detailing all projects to be undertaken, including engineering projects such as Bulk Infrastructure Provision related to Housing, including time frames, budgets and cash flows;
- Adhere to project milestones and expenditure as stated in the Project Implementation Plan for specific projects; and,
- The transfer of skills to Housing Company Tshwane officials involved in the implementation of the project is crucial.

The Programme Manager must be familiar and comply with any relevant policies and priorities of the City of Tshwane, Housing Provision Division and as well as the Social Housing sector in general.

The Professionals specific roles and responsibilities vary depending on the role of the professional, project nature and stage thereof.

The following professionals will be required:

- Environmentalists to undertake Environmental Impact Assessments, including any Specialist Studies required by the Department of the Environment;
- Geotechnical Engineers to undertake pre-proclamation geotechnical investigations, and post-proclamation detail investigations to NHBRC requirements, and detail engineering geotechnical investigations where required;
- Civil Engineers to undertake detail design of services, preparation of schedules of quantities, provision of site supervision staff and construction monitoring of contractors appointed to install services;
- Structural Engineers to design house foundations, and to certify that top structures have been constructed in accordance with City of Tshwane and NHBRC requirements, and other structural works such as Water Reservoirs and Pump Stations;
- Land Surveyors to prepare plans in accordance with the Surveyor General's requirements;
- Town Planners to undertake the Township Establishment process;
- Safety Officers to enforce health and safety requirements on site;
- Environmental Officers to ensure that construction activities comply with the Environmental Management Programme;
- Conveyancers to transfer properties to the legitimate owners and to open the Township Register; and,
- Traffic Engineers to undertake Traffic Impact Studies for new developments;

Each professional must be registered with their relevant professional institute or association. Specific requirements are as follows:

Professional	Registration Required
Programme Manager	1. Engineering Council of South Africa (Professional Engineer, Professional Technologist or Professional

	<p>Technician)</p> <ol style="list-style-type: none"> The South African Council for the Project and Construction Management Professions (Professional Construction Project Manager) NQF 7 – Development and promotion of labour intensive construction strategies
Environmental	<ol style="list-style-type: none"> Registration as an Environmental Assessment Practitioner
Geotechnical Engineers	<ol style="list-style-type: none"> Engineering Council of South Africa (Professional Engineer, Professional Technologist or Professional Technician)
Civil Engineers	<ol style="list-style-type: none"> Engineering Council of South Africa (Professional Engineer, Professional Technologist or Professional Technician) NQF 7 – Development and promotion of labour intensive construction strategies
Electrical Engineer	<ol style="list-style-type: none"> Engineering Council of South Africa
Structural Engineers	<ol style="list-style-type: none"> Engineering Council of South Africa (Professional Engineer, Professional Technologist or Professional Technician) Registration with the NHBRC
Land Surveyors	<ol style="list-style-type: none"> South African Council for Professional and Technical Surveyors
Town Planners	<ol style="list-style-type: none"> South African Council for Planners
Safety Officers	<ol style="list-style-type: none"> Previous experience as a Safety Officer
Conveyancers	<ol style="list-style-type: none"> Registered Attorney and Conveyancer
Traffic Engineers	<ol style="list-style-type: none"> Engineering Council of South Africa (Professional Engineer, Professional Technologist or Professional Technician)
Quantity Surveyor	<ol style="list-style-type: none"> Association of South African Quantity Surveyors

The following issues must be taken into consideration:

- The professional must provide evidence the professional requirements listed in the Table above; and,
- The professional must fully present the credentials of key personnel to be assigned projects, including a detailed CV's indicating all Housing Projects in which the professional has been involved in.