

# TERMS OF REFERENCE: PROJECT MANAGER

## 1. PURPOSE

Housing Company Tshwane (HCT), a Non-Profit Company (NPC), intends to appoint a **Project Manager** to assist the company (HCT) in developing the one of its planned **Social Housing Project** comprising approximately 900 residential flats in the Pretoria inner-city.

## 2. BACKGROUND

HCT was established by the City of Tshwane (CoT) in 2001 as a Municipal Entity (ME) responsible for the development and management of institutional/rental housing in and around the inner-city areas of the Tshwane metropolitan area. The establishment of HCT was aimed at changing the way rental housing would be developed and managed in Tshwane, thus contributing to the achievement of specific development objectives of the City of Tshwane as sole shareholder. The high-level plan from the shareholder's perspective was to use the company (HCT) as a delivery agent for affordable rental accommodation that responds to community and shareholder needs, as well as using the company as a catalyst for urban regeneration in a rapidly expanding city.

In discharging of its mandate, HCT plans to develop several land parcels in the city centre. One such land parcel is ready for development in the Pretoria city centre. The services of a Project Manager are now required to initiate and manage the development process as a whole.

## 3. PROJECT DETAILS

### 3.1 *Location*

Pretoria Extension 14 is situated on Portion 500 (a portion of Portion 6) of the farm Pretoria Town and Townlands, No. 351 – JR in extent 4, 7446 ha and is located between Struben, Johannes Ramokhoase Streets, Eskia Mphahlele Drive South and Cowie Street.

### 3.2 *Status Quo*

The land is currently vacant, undeveloped land with good access and engineering services.

#### 4. SCOPE OF WORK

Once appointed, the Project Manager will be expected to initiate, execute and finalise *inter alia* the following tasks related to the proposed housing project:

- 4.1 Design a costed project programme
- 4.2 Assemble a professional team to perform specific tasks
- 4.3 Prepare funding and construction tender documentation for the project
- 4.4 Set-up and run a project operations committee
- 4.5 Confirm the institutional and financial arrangements pertaining to the project (assisted by the Project Development Committee of the board)
- 4.6 Confirm and follow-up on the status of the project grant funding (Institutional Subsidy funding) from the Gauteng Provincial government or an organisation tasked to administer such project grant funding on behalf of the Gauteng Provincial government.
- 4.7 Revisit the existing site development plan (SDP) and revise if required.
- 4.8 Review the engineering services report and update the bulk services contribution cost estimates.
- 4.9 Ensure that detailed engineering services designs are finalized and submitted to the City of Tshwane for approval.
- 4.10 Ensure that a detailed geotechnical report for construction purposes is refreshed and/or finalized
- 4.11 Finalize the environmental management plan for the construction of, and the recommendations / requirements be incorporated into the Site Development Plan.
- 4.12 Revisit the project financial feasibility and update accordingly.

#### 5. SKILLS AND EXPERIENCE

- 5.1 HCT seeks an experienced professional with the relevant construction and/or project management qualification(s), as well as the applicable professional registration.
- 5.2 The Project Manager will be an expert in the field of housing development (residential real estate) who understands the regulatory environment in which HCT (as a Municipal entity) and the City of Tshwane Metropolitan Municipality operate.
- 5.3 Proven experience and professional competence in similar development projects is mandatory.

## 6. DURATION OF THE PROJECT

The appointment is envisaged to start from **01 March 2014**.

## 7. MANAGEMENT STRUCTURE

The company's Chief Executive Officer and Project Development Manager will represent HCT as part of the Project Management Team (PMT). The workings of the PMT will be clarified as part of the initial project briefing meeting.

## 8. RESPONSIBILITIES OF PARTIES

- 8.1 To facilitate the process of performing the required work, **HCT** shall do the following:
  - 8.1.1 Provide the Project Manager/Consultant(s) with the relevant project and other documentation at its disposal.
  - 8.1.2 Allocate suitably qualified HCT personnel and/other resources to assist the Project Manager in specific project-related activities
- 8.2 During the process of performing the work the **Project Manager/Consultant(s)** shall:
  - 8.2.1 Conform to the requirements and outputs of the Terms of Reference as finally agreed.
  - 8.2.2 Under no circumstances do work outside the Terms of Reference without prior approval in writing from HCT.
  - 8.2.3 Act in the best interests of HCT at all times and therefore declare and remove any conflict of interest between the Project Manager/Consultant(s) and HCT.
  - 8.2.4 Provide reports to HCT from time to time and in the format required by HCT.
  - 8.2.5 Indicate the budget for completing the work which cannot be increased unless HCT gives prior approval in writing.
  - 8.2.6 Conform to the reporting requirements in a concise manner. All reports shall contain all information, assumptions and results either in the body of the report or in suitably identified Annexures.
- 8.3 All information generated during the work whether written or electronic remains the property of HCT to be used in its sole discretion, and will be surrendered to HCT at the completion of the work agreed upon.

## **9. FEES AND PAYMENT**

- 9.1 Fees will be based on the gazetted fee structure and upon agreement with HCT at the time of signing the Client/Consultant Professional Services Agreement.
- 9.2 Payments will be based on the gazetted Guidelines Scope and Tariffs for the professional appointed and the signing-off of applicable payment certificates by the Project Manager and an authorised HCT representative.
- 9.3 The fees will indicate separate amounts for each of the principal activities as outlined in the Terms of Reference and the Client/Consultant Professional Services Agreement.

## **10. PROPOSAL**

Respondents should send a proposal which includes the following information:

- Members of the consultancy team if there is more than one person.
- A resume indicating the Consultant's experience and any pertinent work performed related to these Terms of Reference. Also to be included shall be the proof of professional registration with any statutory body within the Built Environment sector.
- Professional Indemnity.
- The proposal should indicate an understanding of the objectives and goals, a description of the work to be performed, the anticipated results as well as indicators that the anticipated results have been achieved.
- The fees to be charged per project activity (itemised and inclusive of VAT where applicable)

We look forward to receiving your proposal on or before **3 December 2013**

**(12 noon)** at the following address:

### **Housing Company Tshwane**

Ground Floor, Shop7, Bothongo Plaza West

271 Francis Baard Street

Pretoria Central

**Attention: Chief Executive Officer**