

TENDER NO. ???/2014/15



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SCM - 515

Approved by SCM Director: 29/10/2014

Version: 1

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CONTRACT DOCUMENT

FOR THE

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF THE FORMULATION OF A CYCLING STRATEGY FOR THE CITY OF CAPE TOWN

(RETURNABLE DOCUMENT)

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 53** of this document (see also Clause F.4.4 Invalid tenders on **page 13**).
- Table 1: Tender Preference Claim (B-BBEE contribution) is on **page 51** of this document.

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TENDER SERIAL No.:
SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
1.
2.
3.

February 2015

C3.1 Scope of Work

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1. INTRODUCTION

Professional service providers are sought to provide the professional services necessary for the formulation of a Cycling Strategy for the City of Cape Town (CoCT), which, in terms of the Municipal Finance Management Act, 2003 and the Municipal Supply Chain Management Regulations, 2005, must be procured through a competitive bidding process. The purpose of this document is therefore to invite tenders from suitably qualified and experienced consulting firms for Contract ???/2014/15: provision of professional services in respect of the formulation of a Cycling Strategy for the CoCT, which will be evaluated using a financial offer, quality and preferences based system as described in the tender data.

2. BACKGROUND

In 2004 the CoCT developed the NMT Strategy and Policy which included strategies for cycling in Cape Town. The Strategy and Policy played a key role informing NMT network planning for the City and the roll out of NMT projects through the City-wide NMT Programme for 2010 and the update of the Bicycle Masterplan (2010/11). A Cycling Strategy is now required to create a unified vision, objectives and strategies for cycling into the future.

While the development tactics of a Cycling Strategy is new, cycling activities and initiatives in Cape Town or South Africa have been in place for some time. Cycling stakeholders have been promoting cycling for many years and this Strategy is in many ways a culmination of these policies and practices.

3. EMPLOYERS OBJECTIVE

The Cycling Strategy for the CoCT will be a comprehensive strategy, taking full consideration the following (but not limited to as outlined in detail in Chapter 4):

- Overview of cycling in Cape Town
- Growing cycling in Cape Town
- Benefits of cycling in Cape Town
- National/ Provincial/ Local Cycling Strategies/ Policies
- Vision and Objectives for cycling
- Monitoring and Assessment Plan
- **Action Plan and Implementation Programme**
- Develop Cycle Strategies for Cape Town

4. DESCRIPTION OF THE SERVICES REQUIRED

The Service Provider is required to provide the following services:

4.1 Formulation of Cycling Strategy for the City of Cape Town taking into consideration the following aspects as stipulated below.

4.1.1 Overview of cycling in Cape Town

- Baseline information for 2015: undertake cordon surveys at cycling hotspots
- Compile database of cycling trends and analyse available data and package it spatially through mapping
- Accident data (analyse data and map accident locations)
- Review routes frequently used by cyclists (CoCT Bicycle Masterplan, 2011)
- Compile database of cycling organisations and initiatives
 - Questionnaire (to be designed receive feedback from members regarding cycling activities)
- Compile database of cycling business/ retail sector/ shops
- Analyse school children and cycling trends (Writing letters to schools)
- Compile a list of cycling events Summary of cycling trends in Cape Town: training, recreational commuter.

4.1.2 Growing cycling in Cape Town

This section must respond to the following:

- Current cycling patterns in Cape Town
- “Obstacles” to cycling to be identified and assessed include the following but not limited to:
 - origin-destination travel distance required,
 - lack of access to public transport,
 - driver behaviour,
 - lack of cycle skill,
 - lack of maintenance of NMT facilities,
 - crime,
 - road safety,
 - lack of facilities at end of trip, and
 - lack of route information.
- Potential growth in commuter cycling/ Targets

4.1.3 Benefits of cycling (Brief Overview)

- Congestion reduction
- Environment (emission reduction)
- Improved facilities at destination (e.g. bicycle lock up and showers at work)

- Health benefits

4.1.4 National/ Provincial/ Local Cycling Specific Strategies/ Policies

- Western Cape Government Cycle Tourism Framework
- CoCT Bicycle Masterplan
- Stellenbosch NMT Masterplan
- Shova Kalula (Learning experiences)

4.1.5 Vision and Objectives for cycling

The Cycling Strategy must develop a vision and objectives for the cycling with the by-in from the cycling community.

4.1.6 Monitoring and Assessment Plan

The Cycling Strategy must develop a list of performance indicators and specific targets which will be used to monitor the impact of the Cycling Strategy, together with a description of how the information will be managed.

4.1.7 Action Plan and Implementation Programme

Action Plan and Implementation Programme must be developed that supports and promotes cycling in Cape Town. This Action Plan and Implementation Programme must include a project list that outlines the following:

- **Priority projects,**
- **Phased implementation of the projects in line with the TCT Long Term Strategy, defining the timelines i.e. (A = 3 years , B =5 years, C = 10 years , D = 15 years),**
- **estimated budgets, and**
- **the responsible implementing agents.**

4.1.8 Cycle Strategies

The following strategies (but not limited to the outlined below) must be investigated for the formulation of the Cycling Strategy:

- **Strategy: Participation**
 - Stakeholder coordination
 - Regional interaction (e.g. Stellenbosch Municipality)
- **Strategy: Encourage and grow commuter cycling**
 - Setting of targets for increased cycling in the City
- **Strategy: Communication**
 - Campaigns, events and curriculum approach
- **Strategy: Network planning and prioritisation**
 - Review of existing bicycle planning
 - Integration of commuter cycling into town and regional planning/ new developments
- **Strategy: Infrastructure**
 - Introduce new international practice
 - Awareness signage e.g. Share the road
- **Strategy: Growing the cycling economy**
- **Strategy: Legislation**
 - Passing distances/ town planning regulations
- **Strategy: Cycle safety**
 - Improve road safety for cycling
- **Strategy: Improved enforcement**

- Road safety /parking on cycling facilities

4.2 Deliverables:

4.2.1 A report outlining the requirements in Sections 4.1 above.

4.2.2 GIS Maps (ArcGIS compatibility format with shape files to be supplied). The completed product information should be in electronic format (digital) and can be editable. Two sets of paper prints of information should be supplied.

The provision of all services described in Clauses 2.1.2 to 2.1.6 (inclusive) of Board Notice 16 of 2008: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering