

OVERSTRAND MUNICIPALITY

QUOTATION NO.SC 577/2009: COMPLETION OF DRAFT WATER SERVICES BYLAWS, AND COMPILATION OF BUSINESS PLAN FOR THE WATER SERVICES AUTHORITY FUNCTION - OVERSTRAND MUNICIPALITY

SCOPE OF WORK

S.1 INTRODUCTION

Overstrand Municipality prepared draft Water Services Bylaws in terms of the Water Services Act. Water Services include water and sewerage services, as defined in the Water Services Act. The input of a suitably qualified and experienced service provider is required to ensure compliance of the draft bylaws to all relevant legislation and to finalize the bylaws for approval by Council and eventual promulgation. The draft documents will be made available by the municipality to the appointed service provider.

It is furthermore the intention of the Overstrand Municipality to formally separate the Water Services functions between the Water Services Authority and Water Services Provider functions, as defined in the Water Services Act. It will be required of the appointed service provider to compile a business plan for the Water Services Authority function, in compliance with all the relevant legal requirements and guidelines.

S.2 BACKGROUND ON THE PROJECT AREA

The Overstrand Municipal area, where the new Bylaws and Business Plan will apply, includes the towns of Hangklip, Rooi-Els, Pringle Bay, Betty's Bay, Kleinmond, Greater Hermanus, Stanford, Gansbaai, Kleinbaai, Franskraal, Pearly Beach, Baardskeerdersbos, Viljoenshof, Buffeljagsbaai, and the surrounding rural areas.

The total population is approximately 80 000 people, or 27 200 households. Water is supplied to the population from 8 urban water schemes, through 6 water treatment plants, treating water from several surface water and groundwater sources. Waste water is being treated at 5 waste water treatment plants. Conservancy tank and septic tank systems are still commonly used in most of the areas.

The municipality is divided into four administrations or areas, i.e. Kleinmond, Hermanus, Stanford, and Gansbaai. The Operational Managers in each of these areas are responsible for operation and maintenance of water services infrastructure, i.e. the Water Services Provider functions. The centrally located Infrastructure and Planning Directorate is responsible for the Water Services Authority functions over the entire municipal area.

S.3 TASKS

The main tasks to be undertaken under this project include:

1. Scrutinize the draft Water Services Bylaws in depth, compare with legislative requirements and other relevant guidelines, and make detailed recommendations on possible improvements to the documents.

2. Facilitate a workshop with all the relevant officials and Councillors to obtain further comments and inputs into the draft bylaws.
3. Prepare final draft bylaws and submit to the municipality, ready for the approval process.
4. Observe current arrangements w.r.t. Water Services functions, by a.o. interviewing municipal officials, and visiting municipal water services infrastructure.
5. Compile the Water Services Authority Business Plan for the municipality, providing for all legal requirements as contained in the Water Services Act, the National Water Act, and any guidelines issued by the Department of Water Affairs and Forestry (DWAF).

S.4 PARTICIPATION OF KEY STAKEHOLDERS AND COUNCILLORS

The municipality will address issues of participation of stakeholders and Councillors as and when required.

S.5 PROPOSED WATER SERVICES FUNCTIONAL DIVISION

The proposed Water Services functional division, to serve as a guideline for the compilation of the business plans, is as follows:

Water Services Authority Functions (Governance Function)	Water Services Provider Functions (Provision Function)
Ensuring access to Water Services <ul style="list-style-type: none"> - Legislative compliance: ensuring implementation of national standards and targets and monitoring progress thereof - Policy development and implementation monitoring - Health and hygiene awareness - Water and sanitation quality assurance - Water conservation and demand management - Water services infrastructure development 	Ensuring access to Water Services <ul style="list-style-type: none"> - Implementation of policies - Implementation of health and hygiene programs, and health and safety legislation - Manage sampling, analysis and improvement of quality - Minimum water losses - Managing infrastructure projects - Effective and efficient daily operations and repairs
Regulation and Tariffs <ul style="list-style-type: none"> - Bylaws - Tariff determination 	Regulation and Tariffs <ul style="list-style-type: none"> - Apply By-Laws - Apply tariff structure of WSA or own for compliance with legislation and regulations
Planning and Information Management <ul style="list-style-type: none"> - WSDP Information management - WSDP stakeholder participation - WSDP basic and higher planning - WSDP monitoring and reporting - Accessibility of information 	Planning and Information Management <ul style="list-style-type: none"> - Develop a service provision Business Plan - Provide inputs to ensure reliability of WSDP database as requested - Adequate short, medium and long term planning - Consumer Charter - Consumer relations, adequate facilities and systems - Compliance with other legal information requirements
WSA-WSP Regulation & Contractual Arrangements <ul style="list-style-type: none"> - Analysis of needs capacity – 	WSA-WSP Regulation and Contractual Arrangements <ul style="list-style-type: none"> - Participate in Section 78 or other

selecting best suited provision arrangements – mostly require S78 process - Put provision and regulatory contracts/arrangements in place - Support to WSP, e.g. with business plans	relevant processes - Comply with regulatory requirements - Transparency, affordability, commitment - Disclosure of information
Management and Monitoring of Contracts - Record keeping - Contracts Management and monitoring - Compliance management and monitoring - Performance management and monitoring - Risk management	Management and Monitoring of Contracts - Timely submission of required records, information - Submission of relevant information and own external contracts, e.g. outsourcing operations - Compliance with contract terms and conditions - Attendance of meetings, submission of required reports
Financial Planning and Management - Water services budget - Management of revenue and expenditure - Management of financial viability of WSP's - Access to and management of grants, subsidies and loans - Monitoring of implementation of free basic water provisions, credit control and debt collection	Financial Planning and Management - Management of own finances and reporting as required with aim to ensure own financial viability - Implementation of projects funded by grants, subsidies and loans - Implementation of free basic services policies in synergy with credit control and debt collection policy

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Item	Description	Unit	Price (excluding VAT)
1	Finalization of draft Water Services Bylaws for submission to the municipality (including scrutiny of, and additions and improvements to existing draft bylaws, facilitation of workshop with officials and councilors, and finalizing bylaw documents).	Sum	
2	Compilation of Water Services Authority Business Plan (including a.o. filed observations/site visits, interviews with officials and councilors, and finalizing documentation),	Sum	
3	Sub Total (Item 1 + Item 2)		
4	14% VAT on Item 3		
5	Total tender amount (Item 3 + Item 4)		

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POINTS EVALUATION SYSTEM TO BE USED FOR THIS CONTRACT (80/20):

Description of Criteria	Maximum Evaluation points for tenders < R500 000.00
1. Quality: Specific project applicable expertise	30
• Infrastructure of firm	15
• Specific project experience by proposed Project Team Manager	15
2. Quality: Approach & Methodology	15
• Understanding of the Terms of Reference / Brief	8
• Approach and Work plan	7
3. Quality: Track Record	15
• Quality of valid project references included	8
• Quality of previous end products delivered	7
4. Price	20
• Price (only applicable to acceptable Tenders and to be evaluated after all the above have been considered)	20
5. Empowerment:	20
• PDI (form MBD 6.1)	4
• Women (form MBD 6.1)	4
• Disabled (form MBD 6.1)	2
• Small Medium and Micro Enterprise (form MBD 6.3)	4
• Local Enterprise (forms MBD 6.9, 6.10, 6.11)	6

Points in the above quality categories will be awarded as follows:

1. SPECIFIED PROJECT APPLICABLE EXPERTISE **30**

– Infrastructure of Firm to execute project **15**

The Firm's infrastructure in order to execute projects in this discipline is hereby evaluated. This includes offices, technological infrastructure, etc.

Good = 15 Fair = 10 Poor = 5

– Project experience of proposed project team manager in this field **15**

The Firm's key personnel's experience in projects related to this discipline. Technologically advanced projects and special achievements in this discipline are also looked at.

Excellent = 15 Fair = 10 Poor = 5

2. APPROACH AND METHODOLOGY 15

- *Understanding of the terms of reference/brief* 8
 Did the consultant understand the brief correctly and was his/her proposal up to expectations?
 Yes = 8 Partly = 5 No = 1
- *Approach and work plan* 7
 The approach and work plan to the problem;
 Unique = 7 Workable = 5 Not Acceptable = 1

3. TRACK RECORD 15

Items to be considered are the following :

- *Quality of valid project references included* 8
 Good = 8 Fair = 5 None = 0
- *Quality of previous end products delivered* 7
 Exceed initial expectations = 7 Met expectations = 5
 Slightly below = 3 Did not meet expectations = 1

The evaluation will be based on previous projects where the proposed project manager was involved. The information will be gathered by the evaluator from references given by the tenderer.