

REPUBLIC OF SOUTH AFRICA



National Department of Housing

**MISCELLANEOUS SERVICES FOR
HOUSING DEVELOPMENTS**

Project Linked Greenfield Subsidy Project Developments

*Generic Specification GFSH-9
August 2002*

INTRODUCTION

This specification provides requirements for services required in housing developments not described in the following generic specifications:

- GFSH-1: Securing land for a housing development*
- GFSH-2: Geotechnical Site Investigations for Housing Developments*
- GFSH-3: Town Planning and related Land Surveying Services*
- GFSH-4: Environmental services for Housing Developments*
- GFSH-5: Beneficiary and Housing Subsidy Administration*
- GFSH-6: NHBRC Warranty Scheme enrolments and requirements*
- GFSH-7: Third party management support*
- GFSH-8: Engineering services*

This generic specification was prepared by the Task Team: Implementation of National Housing Programmes to facilitate compliance with the requirements of Chapter 3 of Part 3 of the National Housing Code and the provisions of the Housing Consumers Protection Measures Act (Act 95 of 1998).

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1 SCOPE

This specification contains requirements for the following miscellaneous Housing Development services:

- a) conveyancing;
- b) procurement and contract administration;
- c) house design;
- d) house costing services;
- e) quality assurance services;
- f) project management services; and
- g) site surveying.

2 NORMATIVE REFERENCES

Department of Housing: National Housing Code.

Department of Housing: NHBRC Warranty Scheme enrolments and requirements. Generic specification GFHS-6.

Department of Housing: Design and construction of Houses. Generic specification GFHS-11.

National Home Builders Registration Council: Home Building Manual.

3 DEFINITIONS

Beneficiary: a natural person who qualifies for a project linked subsidy.

House: a dwelling unit constructed for residential purposes in terms of a subsidy housing development including:

- i) the private drainage system from the structure up to the municipal connection or the cess pit connection;
- ii) any store room; and
- iii) any retaining wall.

Housing Development: a project approved in terms of Chapter 3, Part 3 of the National Housing Code for the servicing of land and construction of houses for sale to beneficiaries using housing subsidy funds.

Project Agreement: the contract between the MEC and the Developer for a Housing Development enrolled in accordance with the provisions of the generic specification GFHS-6 (NHBRC Warranty Scheme enrolments and requirements) and prepared using the generic documentation prepared for this purpose.

Service Provider: the natural or juristic person contracted to provide a specific service or portion thereof covered by this specification.

4 OBJECTIVES

4.1 Objective of the conveyancing services

The objectives of the conveyancing services are, with respect to a particular housing development, to ensure registrability of individual tenure rights as defined in the National Housing Code and to effect registration of such rights to all beneficiaries in the housing development.

4.2 Objectives of the procurement and contract administration services

The objectives of the procurement and contract administration services are, with respect to a particular contract to conclude the contract in accordance with the Developer's policies and to administer such contracts in terms of the provisions and procedures embodied therein.

4.3 Objectives of the house design services

The objectives of the house design service are to:

- a) provide sketch plans of housing units which capture the broad technical and functional characteristics of homes in a Housing Development;
- b) provide working drawings for the construction of housing units; and
- c) provide house plans for local government approval in accordance with the provisions of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

4.4 Objectives of the house costing services

The objective of the home costing service is to provide professional estimates of the cost of providing homes in a Housing Development.

4.5 Objectives of the quality assurance services for houses

The objective of the quality assurance service for the houses is to assess and report on whether the works other than works designed by a competent person in accordance with the provisions of the Housing Consumer Protection Measures Act is being completed generally in accordance with the drawings and specifications.

4.6 Objectives of the project management services

The objective of the project management service is to manage on behalf of the Developer all activities and processes associated with the various phases and stages of a Housing Development as set out in the specification data.

4.7 Objectives of the site surveying services

The objectives of the site surveying service are to provide:

- a) provide a detail plan of the site depicting all necessary detail and data in digital format for township design purposes; and
- b) establish and accurately fix survey stations that are to be used for the future setting out of the township.

5 REQUIREMENTS

5.1 General

5.1.1 Service providers in the various disciplines shall be appropriately qualified, suitably experienced and, where required, registered to practice, to enable them to provide professional services on Housing Developments.

5.1.2 Service providers shall in the provision of their services observe all relevant statutes, by-laws and associated regulations, standards of professional conduct and "best practice", as laid down, or recommended, by their respective professional associations, if any.

5.2 Requirements for the conveyancing services

The service provider shall satisfy the objectives for the conveyancing services stated in 4.1 and in order to do so shall, as a minimum:

- a) liaise with and obtain the necessary inputs from other service providers or professionals;
- b) determine at the outset all registrability technical information including ownership details of the identified Land Parcel from the relevant Deeds Officer, relevant legislation in terms of which the land use change of the identified Land Parcel and conformity of envisaged tenure rights with policy requirements will be effected, status regarding township establishment and the approval process, status of the surveying and General Plan, availability of the title Deeds and relevant diagrams;
- c) provide an accurate and detailed projection in respect of envisaged timeframes to meet the requirements of Section 45 of Act 47 of 1937 and the process of registering individual title deeds, determined by information obtained in (b);
- d) prepare and execute all conveyancing documents required to register the township register and individual deeds in the relevant Deeds Office and obtain all supporting documents required including, but not limited to, Rights Clearance Certificates, Transfer Duty Exemption/Receipts;
- e) Ensure proper consolidation and explanation with all beneficiaries regarding the duties, rights and obligations attached to registered real rights obtained by the beneficiaries;
- f) Inform the Developer of any deviations from the agreed timeframes as well as reasons for such deviations and possible remedial actions within a reasonable timeframe; and
- g) Execute all other professional duties and obligations attached to the objective to be attached by the Service Provider.

5.3 Requirements for procurement and contract administration service

The Service Provider shall satisfy the objectives for the house design services stated in 4.2 and in order to do so shall, as a minimum:

- a) liaise with and obtain the necessary inputs from other service providers or professionals;
- b) prepare documents to invite tenders in accordance with the Developer's procurement policy using the standard documents approved for Greenfield subsidy housing developments;
- c) evaluate tenders received, compare against budgets and prepare an evaluation report;
- d) compile contract documents; and
- e) administer contracts in terms of the provisions of the contract as the employer's agent.

5.4 Requirements for the house design services

The Service Provider shall satisfy the objectives for the house design services stated in 4.3 and in order to do so shall, as a minimum:

- a) ensure that the design of houses satisfy the requirements of the National Building Regulations and Building Standards Act (Act 103 of 1997), and the Housing Consumers Protection Measures Act (Act 95 of 1998);
- b) ensure that the minimum gross floor area of the completed house is not be less than that provided for in the Project Agreement;
- c) ensure that the house design satisfies the mandatory and optional requirements of the generic specification GFHS-11 (Design and construction of Houses);
- d) state all applicable finishes and requirements on the drawings and indicate the degree of expected damage as required in terms of the Home Building Manual;
- e) indicate the orientation and siting of the house;
- f) prepare a specification for all finishes and items not address in the Home Building Manual; and
- g) obtain local government approval of plans for construction.

5.5 Requirements for the house costing services

The Service provider shall satisfy the objectives of the house costing service stated in 4.4.

5.6 Requirements for the quality assurance service for the houses

The Service provider shall satisfy the objectives of the quality assurance service for the houses as stated in 4.5 and, in order to do so, shall provide construction monitoring staff for one of the following four levels of service, as provided for in the specification data:

Level 1:

- a) monitor the outputs from another party's quality assurance programme against the requirements of the plans and specifications;
- b) visit the works at a frequency nominated by the Developer to review important materials, critical work procedures and/or completed elements or components; and
- c) be available to advise contractors on the technical interpretation of the plans and specifications.

Level 2:

- a) review, preferably at the earliest opportunity, a sample of each important:
 - i) work procedure; and
 - ii) construction materialfor compliance with the requirements of the plans and specifications and review representative samples of important completed work prior to enclosure or completion as appropriate;
- b) visit the works at a frequency nominated by the Developer to review important materials, critical work procedures and/or completed elements or components; and
- c) be available to provide the contractor with technical interpretation of the plans and specifications.

Level 3:

- a) maintain a part-time presence on site to review random samples and review important completed work prior to enclosure, or on completion, as appropriate; and
- b) be available to provide the contractor with technical interpretation of the plans and specifications.

Level 4:

- a) maintain a full time presence on site to constantly review
 - i) work procedures; and
 - ii) construction materialsfor compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate; and
- b) be available to provide the Contractor with technical interpretation of the plans and specifications.

5.7 Requirements for the project management services

The Service Provider shall satisfy the objectives for the project management services stated in 4.6 and in order to do so shall, as a minimum:

- a) liaise, as necessary, between the Developer, the Administrator and all service providers and professionals to ensure that the duties and services of all parties are effectively and efficiently co-ordinated;
- b) act on behalf of the Developer in all matters for which the Developer delegates authority to do so;

- c) prepare programmes, in consultation with the other Consultants and to the approval of the Developer, for the co-ordinated provision of all activities required to complete the Housing Development and update such programmes whenever necessary;
- d) monitor the progress of activities necessary to complete the Housing Development and keep the Developer and others regularly informed of the situation, particularly when progress falls behind programme in any regard;
- e) prepare detailed budgets and cash flow projections for all aspects and activities of the Housing Development in consultation with the Developer, the Administrator, and update such data whenever necessary;
- f) regularly monitor expenditure on all aspects of the Project in relation to progress and budgets and keep the Developer fully informed, particularly when it appears that budgeted expenditures, or cash flow requirements, may be exceeded; and
- g) process certificates of payment to contractors and service providers prior to their presentation to the Developer for settlement.

5.8 Requirements for the site surveying services

5.8.1 Requirements for the site survey

The service provider shall, as a minimum, in order to satisfy the objectives stated in 4.7a):

- a) survey all natural and man-made features that may have an impact on the proposed Housing Development including;
 - i) all existing services such as storm water and sewer systems, and electrical and telephone lines;
 - ii) all existing buildings;
 - iii) all changes of slope, top of ridges and bottom of valleys;
 - iv) all rivers, streams, dams, pans, marches and areas subject to flooding;
 - v) forest, bush, shrub, plantations, orchards, avenues, hedges, large individual trees which are landmarks, or the preservation of which may be desirable;
 - vi) cultivated lands and types of crop;
- b) capture sufficient spot heights so that a 1:500 plan with contours at 0,5m intervals which accurately portrays the true ground shapes can be generated;
- c) provide a brief description of the structure of all buildings e.g. corrugated iron, mud, timber, masonry etc.;
- d) provide the names and direction of flow of all rivers and streams; and
- e) record obvious ground conditions and highest known flood levels of streams.

5.8.2 Requirements for the establishment of permanent survey beacons

The service provider shall in order to satisfy the objectives stated in 4.7b):

- a) provide a beacon comprising a 25mm internal diameter galvanised pipe, 460mm long, flattened at the end, driven into the ground in such a way that the top of the pipe is not damaged and protrudes 35mm above ground level, set in grade 15 or higher concrete in a hole, 275mm deep and 300mm in diameter, and tagged with a galvanised metal or aluminium tag which depicts the name of the beacon;
- b) co-ordinate the beacon to a horizontal standard of Class A Accuracy in accordance with the provisions of the Survey Act (Act 9 of 1927); and
- c) base the survey on WGS84 and the height to National Geodetic Benchmarks.