



Rawalpindi Development Authority, Rawalpindi

SHORT TERM CONSULTANCY

**Preparation of Land Use Classification,
Re-Classification and Re-Development Plan of
Mohanpura, Rawalpindi**

**Director
(Land Use & Building Control),
RDA Rawalpindi**

June 2023

Section 1: Letter of Invitation

Letter No: _____

Date: _____

[Name and Address of Consultant]

SUBJECT: LETTER OF INVITATION

Dear Mr./Ms.:

1. Rawalpindi Development Authority (RDA) invites proposals using single stage two envelopes to provide the following consulting services as per scope of work and services provided in the Terms of Reference.
2. Rawalpindi Development Authority (RDA) have selected the Mohanpura (section 2), Rawalpindi for preparation of Land Use Classification, Re-classification & Redevelopment Plan.
3. It is not permissible to transfer this invitation to any other firm.
4. The Consultant will be selected under the Selection Method: least cost based Selection Method and procedures described in this RFP, in accordance with the policies of the Government of Punjab detailed in the Punjab procurement Rules, 2014.
5. The RFP includes the following additional documents:
 1. Section 2 - Terms of Reference
 2. Section 3 – Proposal Evaluation
 3. Section 4 - Appendices
6. The interested firms are to submit Request for proposal (RFP) along with the following information / particulars, duly supported with necessarily documents:
 - i. Name of firm / address of the registered office with telephone / fax number and e-mail address including organization chart showing management structure.
 - ii. Certified true copy (in case of company only), Memorandum/article of Association (as applicable), partnership deed (as applicable).
 - iii. Certificate of Registration with the Pakistan Council of Architects and Town Planners (PCATP) along with the valid renewal letter upto 2022 in relevant project profile category.
 - iv. Certified true copy (in case of company only) of certificate of registration with Securities and Exchange Commission of Pakistan or registrar of firms.
 - v. Relevant project wise experience with time duration for each Project.
 - vi. List of similar works completed by the Firm during the last 05-years, indicating total cost of such works and cost of Consultancy Services received against those works along with date of start and completion of expected date of completion.
 - vii. An undertaking by the consultants / firms / JVs to the effect that “Neither the firms / consultants / JVs nor its Directors / Stakeholders, as a whole or as a part of the firm have even been Black-listed / defaulted by any Government Agency / Department / Organization and also that the information supplied by the consultants / firm / JVs is correct”.
 - viii. Certificate / Affidavit that the consultants / firms /JVs is not in litigation with any client.
 - ix. Superfluous / irrelevant information shall lead to disqualification.
 - x. Copy of registration with FBR and PRA. In case of firm/lead partner is unregistered with Punjab Revenue Authority then as per rules of Punjab sales tax Special Procedure

(withholding rules) 2015, the withholding agent shall deduct tax on gross value as per applicable rates of tax for all unregistered persons.

- xi. List of permanent professional staff along with CVs of relevant core staff showing relevant project wise experience with exact time duration for each project.
- xii. Rawalpindi Development Authority (RDA) Rawalpindi reserves the right to disqualify application on the ground that he had provided false, fabricated or materially incorrect information at any stage.

The RFP Document may be purchased by the interested bidders on the submission of a written application to the address below upon payment of non-refundable fee of PKR 2,000/- in favor of Director (LU&BC), RDA.

Bidding documents containing specifications can be downloaded from www.ppra.punjab.gov.pk and <https://rda.gop.pk> and shall attach fee with the submission. The RFP must reach to the office of Director (LU&BC) upto 20th June 2023.

Director
(Land Use & Building Control),
RDA Rawalpindi

June 2023

Section 2: Scope of Work

Location of the Project

Mohanpura is situated near Raja Bazaar, which is a commercial hub of Rawalpindi City. It is easily accessible from Rawalpindi Railway Station and connected to the whole Rawalpindi and Islamabad Cities through Metro Bus Service, resulting in value addition of Mohanpura. The project area boundary is defined as per the approved LOP boundary as attached.





Scope of Work / Services

This consultancy assignment aims to carry out feasibility study, preparation of existing land use classification map and reclassification plan with redevelopment plan and specific building regulations for replanning and redevelopment of Mohan Pura, Rawalpindi. The assignment will consist of following tasks.

1. Socio-economic Study and Situation Analysis:

The consultant will prepare area profile with respect to land uses, physical conditions, social and economic activities. For this, the consultant will undertake a thorough review and analysis of previous Layout Plan (LOP) in terms of land uses and activities in the area. The consultant will also identify unique economic potential of the area and special advantages of area to unleash its economic growth potential. The Consultant shall undertake assessments of the existing conditions of public services networks that include but not limited to road/street, sewerage, drainage, waste water systems, electricity and gas.

2. Preparation of Land Use Classification Map:

The Consultant will prepare Land Use Classification Map of the project area as per Punjab Development Authorities Land Use (Classification, Reclassification and Redevelopment) Rules 2021 by using satellite imagery and GIS Analytics. Land Use Classification map will be prepared by marking salient features which includes existing roads, water bodies/nullahs, natural or built-up areas such as residential, commercial, industrial, public buildings etc.

As per Clause 17, Land use classification map will be prepared for Mohanpura Area in accordance with the land use classification under rule 3 using satellite imagery. The consultant will digitize the satellite imagery and use it as a base map for the required field survey.

Mohanpura is one of the old approved schemes. The Consultant shall prepare the land use classification map for this approved scheme of Mohanpura by:

- a) collecting the approved scheme plans;
- b) dividing the scheme area into various classes land-use under rule 3;
- c) marking the plot which has been converted from residential land use under any law;
- d) marking the plot which has been converted from residential land use without approval of the competent authority and declaring it as nonconforming use; and
- e) Marking the plot which has been temporarily converted to commercial use with the approval of the competent authority.

The classification map already prepared by RDA & presented in the Governing Body shall be used for ready reference only.

3. Land Use Reclassification Plan:

The consultant shall examine the study area for identification of land parcels /zones / sub zones for Urban Regeneration or Land Use Reclassification and prepare the Land Use Reclassification Scheme(s) keeping in view the provisions of Punjab Development

Authorities Land-use Plan (Classification, Reclassification & Redevelopment) Rules, 2021 having detail action plans, strategies and regulations.

The Consultant shall prepare a re-classification scheme by:

- a) demarcating the boundaries of the project area;
- b) Undertaking studies/survey of the project area, including:
 - i. a topographic survey;
 - ii. Land use survey,
 - iii. Documentation of the existing infrastructure and design capacity;
 - iv. assessment of existing traffic volume and design capacity of the road network;
 - v. collection of secondary data regarding utility services; traffic-and transportation;
 - vi. environment impact assessment;
 - vii. traffic impact assessment of the area including parking;
 - viii. Assessment of water and sanitation.
- c) compiling and analyzing the collected data; and
- d) Preparing proposed land use reclassification scheme.

The proposed land use reclassification scheme shall include the following documents:

- a) Location plan of the project area;
- b) site plan giving all the details of the project area;
- c) notified land use classification map of the project area;
- d) proposals for land use reclassification of the project area
- e) proposals for improvement in the project area for:
 - i. Utility services such as electricity, gas, communication networks, solid waste management, water supply, sewerage and drainage;
 - ii. traffic and transportation;
 - iii. landscape and street furniture;
 - iv. public building requiring facade improvements,
 - v. any kachi abadi or slum area; and
 - vi. open space and park;
 - vii. proposal for better environment;
 - viii. Proposals for water conservation and water recharge such as water metering system, smart sanitation system;
 - ix. proposals for dedicated storm water system on the main roads or boulevards and for green belts or medians for aquifer recharging;
 - x. Proposals for improvement in the facade of commercial building and to attain uniform skyline.
 - xi. Proposals of Building Regulations for project area
- f) Development of GIS based plot-wise table on the specified format:

Sr.No.	Plot No	Block	Land use	Area in Kanals	Classification	Road Width	Corridor Name	Restrictions of Plot Size	Reclassification	Restrictions/Building Regulations
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4. Schematic Design

The Consultant shall develop a schematic design of the Project, including a programmatic framework of design, development & interventions, and prioritizing the project

components as the locations of interest for initiation. This framework shall also identify the different line agencies / departments that are to collaborate on the specific components. The Consultant shall also present a 3-D models of the area showing existing and proposed conditions of the project area.

5. Redevelopment plan:

The Consultant shall prepare a redevelopment plan after the notification of the land use Reclassification scheme of Mohan Pura subject to approval of RDA Governing Body. Consultant will separately indicate financial proposal for this task.

This redevelopment plan will include:

- a) environmental impact assessment or initial environmental examination (as per provisions of PEPA) and the traffic impact assessment of the project area;
- b) transportation plan for:
 - i. improving and upgrading the road network, to accommodate the increased demand of the proposed land use within the available right of way;
 - ii. traffic management with detailed assessment and option analysis including traffic signals and intersection Improvements;
 - iii. modification and addition of public transport routes;
 - iv. Parking facilities if including parking plazas to address the need of parking;
 - v. Pedestrian and cycling facilities, if required; and
 - vi. bus, taxi, rickshaw and tanga parking;
- c) street furniture plan for:
 - i. Street lighting;
 - ii. landscape improvement;
 - iii. architectural improvement; and
 - iv. public spaces, open areas and plantation;
- d) utility services plan for:
 - i. up-gradation of electricity and gas system;
 - ii. up-gradation of water supply, sewerage and storm water drainage facilities;
 - iii. Facilities for solid waste management;
 - iv. provision of public toilets; and
 - v. up-gradation of firefighting arrangements;
- e) Financial assessment plan including Cost estimates and execution of development work in phases
- f) Land consolidation plan including landownership patterns and proposal for land readjustment or land pooling, if required and
- g) Implementation framework including:
 - i. time schedule;
 - ii. monitoring mechanism;
 - iii. feedback mechanism; and
 - iv. Completion report.

The Consultant shall develop a detailed procedure of redevelopment plan to streamline the infrastructure, traffic and environmental issues and urban regeneration of the existing built-up areas.

6. Public Consultations

The consultant shall carry out frequent interactions with the local / area specific groups, trader associations or any other forum of public consultations. Consultant will carry out focus group discussions/ key stakeholder engagements in order to ascertain the successful preparation and implementation of various plans listed in these terms of reference.

The Consultant shall undertake public consultation that include:

- a) Invite objections or suggestions by giving public notice indicating salient features of the draft reclassification scheme. On its website, and in at least two leading National Urdu and one National English newspapers;
- b) arrange public hearing on a specified date, time and place;
- c) Maintain record of the proceedings for a minimum period of five years.

The consultant will develop a grievance redressal mechanism as per Clause 28 of Punjab Development Authorities Land Use Rules/Policy that indicates a Grievance Redressal Committee.

7. Traffic & Transportation Plan

The consultant shall prepare a comprehensive Traffic and Transportation Plan with demarcation of existing major traffic generator sites in the project area and proposal for future relocation of these uses into any other Zone/s or within or outside project area.

8. Building and Zoning Regulations

The Consultant shall prepare Building and Zoning Regulations specific to this project area and present a difference with the existing RDA's Building and Zoning Regulations. The consultant shall review the existing Framework of urban Planning Regulations and prepare Zoning Regulations and Bye-laws for the respective Zones.

9. Implementation and Regulatory Framework

The consultant will review the framework and regulations which currently exists in the study area with respect to plan preparation, its implementation, regulations, bye-laws and examine the workability of the existing institutional set-up. The consultant will recommend the local level institutional framework and procedures for effective functioning of the urban planning systems. Furthermore, the consultant will provide the framework for the implementation, clarification and revision mechanism for the plan to ensure sustainable and balanced growth in true letter and spirit. The consultant shall propose the regulations, bye-laws etc. for the different zones which should be user-friendly, economy oriented and technology based to minimize the human resources for enforcement of plan.

10. Outputs and Deliverables:

The consultant will be responsible for the following deliverables:

S. No.	Description
1	Situational Analysis Report
2	Land Use Classification Map
3	Re-classification Map with 3D Schematic View of the Proposed Plan
4	Traffic and Transportation Plan
5	Building and Zoning Regulations Specific for the project area
6	Re-development Plan if required by RDA
7	A detailed analytical / diagnostic and final report

11. Study Period:

The study period is one month from the date of signing of the contract agreement.

12. Input from RDA:

RDA will provide following information/documents in soft/hard form to the consultants:

1. Copy of Approved Layout Plan (LOP) of the scheme
2. Approved building plans

Cost of photocopying of these documents if any will be borne by the Consultant.

13. Payments/Deliverables:

RDA will pay the finally agreed amount to the consultant as per below schedule:

S. No.	Description	Percent of total Amount
1	Situational Analysis Report	10%
2	Land Use Classification Map	15%
3	Re-classification Map with 3D Schematic View of the Proposed Plan	15%
4	Traffic and Transportation Plan	10%
5	Building and Zoning Regulations Specific for the project area	10%
6	A detailed analytical / diagnostic and final report	15%
7	Redevelopment Plan	25%

Section 3: Proposal Evaluation

Procurement Method & Type of Contract:

1. **Least Cost based Method** as per PPRA Rules and lump sum contract with Payment schedule of fee as per agreement based on deliverables.
2. **Selection:** A Single Stage, two-envelope procedure shall be adopted in ranking of the proposals.
3. **Technical Proposal:** The evaluation committee appointed by the Authority shall carry out its evaluation, as per the below evaluation criteria. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned unopened.
4. **Technical Proposal Evaluation Criteria:** Proposals will be evaluated as per following criteria regarding the experiences of the firm in the last three years, capabilities and qualification of the proposed staff, methodology, and work-plan. The authority reserves the complete rights to revise or change the criteria.

Min. Qualifying Score (70 Marks)

Category	Description	Max. Score	Score Obtained
Company profile (Relevant experiences of the Firm and suitability for the required services)	Firm is registered with Pakistan Council of Architects and Town Planners (PCATP) and having valid and active registration status.	8 Marks (2 Marks for level/category starting from lowest)	
	Firms' registered office is located in Rawalpindi or Islamabad City.	6 Marks	
	Principal Town Planner is enlisted with RDA and fully familiar with RDA's rules and regulations such as Land Use, Building and Zoning Regulations	6 Marks	
	Specific experience of the Consultants relevant to the assignment involving preparation of Land Use Classification and Reclassification Maps/Plans.	10 Marks	
Sub-total (Company Profile)		30 Marks	
Key Staff Proposed	Team Leader: 1. M.Sc. City & Regional Planning or Town or Urban Planning – [10 Marks] 2. More than 20-year experiences as Town Planner – [10 Marks] 3. Experiences of Leading Land Use Classification and Reclassification Planning – [5 Marks]	30 Marks	

Category	Description	Max. Score	Score Obtained
	4. Knowledge of RDA's Land Use and Building and Zoning Regulations [5 Marks]		
	Architect 1. Minimum five-year experience as Architect and Architect registered with RDA in Category-A [5 Marks] 2. Familiarity with Building Bylaws of RDA [5 Marks]	10 Marks	
	Town Planners – 2 (5 Marks Each) 1. B.Sc. City & Regional Planning. 2. Familiarity with RDA's Land Use and Building Regulations [5 Marks]	10 Marks	
Sub-total (Key Staff Proposed)		50 Marks	
Proposed Methodology (Adequacy of the proposed methodology and work plan in response to the Terms of Reference)	1. Understanding of the project objectives and scope of assignment. [5 Marks]. 2. Quality of proposed approach and methodology. [10 Marks]. 3. Work Plan and Time Schedule. [5 Marks].		
Sub-total (Proposed Methodology)		20 Marks	
Grand Total		100 Marks	

3.4 Financial Proposal

- The financial proposals of all the qualifying consulting firms (on the basis of evaluation of technical proposals) shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals. The total cost of each proposal shall be publicly announced to the attending representatives of the firms.

Section 4: Appendices

APPENDIX 1

FORMAT FOR LETTER OF RFP APPLICATION

[On the Letter Head of the Bidder (in case of Single or Lead Member (in case of a Consortium))]

Date:

The Director (LU&BC),
RDA, Rawalpindi

Preparation of detail design for urban regeneration, For (Area), Rawalpindi

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for subject services.

We are enclosing our Request for proposal (RFP), in one Original and one Copy, with the details as per the requirements of the RFP, for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the RFP is complete, true and correct in every detail.

We confirm that the RFP application is valid for a period of 90 days from the due date of submission of RFP application and is unconditional.

Yours faithfully,
(Signature of Authorized Signatory)
(Name, Title and Address of the Bidder)
. Bidder seal & stamp

APPENDIX 2
INFORMATION RELATED TO EXPERIENCE

Project name	Value of the agreement (in current PKR)
Country Location within country	Duration of project (months)
Name of Client	Total No of staff-months (by your Company) On the project:
Start Date (Month/Year) Completion Date (Month/Year)	Value of total project provided under an agreement (in current PKR) In case of consortium, value of part of the Project provided by Bidder under the agreement (in current PKR)
Name of associated members, if any	No. of professional staff-months provided by the associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader etc.):	
Narrative description of Project	
Description of actual services provided by your staff within the assignment.	

Note:

- Only the eligible projects that satisfy technical criteria shall be included.
- All the Financial numbers are to be given in Pak Rupees.

(Signature of Authorized Signatory)

APPENDIX 3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (20 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) **Technical Approach and Methodology** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) **Organization and Staffing** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff

APPENDIX 4
CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF

1. Current Position (only one candidate shall be nominated for each position): _____
2. Name of Company (inset name of company proposing the staff): _____
3. Name of Staff (insert full name)
4. Date of Birth: _____ Nationality _____
5. CNIC No (if Pakistani): _____ or Passport No: _____
6. Education

Degree	Major / Minor	Institutions	Year

7. Membership of Professional Associations: _____
8. Other training (indicate significant training since degrees under 6 - Education were obtained)

9. Languages (For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing)

10. Employment Record (Starting with present position, list in reverse order every employment held by staff member since graduation, giving/or each employment (see format here below): dates of employment, name of employing, organization, positions held):

Employer	Position	From (MMIYYVY)	To (MMIYYVY)

11. Detailed task Assigned

::;

12. Work undertaken that Best Illustrate? Capability to Handle the Tasks Assigned:

1. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

2. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

3. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

13. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and me. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged,

[Signature of staff member or authorized representative of the staff]

Date: _____