Appointment of a Panel of Professional Service Providers for a period of 36 months for Management of relevant heritage resource management processes and Compilation of Heritage Conservation Management Plans for various National Health Insurance District’s

National Department of Health

March 2015
Table of Contents

1. Employers Objectives........................................................................................................................................... 6

2. Background.......................................................................................................................................................... 7
   2.1 Overview of the Scope of Works .................................................................................................................. 8
   2.2 The role of the National Department of Health .......................................................................................... 9
   2.3 The role of the Professional Service Providers (PSP’s) .............................................................................10

3. Overview of the work of the Professional Service Providers Consortium ..............................................11
   3.1 Work of the Coordinating Professional Heritage Practitioner ................................................................12
   3.2 Work of the Conservation Architect .......................................................................................................13
   3.3 Work of the Historian ..................................................................................................................................14
   3.4 Work of the Professional Planner .............................................................................................................14

4. Pricing schedule ................................................................................................................................................15

5. The procurement and contracting strategy ..................................................................................................15

6. Contracting authority ........................................................................................................................................16

7. Eligibility criteria for procurement of services ............................................................................................16
   7.1 Pre-eligibility Criteria ..............................................................................................................................16
   7.2 Eligibility Criteria .......................................................................................................................................17
   7.3 Schedule Weightings ....................................................................................................................................18
Definitions

1. “APHP” shall mean the Association of Professional Heritage Practitioners.
2. “Clinical Planner” means an official responsible for clinical design and evaluation of building design which requires them to be directly involved in the briefing, reviewing the planning and finalising the health care technology requirements.
4. “Conservation Management Plan” wherein referred to in this document or any other document related to this bid shall mean a report clarifying the cultural significance of heritage resources present within a study area or its direct proximity, and how that significance will be retained in any future use, management, alteration or repair of said heritage resource(s), and as otherwise implied in terms of Section 47 of the NHRA.
5. “Contractor” wherein referred to in this document or any other document related to this bid shall mean an organisation or entity practising and registered in a trade as governed by the Construction Industry Development Board (CIDB).
6. “Cultural significance” shall mean aesthetic, architectural, historical, scientific, social, spiritual, linguistic or technological value or significance.
7. “Employer” wherein referred to in this document or any other document related to this bid shall mean the National Department of Health (NDoH) and as defined in the NEC3 Contract. This term shall be used interchangeably with “NDoH” throughout this document.
8. “Heritage resource” shall mean any place or object of cultural significance, where “place” may include
   (a) a site, area or region;
   (b) a building or other structure which may include equipment, furniture, fittings and other articles associated with or connected with such building or other structure;
   (c) a group of buildings or other structures [and associated equipment, fittings, etc];
   (d) an open space, including a public square, street or park; and
   (e) in relation to the management of a place, includes the immediate surroundings.
9. “Heritage Resource Management” wherein referred to in this document or any other document related to this bid shall refer to the statutory requirements and processes implied through, inter alia, Sections 27, 34, 35, 36, 37 and/or 38 of the NHRA.
10. “Historian” shall mean a Professional Heritage Practitioner with the necessary skills to undertake archival and oral history research and could include a cultural historian, historical archaeologist, oral historian, archivist and/or spatial historian.
11. “Hospital Commissioning Team” shall mean officials that are delegated by the employer to undertake procurement of all goods and services, licenses, permits, staff, etc. necessary for the facility to be fully operational.

13. “PHRA” shall mean a Provincial Heritage Resource Authority as defined in the NHRA.

14. “PM” wherein referred to in this document or any other document related to this bid shall mean a registered Professional Construction Project Manager appointed by the NDoH as the Employer’s Principal Agent or Representative as managed by the SACPCMP.

15. “PSP” wherein referred to in this document or any other document related to this bid shall mean a Professional Service Provider. This term shall be used within the context of defining a registered built environment professional in the following categories:
   a) Professional Heritage Practitioner (APHP)
   b) Architect (SACAP)
   c) Professional Planner (SACPLAN)

16. “PHP” wherein referred to in this document or any other document related to this bid shall mean a person registered as a Professional Heritage Practitioner (APHP) or alternatively, a suitably-qualified professional with experience in Heritage Resource Management and Conservation Management.

17. “Study area” or “Site” wherein referred to in this document or any other document related to this bid shall refer to the cadastral land unit(s) occupied by the particular facilities to be specified by the Hospital Commissioning Team.

18. “Supervisor” wherein referred to in this document or any other document related to this bid shall mean a PSP as contemplated above and as defined in the NEC3 Contract.
Legislative requirements include, but are not limited to the following:

- DORA No 12 of 2009; Division of Revenue Act, 2009.
- PFMA The Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999)
- OHSA The Occupational Health and Safety Act (No 85 of 1993)
- Preferential Procurement Policy Framework Act, 5 of 2000
- Broad Based Black Economic Empowerment Act 53 of 2003 (BBBEE)
- National Building Regulations and Buildings Standards Act 103 of 1977
- Fencing Act, 31 of 1963
- National Heritage Resources Act, 25 of 1999
- National Environmental Management Act 1986
- Provincial Land Administration Acts
- National Building Regulations of 1995
- Treasury Regulations, 2001
- Municipal bylaws
- NIMS: National Infrastructure Maintenance Strategy
- SCM Policy - Departmental Supply Chain Management Policy
- World Health Organisation Guidelines
1. Employers Objectives

The National Department of Health (NDoH) initiated a process in 2013 to upgrade and/or rebuild district hospitals, community health centres, clinics and nursing colleges in National Health Insurance (NHI) Pilot Districts as part of a larger process to ensure that health care infrastructure can fully support the full introduction of the NHI.

To kick start this initiative priority health facilities have been identified for upgrade and/or rebuild which are located in NHI districts. Some of these health facilities have been in existence since the early 1900’s. As a result of their long history there are many structures and buildings on each of these sites that are more than 60 years old and/or fall into the category of potentially being classified as heritage sites and graded. Current legislation dictates that no person may alter or demolish any structure or part of a structure which is older than 60 years without a permit issued by the relevant provincial heritage resources authority. Furthermore, development of the respective sites may trigger one or more of the development activities listed in relevant heritage legislation thereby requiring heritage impact assessment process pertaining to the affected heritage resources.

In order to execute the planned upgrades and/or rebuilds the employer requires the services of a professional service provider team for the management of relevant heritage resource management processes and compilation of heritage conservation management plan for the sites in NHI districts. In order for these objectives to be met, NDoH requires the PSP team to execute the following:

- **Heritage site management**: This phase includes the identification, mapping and grading of tangible and intangible heritage resources associated with each respective site as well as the assessment of anticipated impacts of development and recommendation of mitigatory measures. It shall include associated public participation processes and obtaining relevant statutory approvals from relevant heritage authorities.

- **Development of conservation management plans**: Heritage site management plans shall be formulated to ensure the deliberate and thoughtful preservation, enhancement, preservation and maintenance of heritage places/sites so as to protect tangible and intangible heritage resources forming part of said heritage places/sites.

The Professional Service Provider team shall comprise of the following registered members/professional skill-set as a minimum. Failure of the prospective bidders to provide evidence of a complete team may render the bid non-responsive:

1. **Professional Heritage Practitioner as team coordinator**
   a. Association of Professional Heritage Practitioners (APHP) or another relevant body (e.g. ASAPA) or proven relevant experience
2. Architect
   a. South African Council for the Architectural Profession (SACAP) or another relevant body or proven experience

3. Historian
   a. Affiliation to an appropriate historical association or another relevant body or proven experience

4. Professional Planner
   a. South African Council for Planners (SACPLAN) professional registration or another relevant body or proven experience

Other professional skills may be outsourced by the client, if required, depending on the specific scope of works to be defined by the client for any particular contract for members appointed on panel.

2. Background

This project falls under the Employer’s National Health Insurance (NHI) Pilot Districts and is part of a larger process to ensure that health care infrastructure can fully support the full introduction of the NHI. The Employer seeks the services of a Heritage Management Professional Service Provider Team as part of a Consortium to assist it in ensuring that delivery of this project as part of the NHI process is unhindered and economic.
2.1 Overview of the Scope of Works

Primarily, the scope of works of this project is as follows:

- Heritage Resource Management
- Development of conservation management plans

Further details regarding each individual project initiated will be provided upon the issue of task orders which the PSP teams who are have been placed on the approved panel will be able to bid on. Current view of NHI Health Districts where possible sites will be located are indicated below:
<table>
<thead>
<tr>
<th>Province</th>
<th>NHI Health District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td>OR Tambo District</td>
</tr>
<tr>
<td>Free State</td>
<td>Thabo Mofutsanyane District</td>
</tr>
<tr>
<td>Free State</td>
<td>Mangaung District</td>
</tr>
<tr>
<td>Kwazulu-Natal</td>
<td>Umgungundlovu District</td>
</tr>
<tr>
<td>Kwazulu-Natal</td>
<td>Umzinyathi District</td>
</tr>
<tr>
<td>Kwazulu-Natal</td>
<td>Amajuba District</td>
</tr>
<tr>
<td>Gauteng</td>
<td>Tshwane District</td>
</tr>
<tr>
<td>Mpumalanga</td>
<td>GertSibande District</td>
</tr>
<tr>
<td>Northern Cape</td>
<td>PixleykaSeme District</td>
</tr>
<tr>
<td>Limpopo</td>
<td>Vhembe District</td>
</tr>
<tr>
<td>Northwest</td>
<td>Kenneth Kaunda</td>
</tr>
</tbody>
</table>

Table 1: INDICATIVE LIST OF NHI PRIORITY DISTRICTS

2.2 The role of the National Department of Health

- In terms of the provisions of the Inter-governmental Relations Framework Act, an Implementation Protocol shall be prepared and agreed between the National Department of Health, the relevant Provincial Department of Health (as user department) and the Provincial Department of Public Works (as custodian department). A Joint Management Committee (JMC) shall be established as well as a Project Steering Committee (PSC);

- The JMC will manage interaction and coordinate activities with the Provincial, district and facility managers within the Department of Health;

- The NDoH will be responsible for identifying additional Hospitals. The details of the individual Hospitals will be issued via Task Orders from which eligible tenderers on the Panel can submit a priced quotation.

- A typical management structure is shown below:
- Joint Management Committees (JMC) will be established per province (not per project). JMC comprises the Head Infrastructure NDoH; Provincial HOD Health and Provincial HODDPW.
- NDoH may appoint a performance monitor for projects. Each Performance Monitor will be a member of and act as Secretariat to the Project Steering Committee (PSC) on the relevant project.
- NDoH may appoint an experienced, suitably-qualified Professional Heritage Practitioner to undertake a Peer-Review of work undertaken by the Professional Service Providers Consortium.

**2.3 The role of the Professional Service Providers (PSP’s)**

The Professional Service Providers are responsible for:
- Forming a consortium that includes Heritage, Architectural and Planning Service Providers;
- The specific scope of services is detailed in Section 3 of this document.
### 3. Overview of the work of the Professional Service Providers Consortium

<table>
<thead>
<tr>
<th>Professional input required</th>
<th>Tasks (simplified)</th>
<th>Coordinating PHP</th>
<th>Historian</th>
<th>Conservation Architect</th>
<th>Professional Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception</td>
<td>- Briefing, appointment, agree on time frames, deliverables and methodology.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Preliminary Heritage Screening</td>
<td>- Determine whether heritage resources present and whether proposed development is likely to impact on said resources.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Conceptual Designs</td>
<td>- Initiate conceptual design process.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Phase One HIA</td>
<td>- Identification and mapping of heritage resources (may include off-site resources); - Inputs from specialists (e.g. Historian) may be required to determine the extent of heritage resources within study area; - Assessment of the cultural significance of heritage resources and its heritage value (include grading); - Formulate “development/ heritage indicators” or recommendations about how significant heritage resources should be taken into account in the development; - Includes the response of affected communities and other interested and affected parties (e.g. local communities, heritage conservation bodies, etc.) to the above heritage issues.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Phase Two HIA</td>
<td>- Assessment of the impact of the proposed development on the identified heritage resources and values (development/ heritage indicators from Phase One used as a baseline); - Evaluation of the heritage impact vs. the sustainable social and economic benefits of the development; - If heritage resources are adversely affected, consideration to alternatives; - Measures to mitigate adverse effects of the development.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Submission to competent authorities</td>
<td>- Liaise with competent authorities, administration of authority decisions.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Formulation of Management Committees</td>
<td>- Identify stakeholders, including Employer, consenting authorities, local community, contributing professionals</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Research and Investigation</td>
<td>- Transpose information and findings from Phase One HIA</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Identification of Heritage Resources</td>
<td>- Transpose information and findings from Phase One HIA</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Analysis of Information</td>
<td>- Transpose information and findings from Phase Two HIA</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Development of Appropriate Responses</td>
<td>- Transpose information and findings from Phase Two HIA</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Implementation Plan</td>
<td>- Define short and long term actions; - Identify resources required for implementation of management plan, assign responsibilities; - Communication of management plan to stakeholders; - Documentation of actions.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

*Figure 2: Professional Service Providers Responsibilities*
The diagram above depicts the responsibilities that will be expected of all stakeholders as part of the appointment. More specifically, the Coordinating Professional Heritage Practitioner’s duties have been indicated and will be discussed in detail in the sections below.

### 3.1 Work of the Coordinating Professional Heritage Practitioner

The Coordinating PHP must undertake the following activities:

- Prepare a Heritage Project Programme, which shall include time frame to be agreed with the Employer;
- Coordinate the signing of PSP/ Employer agreements;
- Agree with the Employer regarding the format of deliverables, reports, mapping etc. to be produced as part of the appointment;
- Liaise with Employer, sub-consultants, consenting authorities and other stakeholders through all project stages and tasks outlined in Figure 2;
- Manage and team professional inputs from various sub-consultants;
- Ensure delivery to the Employer of the agreed deliverables on due dates;
- Record all heritage meetings in the form of written minutes;
- Compile and distribute to sub-consultants an information pack containing available resources;
- Arrange with the Employer access to the respective sites on behalf of sub-consultants as reasonably required in order to carry out tasks outlined.

The Coordinating PHP must undertake the following activities:

- Together with the Conservation Architect and Professional Planner, discuss with the Employer the scope of intended future works to each site;
- Contribute to compilation of Conceptual Site Development Plan (SDP) for each site;
- Upon receipt of Conceptual SDP, undertake Preliminary Heritage Screening for each site by (a) identifying possible heritage resources on or within the direct proximities of said sites and (b) indicating whether future works are likely to impact on heritage resources;
- Taken in conjunction with inputs from Conservation Architect and Historian, compile mapping of culturally significant structures, places and vegetation on each site in accordance with format to be agreed with the Employer;
• Responsible for compilation and management of Heritage Impact Assessment for each site, including the tasks set out in Figure 2, with inputs from the Conservation Architect, Historian and Professional Planner;
• Mapping of significant trees and/or vegetation located on or within the direct proximity of the sites;
• Advise on guidelines for protection of significant trees and vegetation within the context of intended future development of the sites;
• Submission of the HIA to the relevant authorities, administration of said authority’s decision.

The Coordinating PHP must undertake the following activities:
• Upon receipt of relevant authorities’ decisions, proceed with compilation of detailed Conservation Management Plans (CMP’s) for each site;
• Identify relevant stakeholders, facilitate the establishment of a Management Committee;
• Conduct and record minutes of meetings of Management Committee;
• From information and findings emanating from Phase One HIA, transpose relevant research to be incorporated into CMP’s;
• From information and findings emanating from Phase One HIA, identify culturally significant heritage resource for which management guidelines would be incorporated into the CMP’s;
• Transpose recommendations and findings from the Phase Two HIA into the respective CMP’s;
• Compile comprehensive implementation plan for drafting of CMP’s in liaison with the Employer and in conjunction with the respective Management Committees;
• Contribute to the compilation of management guidelines for the protection of significant trees and vegetation within the context of intended future development of the sites;
• Submit respective CMP’s to relevant authorities, administration of said authorities’ decision.

3.2. Work of the Architect (Conservation)

The Conservation Architect must undertake the following activities:
• Undertake audit on each site aimed at compiling a listing of all historic structures, which shall include a preliminary statement on the condition and cultural significance of each structure;
• In liaison with the Coordinating PHP, discuss with the Employer the scope of intended future works to each site;
• Ensure availability of comprehensive, accurate working drawings for all culturally significant building identified;
• Together with the Conservation Architect and Professional Planner, contribute to the compilation of a Conceptual Site Development (SDP) for each site;
• Contribute to the assessment of the cultural significance of heritage resources identified as well as its grading;
• Assist in the formulation of “development/ heritage indicators” or recommendations about how significant heritage resources should be taken into account in the development;
• Compilation of Final SDP for each site, to be assimilated into HIA submissions to the relevant authorities.

The Conservation Architect must undertake the following activities:

• Serve on Management Committees to be established for respective sites;
• Provide professional input into the drafting of management guidelines for long term conservation of culturally significant structures with reference to specific structures if this is considered necessary by the Coordinating PHP, Employer and/or relevant authorities;
• Compile detailed documentation for culturally significant structures to be incorporated into future development of the respective sites.

3.3 Work of the Historian

The Historian must undertake the following activities:

• Agree with the Employer and Coordinating PHP, the scope of historic background research to be undertaken for each site;
• Undertake research into available primary- and secondary archival sources and conduct oral history research where possible and outline findings in a themed and clearly referenced report, to be submitted to the Coordinating PHP and Employer;
• Contribute to the assessment of the cultural significance of heritage resources identified as well as their grading.

3.4 Work of the Professional Planner

The Professional Planner must undertake the following activity:
• Advise on existing land use rights as well as applicable planning-related guidelines and processes prior for compilation of the Conceptual Site Development Plans for the respective sites;

The Professional Planner must undertake the following activity:

• If necessary, after obtaining NHRA permission from relevant authorities, obtain necessary planning approvals for future development for the respective sites on behalf of the Employer.

4. Pricing schedule

The Professional Service Providers that are included in the Panel shall be offered the opportunity to Bid and provide pricing for the Task Order created per project initiated. PSP’s will only be allowed to provide a quotation for projects in the NHI District that they have chosen.

5. The procurement and contracting strategy

A summary of the procurement strategy for Professional Service Providers is presented in Table 3. The latest edition of the General Condition of Contract (GCC) will form the basis of the contract to be entered into by the successful bidders with NDoH.

<table>
<thead>
<tr>
<th>Service area</th>
<th>Contracting arrangements for professional services</th>
<th>Procurement arrangements for professional services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional services providers (PSP’s)</td>
<td>Contract strategy</td>
<td>Type of contract</td>
</tr>
<tr>
<td></td>
<td>A multidisciplinary team is needed</td>
<td>GCC</td>
</tr>
</tbody>
</table>

Table 2 Summary of procurement strategy for Professional Service Providers and Contractors
All Professional Service Providers that meet the pre-eligibility criteria stated in the Bid Document NDoHF02 2014-15: Part T1 Bidding Procedures will be eligible for evaluation. Bidders will be evaluated in a 2 round process. Round 1 will evaluate bidders against the eligibility criteria stated below in section 7. The minimum threshold for the quality criteria is 60 out of 100 points. The successful PSP team that have passed the minimum threshold will be awarded placement on the panel. They will be then be allowed the opportunity to quote for specific contracts via the task order system. The panel will be valid for a period of 36 months. The client reserves the right to renew and add additional PSP teams on the panel every 12 months.

6. Contracting authority

The departmental contract manager is the Acting Chief Director: Health Facilities and Infrastructure Management.

All correspondence and reports shall be submitted to the acting Chief Director: Health Facilities and Infrastructure Management and copied to the Director Project Management:

All contract administration correspondence between the Employer and his representative appointed under a separate tender shall be through the Professional Project Manager.

7. Eligibility criteria for procurement of services

7.1 Pre-eligibility Criteria

Only those bidders who satisfy the following eligibility criteria will be considered:

1. The bidder as an individual firm or as a consortium must provide the full range of services as set out in the objectives and scope of work.

2. The necessary professionals should be either permanent staff members or shall be engaged as sub-contractors to perform the required services.

4. The bidder / company has at least 50% of its directors and members (in the case of a company and close corporation respectively) professionally registered, and all KEY STAFF MEMBER members proposed for this project shall be professionally registered with at least one of the following:

<table>
<thead>
<tr>
<th>Category of registrations</th>
<th>Registration Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Heritage Practitioner</td>
<td>Association of Professional Heritage Practitioners (APHP) or another relevant body (e.g. ASAPA) or proven relevant experience</td>
</tr>
<tr>
<td>Architect</td>
<td>South African Council for the Architectural Profession (SACAP) or another relevant body or proven experience</td>
</tr>
<tr>
<td>Historian</td>
<td>Affiliation to an appropriate historical association or another relevant body or proven experience</td>
</tr>
<tr>
<td>Professional Planner</td>
<td>South African Council for Planners (SACPLAN) professional registration or another relevant body or proven experience</td>
</tr>
</tbody>
</table>

5. The human resources proposed by the bidder for the required discipline must have the required professional registration.

6. If bidding entity is classified as a Joint Venture or Sub-contracting entity that is comprised of multiple organisations, a formal signed Joint Venture or Sub contracting agreement is required to be submitted with the bid. Failure of a Bidder to submit the formal applicable agreement with this submission will render the bid invalid.

7. The bidder scores more than 60% on the quality evaluation using the following returnable schedules:
   - Schedule 1: Skills and professional accreditation of PSP team members
   - Schedule 2: Project experience in relation to the scope of works in specific categories related to the scope of work
   - Schedule 3: Understanding legislative framework and approval process understanding

### 7.2 Eligibility Criteria

Professional Service Provider Consortiums that are bidding, will be evaluated against the following defined criteria:

- **Skills and professional accreditation of PSP team members**
  - Professional Heritage Practitioner
  - Conservation Architect
  - Historian
  - Professional Planner

- **Project experience in relation to the scope of works in categories defined below:**
  - Management of Heritage Impact Assessments
  - Development of Heritage Conservation Management plans
  - Surveying and grading of built environment and cultural landscapes
- Interpretation of cultural significance and compilation of conservation policy guidelines pertaining to tangible as well as intangible heritage resources
- Understanding Legislative framework and approval process

### 7.3 Schedule Weightings

Defined criteria above will be structured in returnable schedules with detail instructions and indications on how bidders must respond appropriately. Each schedule in relation to the quality criteria will have a maximum score as follows:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Skills and professional accreditation of professional team members</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Proven experience in similar projects and/or in specific categories related to the scope of works</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>Understanding of Legislative framework and approval process</td>
<td>20</td>
</tr>
</tbody>
</table>

**Maximum Possible Score for Quality**: 100

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub Criteria</th>
<th>Sub Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule 1</td>
<td>Skills and Professional Accreditation of key team members</td>
<td>This sub criteria covers the required key disciplines and/or skill set:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Professional Heritage Practitioner</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Architect (Conservation Experienced)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Historian</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Professional Planner</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Schedule 2 Project experience in relation to the scope of works in specific categories</td>
<td>This Sub criteria covers the bidders experience related to the scope of work:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Management of Heritage Impact Assessments</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Development of Heritage Conservation Management Plans</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Surveying and Grading of Built Environment and Cultural Landscapes</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Schedule 3</td>
<td>Understanding of Legislative framework and approval process</td>
<td>The sub criteria categories have been defined in schedule 3 returnable document</td>
<td>Points shall be allocated as per attached schedule 3</td>
</tr>
</tbody>
</table>

Evaluation schedules that are applicable for the criteria stated above are located in *Bid Document NDoHF 02 2014-15: Part T2 Returnable Schedules*. The relevant evaluation schedules are detailed in the requirements, together with specific documents that must be submitted in full to complete the schedules. Scoring methodologies are also outlined indicating the rating / score and prompts for judgement that will be used. Bidders are required to sign and complete all relevant fields to confirm that the contents completed in each returnable schedule (page) are true and correct in relation to the bidding enterprise. Unsigned or incomplete schedules will not be score and may render a bid non-responsive.