Addendum No. 1
Pre-bid Meeting Minutes
Reference: RFP-2013-170


Issue Date: 27 May 2013
Initial Closing Date: 25 June 2013

Dear Participants,

This correspondence pertaining to the above-mentioned project should be considered as an integral part of the tender documents. Below please find the UNDP/PAPP clarifications and official replies to all inquiries raised by participant bidders during the pre-bid meeting held on 04 June 2013 at 10:00 AM at the HJC premises in Al Bireh.

A. Additional information:

1. Submission of offers: To facilitate the evaluation process, participant bidders must submit their proposals to include one original and three copies of all submitted documents (financial, certificates and technical specifications) punched and placed in box files with topics separated by dividers. In addition, proposers are also requested to submit four (4) soft copies of the technical Proposal on CDs along with their offer. In case of discrepancies between the hard and the soft copy, the hard copy duly signed and stamped shall prevail.

2. All bidders are obliged to provide all required eligibility documentations on the date of submission scheduled on 25 June 2013; UNDP/PAPP reserves its right to disqualify any offer not meeting the minimum requirements of the eligibility documentations.

3. The proposed courthouse will be erected on a land lot of about 5,000 square meters and not 6,000 square meters as mentioned in Annex III, Section 2 of the RFP document.
B. Clarifications to inquiries raised at the pre-bid conference:

1) Question concerning the RFP for Ramallah Courts Complex and whether there is any connection between that and this RFP for Hebron Courthouse.

Answer: There is no direct connection between the cancelled RFP for Ramallah Courts Complex and this RFP for Hebron Courthouse.

2) Concerns to the absence of the site plan; requested PAPP to arrange for site visit or provide accurate address of the site location in Hebron to allow concerned consulting firms to assess the location and topography of the site and take into consideration the architectural theme and other relevant design details.

Answer: The site survey maps have been added to the RFP documents as part of this addendum. The topographic survey was prepared in August 2009 and will be updated by the Owner prior to the start of Service A by the consultant. Also a visit to the project site in Hebron is planned on Monday 17 June at 11:00 AM for those who are interested. The meeting point will be near Al-quds restaurant in Ras Aljouera, Hebron.

3) Raised concern regarding the similarities of Hebron TOR and earlier tendered RFP for Ramallah Courthouse Complex. Also there was a concern that the staffing requirements for Hebron RFP are almost the same as Ramallah RFP when the size of Hebron Courthouse is much smaller than Ramallah Courts complex.

Answer: The staffing requirements for Hebron Courthouse remain the same as indicated on the RFP documents.

4) Inquiry on when the Geotechnical report will be provided to consulting firms and whether individual consulting firms are required to undertake a Geotechnical test.

Answer: The geotechnical report has been added to the RFP documents as part of this addendum. The winning bidder will be required to review and assess the report, and identify any additional testing that may be required to be undertaken by the Owner.
5) Date of Submission is rather too tight and 11 of the participating consulting firms raised this concern and requested, if possible, to extend the date of submission.

Answer: It is not possible to grant any extension and the submission deadline remains the same.

6) Is Bid security required and/or the attached annex serves the needs.

Answer: Bid security in the form of bank guarantee is not required. The Bid Securing Declaration (Annex VI to the RFP) will be adequate if completed correctly as required.

7) Clarification of PAPP requirement for VAT clearance certificate (Khasim Al Masdar) if possible to provide a sample and validity if expires during or before the evaluation process and selection of potential successful consulting firm.

Answer: In case the validity of the document expires during the evaluation process, the bidder will be still considered eligible for further evaluation, provided the bidder fully meets all other minimum requirements of the RFP. UNDP will request a valid document to replace the expired one at a later stage of the evaluation process. Failing to provide a valid document when requested again, the bidder will be disqualified on the basis of being not responsive to tender requirements.

8) Item 4.3 of the TOR (Annex III) Service C: Site Inspection, page 22: Obligation of consulting firm for the site technical inspection; whereby consulting firm shall be available and attending meetings at the site during implementation of the civil works; what is the extent of consulting firm’s intervention in material submittal approvals, variation orders reviews, preparation/checking as-built drawings? Further clarity is required by consulting firms; what is expected and how often this service is required during the civil works duration, the availability of collective expertise at meetings, and what would be the situation if civil works exceeded the stated 24 months duration?

Answer: The site inspection service is intended to facilitate implementation of the design and to assist in any clarifications needed during implementation. As such, the inspection service does not require full-time on site presence by the consulting firm. The consultant, however, will be required to attend weekly site meetings and to provide clarifications and modifications, if needed, in a timely manner, to any design issues that might arise during
the implementation. The consultant is also expected to assist in the review of material submittals in variation of what have been specified; to review shop drawings, mock-ups where required, and other similar activities; and to check and verify the accuracy of the as-built drawings prepared by the construction contractor during implementation. The sub-total fee for Service C shall not be less than 20% of the total of Services A, B, and C included in Annex V, Price Schedule. The expected duration of the construction works is 24 months from the start of construction, however, if the duration is extended by more than 3 months, the contract with the consulting firm will be amended on a pro rata basis for the inspection service only.

9) Compliance with environmental codes though environmental expert is not required. Further clarification is required of UNDP/PAPP expectations in this respect

Answer: Although an environmental expert is not listed in the human resources requirement (Item 6.1 of the TOR - Annex III), it is required that the design for the courthouse complies with the environmental codes as indicated in the RFP documents or any other agreed upon codes.

10) Annex V page 2 of 2; reference to Annex III, Section D, paragraph 5.7; claimed section and paragraph are not available as stated.

Answer: Correct reference is Annex III, Section 4, page 16 of 33 of the RFP document.

11) Joint ventures documents when to be submitted, along with the tender documents or later during the evaluation process?

Answer: Draft joint venture agreement ought to be prepared, mutually signed by both parties of the joint venture and submitted along with the technical proposal. The winning bidder will be requested at a later stage and before contract award to submit the official JV agreement. Nevertheless, parties of the joint venture submitting the offer must provide all eligibility documents, as part of their technical offer, all in accordance with the RFP requirements.

12) Consultant firms requested clarification on the export license requirement (Annex I, Section C, item 3) and its relevance to the nature of the RFP – design of Hebron Courthouse
C. Clarification to inquiries received through e-mail:

1. Annex III, Item 4.2.2-xii, it is requested to submit a furniture schedule, does it include specifications, tender documents, and bill of quantities for the movable furniture?

   Answer: Yes, the consultant is required to submit separate tender documents for all furniture needed (fixed and movable) in accordance with Attachment 2 of the RFP - Accommodation Schedule. The tender documents shall include Bill of Quantities, specifications, drawings and sketches if needed, and all information needed for the procurement of furniture through a competitive bidding process.

2. Site inspection: During the meeting of the 04-06-2013, a question was raised to clarify if a site engineer will be on site permanently during the construction phase. The answer was that no site engineer is requested, however the consultant should be available when requested to go on site or answer or solve a technical question anytime. He shall insure that accurate “as built” drawings are maintained throughout the course of the work ...... (item 4.3-iv) Please clarify role, duration of the consultant during the construction phase.

   Answer: See item 8 of Section B above.

3. Annex III, Section 9 - Periods for Approval by the Client; it is understood that during services A at the 50%, 75% percent stage will the review time of the client be 30 days on each submission please clarify?
   In service B should we allow one month review of client before starting each phase 40% - 60% - 80%?

   Answer: Service A deliverables are not based on percentages. It includes two submittals as indicated in Annex III, Section 4.1; the first submittal is for preliminary architectural concept design options (minimum 3 options required). The client’s review and approval period for this submittal is one week. The second submittal is for the final concept design of the approved option by the client as described in Section 4.1, item 6. The client review period for this submittal is also one week.

   For Service B, the client review period will be 2 - 3 weeks for each of the first three submittals (40%, 60%, and 80%) and 3 - 4 weeks for the 100% submittal.
4. In the Design Brief, Division Two – Technical Criteria 5.1, Permits licenses and fees, it is stated that all fees for the above is to be paid by the consultant. Please clarify what type of fees?

Answer: The consultant will pay all required fees and expenses for obtaining all necessary building permits, licenses and certificates, including Engineers Association approval fees, utility inspection fees, Municipality inspection fees, etc. The consultant, however, will not pay the Municipality fee for the building permit as all governmental buildings are exempt from this fee.

5. In (page 28 of 33) item, 14.1.4.f: Our proposal shall include "An Official letter from bidder’s bank certifying the actual approved credit facilities ceiling and balances of all active accounts within the bank" Inquiry; is it required to update this letter?

Answer: A letter from the bidder’s bank stating that the bidder has maintained a good financial standing for the past three years is acceptable.

6. In page (16 of 33) item, 4.1.2; “requirements regarding serving of notices. The Consultant is responsible to obtain permits, warrants, licenses, approvals or statements of no-objection from all statutory entitled bodies.

Inquiry:
   a. Is this task include Engineering Association Approval Fees.
   b. Is this task include the municipality Fees, knowing that the governmental buildings are exempt of this fees.

Answer: See Item 4 above.

7. In (page 28 of 33) item, 14.1.4.c “contact details of key personnel. Company must be able to demonstrate 10 years of experience in the supply of product required for this tender” Inquiry: We and our partner achieve this condition, but will you reject the offices that one of their partners not achieve this condition “demonstrate 10 years of experience”.

Answer: If two or more firms enter into a joint-venture agreement, they will be treated as one entity for the purpose of this RFP. The combined joint-venture entity will have to meet all requirements of the RFP, regardless of the individual firms.

8. In (page 26 of 33) item, 11.1 as below: Please determine the correct period for the Service B

Answer: The total period for Service B is 33 weeks as corrected below and for Service A is 7 weeks, not including the client review periods mentioned in item 3 above. While the total
number of 40 weeks for the whole design service can't be exceeded, the time distribution for the sub-tasks should be modified according to the work program that will be submitted by the bidding consultant as part of the Technical Proposal.

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Note: "%" refers to percentage completion of referenced Document.

9. Should the bidder be a member of Palestinian Engineering Association?

Answer: Any local bidder whether bidding alone or as part of a joint venture, consortium, or an association, shall be registered at the Palestinian Engineers Association. Also all joint venture agreements should comply with the Engineering Association rules and regulations.

10. What you mean by independent Local office in page 24, Paragraph (F)? Do you mean site office? What about if we have our office in the center of the city of Hebron?

Answer: The independent office does not necessarily mean a site office. It is meant to have a separate office area to accommodate all the staff assigned to this project, and to be fully equipped with all necessary facilities and equipment as described in Annex III, Section 6, item (f). If the consultant's current office satisfies these conditions, it could be used for this purpose, if approved by the client.

11. Public Parking is not part of our scope. How does UNDP/PAPP propose to solve this issue since it has a big impact on the immediate environment and the neighborhood?

Answer: The UNDP/PAPP will not propose any solution for the public parking. This issue will be the responsibility of the Palestinian counterpart.
12. Is there a limit for the number of concept options to be submitted? We recommend that the number of concept options be limited to 2-3 alternatives.

   Answer: As mentioned in item 3 above, a minimum of 3 concept design options are required or as requested by the technical committee.

13. The natural treatment system for the wastewater is required by the infrastructure scope of work item 7: this kind of treatment needs relatively large space, in addition to that the built up area of the project is 16,250 m² and the plot area is 6,000 m², due to these facts the required area for the natural treatment plant may not be available, so is it possible to discharge the generated wastewater to the municipal collection network if available?

   Answer: This requirement is intended for the treatment and reuse of gray water for non-potable uses. It is also intended for the treatment of storm and surface runoff water though utilization of low-cost, low-technology systems such as bio-swales. The utilization of such systems will be dependent on the overall landscaping plan and the availability of space.

14. What will the water source that will supply the project area be?

   Answer: The main source for potable water will be the piped water network. Other options for non-potable use should be made available such as rain water harvesting and re-use of treated gray water.

15. The rainfall water harvesting and storage means only to collect the roof rain water to a storage facility and not to include the street storm water. Please confirm.

   Answer: rainwater can be collected from rooftops and also from certain outdoor parking areas or from any other areas suggested by the consultant.

16. Is the street storm water system design required for the project? Please clarify. If required, a Hydrologist should be added to the staff going to work in the Project.

   Answer: The consultant is not required to design the street storm water system, but to provide arrangements for rainwater harvesting as mentioned in items 13 – 15 above.

17. From the RFP and the mentioned key staff in the RFP, it is understood that either harvested rainfall or collected grey waters are to be used for irrigating the vegetated areas inside the project area, but nothing has been mentioned about the design of the irrigation system is required or not. Please clarify if the design of irrigation system is required. If so, then Irrigation engineer should be added to the staff going to work in the project.
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Answer: Both harvested rainwater and treated gray water can be used for irrigation and other non-potable purposes. The design of the irrigation system will be included in the site landscaping works (Annex III, Section 4.2.1) and will be dependent on the available space for vegetation. Therefore, irrigation engineer with a minimum of 5 years experience should be added to the human resources table, Annex III, Section 6.1 of the RFP. Generally, the consultant shall provide suggestions and options for water harvesting and saving.

18. Will the following elements be required?
   a) Traffic impact assessment study/report
   b) Physical model(s) (since it was mentioned that modeling of the building might be required)
   c) “Certified/chartered” value engineering study/report (SAVE or other standard)
   d) LEED® accreditation certification and/or other sustainability/energy conservation accreditation
   e) Is there a readily established sewage network or is there a need for a sewage treatment plant?

   Answers: a) Traffic flow and impact assessment is needed.
            b) Physical model of the designed structure(s) is not required, but 3-d computer models are needed
            c) “Certified/chartered” value engineering study/report is not needed
            d) Although sustainability and energy conservation is required in the design, LEED® accreditation certification and/or other sustainability/energy conservation accreditation is not required.
            e) There is no need for on-site sewage treatment plant. For the purpose of this RFP, bidders should assume the existence of a sanitary sewage system to which the new building can be connected.

For your kind attention and reference

Sincerely Yours,

Khaled Shahwan
Deputy Special Representative / Operations
UNDP/PAPP