

RFP-2017-221

Pre-bid Meeting Minutes – Addendum No.1 **[7 November 2017]**

RFP-2017-221: **Consultancy Services to Prepare Master Plans for Palestinian Communities in Area C**

Issue Date: **23 October 2017**

Original Closing date & time : **7 November 2017 (Jerusalem time)**

Extended Closing date & time : **15 November 2017 (Jerusalem time)**

This correspondence should be considered as Addendum No. 1 to the Request for Proposals reference number (RFP-2017-221), which shall be read as part of the tender.

Below please find the UN-Habitat clarifications and official reply to the written inquiries received by the UNDP/UN-Habitat following the pre-bid meeting which was held on 2 November 2017:

QUESTION No. 1:	Is it possible to postpone the submission date for the proposal for extra one week?
REPLY No. 1:	The deadline for submission of proposals has been extended to 15 November 2017, 12.00 a.m. It is the sole responsibility of the proposer to ensure that the proposals reach the email address (quotation.papp@undp.org) on or before the deadline.
QUESTION No. 2:	You mentioned that the Team Leader should have a master degree in spatial planning, but this is not requested in the TOR of the projects. please clarify.
REPLY No. 2:	The team leader should have minimum a master degree in spatial planning with minimum 15 years of professional experience in spatial planning.
QUESTION No. 3:	Is it possible to submit an environmental expert with chemical background?
REPLY No. 3:	Yes, given that s/he has the relevant professional experience.
QUESTION No. 4:	Is possible to submit a professional surveyor CV with Diploma certificate?
REPLY No. 4:	Yes, given that s/he has a university degree.
QUESTION No. 5:	You are asking for Social and Geo-political Expert with University degree in Political Geography. Is it possible to suggest a Sociology background?
REPLY No. 5:	No.
QUESTION No. 6:	We need 5 weeks extension of time for submitting the proposal.
REPLY No. 6:	Unfortunately, this is not possible. Please see Reply No. 1.
QUESTION No. 7:	P. 7 item 5. <i>Responsibilities of the First Party</i> ; Recent aerial photo , while in p. 8 Item A.

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	<p><i>Main tasks ; <u>The consultant</u> team will perform the following main tasks: Obtaining the necessary aerial photos</i></p> <p>a. Kindly clarify the contradiction above, who is responsible for obtaining the aerial photo?</p> <p>b. If the reply that; it is the consultant's responsibility; is it easy to be allowed by the Israeli Military authorities? And how long does it take for clearance?</p>
REPLY No. 7:	<p>a. The latest (2016) aerial photo will be provided by the Ministry of Local Government (MoLG), but the consultant team will be responsible to digitize the photo. In case the 2017 aerial photo is available, it will be made available to the winning consulting firm.</p> <p>b. Not relevant.</p>
QUESTION No. 8:	<p>P. 8 item A. Main Tasks : <i>Conducting household-level planning surveys of the targeted areas outside of the planning boundaries</i></p> <p>a. Kindly clarify the Details/volume of the survey; whether it is a sample survey (% of the households, fixed number) or all existing households should be surveyed?</p> <p>b. Kindly clarify more regarding the area (Sq.K.) of the targeted areas outside of the planning boundaries (area of the urban settlements included in the survey)?</p>
REPLY No. 8:	<p>a. Outside the planning boundary, a full survey including all existing households should be done. Inside the planning boundary, a sample as outlined in the physical planning manual and agreed with MoLG and UN-Habitat teams will suffice.</p> <p>b. As outlined in the ToRs, in Jenin and Tubas, the built up area is 2,213 dunums, and 1,684 dunums, respectively. The final boundary of the planning area will be defined with the targeted communities.</p>
QUESTION No. 9:	<p>P. 8 item A. Main Tasks: <i>Building the technical, planning and organizational capacity of representatives of the participating local government units (through specialized workshops).</i></p> <p>Kindly clarify regarding the capacity building: Duration, Location, No. of trainees, No. of workshops?</p>
REPLY No. 9:	<p>The capacity building should be done as part of phase (4) that lasts for (1.5) months. The capacity building workshops will take place at a place within the targeted communities to be defined with the local communities. The number of trainees will not exceed (30) for each training, and the number of workshops to be held should not be more than (3) workshops.</p>
QUESTION No. 10:	<p>Submittals should be approved by (ICA) Israeli Civil Administration</p> <p>a. How many submittals should be reviewed/approved by ICA?</p> <p>b. How long does it take ICA to give the no objection for each submittal?</p> <p>c. Are the durations (for revisions/approvals by ICA) excluded from the project duration (18 months)?</p>
REPLY No. 10:	<p>a. There are no minimum requirements. This is contingent upon the advancement with the Israeli side.</p> <p>b. There is no specific time frame. In our project (9) calendar months will be</p>

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	allocated to the technical discussions phase with the Israeli authorities. c. No, inclusive. Please see Reply A2.
QUESTION No. 11:	P. 17 of 35 DS no. 5: <i>Language of the proposal: English and Arabic</i> a. Please confirm our understanding that the consultant should submit the same (whole) proposal in two versions English and Arabic b. The RFP/TOR is in English; shall we translate as well or you have an Arabic version, especially the many tables/forms to be filled?
REPLY No. 11:	a. Technical and Financial Proposals shall be submitted in English Language. The reports however shall be submitted in Arabic with an executive summary in English. b. Technical and Financial Proposals shall be submitted in English Language only.
QUESTION No. 12:	The project duration and dates of deliverables are not matching, P. 13 item 8 <i>Final Report Expected Date: After 9 months of signing the contract</i> , while in p. 11 <i>Phases time frame; Final Phase is 9 months after the first 9 months (for all the previous phases)</i> . Please confirm our understanding that the Final Report will be delivered after 18 months of signing the contract which means at the end of the project?
REPLY No. 12:	The final report will be delivered after (9) calendar months of signing the contract.
QUESTION No. 13:	Should the consultant prepare a detailed master plan for not planned communities?
REPLY No. 13:	It is possible, if there is a need. This will be identified during the planning process and as a result of discussion with local communities and MoLG and UN-Habitat teams.
QUESTION No. 14:	How is the procedure for the consultant to modify the existing plans and regulations?
REPLY No. 14:	The first party will provide the consultant team with all relevant master plans, action plans, and regulations prepared so far for the targeted communities.
QUESTION No. 15:	The 5m contour grid is not enough to prepare detailed cross sections for the sectoral plans. Is it possible to have more accurate grid?
REPLY No. 15:	The (5) meters intervals will be acceptable to prepare the plans for the roads. However, for the sectoral (detailed) plan for roads needed in case the plan is progressed in technical discussions with the Israeli authorities, the consultant team will need to procure the needed contour grid.
QUESTION No. 16:	a. What will be the role of the Planning Directorate in the Governorates of Jenin and Tubas? b. Is there an authorization for the master plans from the Higher Planning Council?
REPLY No. 16:	a. The Directorate of Local Government in the respective governorates will review the final versions of the master plans, and ensure that they meet the technical standards. b. As of today, the Palestinian Higher Planning Council does not approve the master plans in Area C. This might change in the foreseeable future.

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QUESTION No. 17:	Is it possible that PhD degree could replace a shortage of experience years for a staff member?
REPLY No. 17:	No. The minimum professional experience should not be less than 15 years, for Master or PhD holders in spatial planning.
QUESTION No. 18:	Should the team leader be familiar with Human Rights Impact Assessment Mechanism (HRIAM)?
REPLY No. 18:	Yes.
QUESTION No. 19:	Is it possible to provide the National Policy Agenda?
REPLY No. 19:	Yes. The National Policy agenda could be downloaded from the following link: https://eeas.europa.eu/sites/eeas/files/npa_english_final_approved_20_2_2017_printed.pdf
QUESTION No. 20:	<p>The ToR request using the GeoMOLG Orthophoto from the web site for the planning and the clarifications required is:</p> <p>a. The resolution of the original Orthophoto maybe 10cm but the one posted on the web is only 20 cms</p> <ul style="list-style-type: none"> i. how do we deal with this ii. and how to download it as an image from the web GeoMOLG iii. the photo is 2016 and after 9 month it will be old to be submitted <p>b. The accuracy (which is confused with resolution in the TOR) of the Orthophoto is not known , is it truly 10 cms , from my experience Ofek or the other Israeli Orthophoto providers create the National Orthophoto from the DTM and Breaklines at a 25m or even 40 m intervals which produces 2-3 meters accuracy whereas the accuracy of 10 cms requires a DTM of 10 M intervals</p> <p>c. Please supply the accuracy of the GeoMOLG Orthophoto and is this acceptable for the planning, (and mainly to deal with the ICA system)</p>
REPLY No. 20:	<p>a. i. The available resolution is 10 cm</p> <p>ii. The Orthophoto will be provided on a CD to the successful bidder</p> <p>iii. The 2016 version will be used, and the consultant team will need to update the digitized version based on the planning survey</p> <p>b. For planning purposes, the 25 m will suffice. For the regulated areas (built-up areas), 1 m is available at GeoMoLG.</p> <p>c. See answer b. and REPLY No. 15 mentioned above.</p>
QUESTION No. 21:	The contour lines from GeoMOLG is at 5 m intervals which will not give the precise and accurate heights of roads and crossings (similarly as the Orthophotos) what is their accuracy and how they were generated from which DTM
REPLY No. 21:	Please refer to REPLY No. 15 mentioned above.
QUESTION No. 22:	The ICA requires contour line showing the spot heights for roads and intersections

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	and we do not have them they can only be generated from Stereo imagery.
REPLY No. 22:	It is the responsibility of the consultant team. Please refer to REPLY No. 15 mentioned above.
QUESTION No. 23:	ICA requires contour lines at 1-2 m intervals how to generate them (by interpolation which loses accuracy and precision).
REPLY No. 23:	It is the responsibility of the consultant team to generate the needed information within the planning area.
QUESTION No. 24:	When the Orthophoto is download from GeoMOLG (Palestinian Grid) at times there is a shift when translating it and comparing it with the ICA Orthophoto (Israeli New Coordinate System) , how do we solve this issue
REPLY No. 24:	This is a technical issue that can be fixed. This is the responsibility of the consultant team.
QUESTION No. 25:	What level of details do we require to generate through digitizing from the Orthophoto at the level of: a. The specified localities built up area. b. The open areas outside the localities but within the cluster area
REPLY No. 25:	a. & b. at the household level.

Interested proposers shall acknowledge receipt of this addendum by including it, signed and stamped, with their technical proposal.

For your kind attention and reference,

Khaled Shahwan
UNDP/PAPP Deputy Special Representative (Operations)


