



Pre-proposal Conference Minutes within

RFP for Preparation of Design of Flood-Prevention Measures for Chaladidi (Tsivi River) in Senaki Municipality

Project Title: Improved Resilience of Communities to Climate Risks, # 00111496

Date: October 5, 2020

Time: 15:00 (GMT+ 4)

Participants:

UNDP

1. Tornike Phulariani – Project Manager
2. David Sargent - International Civil Engineer
3. Dimiti Ukleba - Local Civil Engineer
4. Guranda Kartvelishvili - Project Administrative and Finance Assistant

The representative of the following companies participated:

1. Bernadette Noake, Radek Vesely, Filip Cejka - Sweco Hydroprojekt
2. Carsten Griesse - Kocks Consult GmbH
3. David Keinashvili - IDC Ltd
4. Carsten Staub - SWECO
5. Rauli Razmadze - ProjectMshenCompany LTD
6. Zaza Mamatsashvili - IM Engineering Eurazia
7. Tereza Kaplanová Šindlarová - SINDLAR company
8. Cristi Constantin- HYDROC
9. Kakha Bakhtadze - Environment and Development ED
10. Said Sadat - Sweco International AB
11. Givi Gavardashvili - ECOCENTER for Environmental Protection
12. Georg Petersen - HYDROC Consult
13. Nugzar Getsadze- IDM
14. Sophie Chichaghua, Davit Tkabuchava, Anguli Tgebuchava - Gross Energy Group

The overall objective of the RFP is to identify the company which will provide services for **Preparation of Design of Flood-Prevention Measures for Chaladidi (Tsivi River) in Senaki Municipality**. The respective RFP was announced on 28 September 2020 with the deadline on or before 17:00, 19 October 2020.

The pre-proposal conference was conducted online on 5 October 2020 at 15:00 Georgian local time. The aim of the conference was to clarify questions related to the announced RFP for the potential proposers.

Tornike Phulariani, Project Manager, welcomed pre-proposal conference participants, introduced the UNDP representatives to the prospective proposers. He provided brief overview of SIDA funded Project activities. Under the activity 3, the Project aims at the implementation of priority risk reduction interventions. For achieving this goal, the project will implement 2 site-specific prioritized risk reduction interventions (structural measures) for areas where risk from climate- induced natural hazards is the highest. The winner company will prepare detailed designs for two locations on Tsivi River at Chaladidi in Senaki Municipality.

The introduction was followed by question and answer session.

1. Q: Under hydraulic modelling designer should take account of the possibility of backwater from Rioni River. As I understand the Rioni River is 4 kilometres away from project section. Which data should be used for topographical survey between the project section and Rioni River?

A: Influence of the Rioni River and downstream condition must be considered in the hydraulic analysis of the river Tsivi. Whether designer should undertake detailed survey of the downstream part of the river Tsivi up to the junction point with the Rioni River. If 15 meter DEM is obtained by the project, it will be enough for conducting such hydraulic analysis. The main survey area (incorporating 2 kilometres) is indicated in the RFP document. The 15m DEM is expected to be sufficient for this purpose and the fee proposals should be based on this expectation.

2. Q: If we participate in the design tender, will we be restricted from participation in the future construction tender?

A: Proposer shall be considered to have a conflict of interest, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, cost estimation, and other documents to be used for the procurement of the construction works. The selected company in terms of the current RFP is expected to provide design and bill of quantities, therefore cannot participate in the future tender for construction services.

3. Do we need to conduct additional topographical survey from the downstream part of the river Tsivi up to the junction point with the Rioni River?

According to the ToR, topographic survey must be conducted for 2 kilometers, the additional information is available through old survey data and 15 km DEM (to be obtained by the project) which shall suffice. See also answer to Q1.

4. Q: Is it necessary to use eco sounding and drones for the survey?

A: The service provider will need to know the Rioni river flood level. The project will undertake to give to the contractor flood level data to use in the calculations from various Rioni reports. Thus, eco sounder is not needed but drone can be used if desired.

5. Q: Please clarify, 2 kilometers with 15 meter depth, does it mean that construction must be 15 meter ?
A: Detailed survey must be conducted for distance of 2 kilometers. 15 meter DEM data is available, but not for this 2 kilometers. For 4 kilometers the Project will provide 15 meter DEM data. The designer is expected to undertake the hydraulic analysis for 6 kilometers in total. Note: 15m relates to the DEM grid size, it has nothing to do with depth.
6. Q: If company does not meet the requirement for annual turnover not less than 500,000 GEL (per year) during years 2017, 2018, 2019, will it be evaluated?
A: If the proposer does not meet any of the minimum technical qualification criteria/requirements given in Annex 5 of the RFP, it will be assessed by score zero and will be automatically disqualified. Disqualified proposer will not be evaluated further.
7. Q: Which methodology is required for hydraulic analysis ?
A: According to the ToR hydrologic analysis is preferably to be conducted using HEC-RAS software.
8. Q: Is background information relevant to the structure available, i. e. some documentation, historical calculations, surveys ?
A: Unfortunately no background information is available. There are some old data in Russian language from Soviet times regarding the river flood levels but in this case this is not quite relevant. The ToR requires to reanalyse the hydrological conditions.
9. Q: Is rainfall data available?
The project has rainfall data though it is quite limited. The service provider has to use data from National Environmental Agency, which will be available, but agency does not provide it for free.
10. Q: Tsivi river is included in state water resources cadaster. The cadaster dates back to 1974, but is still valid.
A: This is relevant when hydrologic analysis is required. As for the HEC-HMS method, rainfall data are required. In the hydrologic analysis both international (HEC) and local (Rostomoff) standard must be applied. Both of them have some shortcomings: international is not supported by local system of climate observation while local traditional methods have limited baseline data because it has not been updated for decades. These methods should backstop each other.
11. Q: Is it possible to extend duration of work? 3 months seems rather limited since the reports must be submitted in English and Georgian, also holiday seasons are coming.
Target start date of the contract is 2 November 2020 with duration of 3 months. The delivery date is based on the expected target start date which might be re-scheduled according to actual contract award date but overall duration should not exceed 3 months. If contractor will face condition which make delivery of the reports impossible, and if justified, the project may consider during the implementation period to update delivery dates.
Interim reports can be submitted only in English language but final product must be submitted in two languages.
In addition, one of the evaluation criteria is whether proposed timelines of the activities for the each site is logical and realistic.
12. Q: UNDP usually applies the evaluation criteria based on low price. Do you have some threshold for selection of the service provider?

A: According to the current RFP criteria for Contract Award is Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). For further details, please refer to Technical Proposal Evaluation Form - Annex 5.

13. Q: Can company propose one person for two positions as coordinator and cost estimator?

A: It is possible to combine several expert functions in one individual, provided that the candidate fully meets all needed qualifications requirements.

14. Q: Project implementation will be divided by two Christmas times by Gregorian and Julian calendar. Will UNDP staff (responsible for the project) be working during the Christmas time in Georgia?

A: Project Manager will be back to work on 2 January 2021. The project envisages delivery dates: 18 December 2020 and 29 January 2021. If due dates are followed, the project will be able to clear the reports until Christmas time.

15. Q: Is the same area considered for topographical survey where geotechnical investigation should be conducted?

A: The area of the geotechnical investigation depends on the alternatives of the structural measures. The designer is going to propose or consider their own analysis. It is not necessary to undertake geotechnical survey of all area. This survey program must be designed as per goal of the structure.

16. Why do you require at least 10 years of experience for CAD/GIS specialist in providing computer aided design in Georgia ?

The requirements are developed by several experts. The CAD/GIS specialist must have highest possible competence to meet the timelines. It is impractical that international expert undertakes this assignment due to the restrictions related to COVID, also 10 year experience is reasonable requirement for the survey task.

Tornike Phulariani

Project Manager

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