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RFP-2015-242- Addendum No. 1

Date: 30 December 2015

Pre-bid Meeting Minutes – Addendum No.1

RFP-2015-242:

Request for Proposals for Providing Professional Engineering Consulting Services for the Rehabilitation, Revitalization and Beautification Works for the buildings (courtyards, shops and offices) in Sultan Suleiman and Salah Eddin Streets

Issue Date:

15 December 2015

Original Closing Date & time :

14 January 2016 at 2:00 P.M.

Extended Closing Date & time :

28 January 2016 at 2:00 P.M.

Dear Bidders,

This correspondence pertaining to the above-mentioned RFP should be considered as an integral part of the tender documents. Below please find the UNDP/PAPP clarifications and an official reply to all inquiries raised by participant bidders during and following the pre-bid meeting which was held on 23 December 2015 at 11 a.m. at the UNDP office in Jerusalem.

The following clarifications are considered as Addendum No. 1 to the RFP, which shall be deemed to be, and be read as, a part of the tender:

(A) Questions and Answers:

Question 1: The time set for Task 1 Deliverables of 30 calendar days from the signature of the contract is not enough. Would you consider extending it as the scope of work is 65330m2 piece of land as mentioned on page 32?

The duration of Task 1 is hereby increased by 30 more days to become a total of 60 calendar days.

Question 2: the time set for task 2 deliverables of 270 calendar days from the signature of the contract is not enough. Would you consider extending it?

Is the time required for getting the permit and the time of getting the approval of the antiquity Department, The Civil Defense Department , the water company, the electricity company, the telephone company, the inspection Department and the development department (listed on page 39) included in the 270 calendar days?

Task 2 deliverables should commence after the finishing of Task 1 deliverables.

The duration of this task includes the time needed for getting the approvals/no-objections from the different authorities and the municipality. If more time is needed to obtain No objection/permits from Jerusalem municipality/authorities, then no-cost time extension shall be granted to the

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implementing firm if the delay is not caused by the firm. Thus, the duration of task 2 remains the same.

The duration of Task 2 will be calculated after finishing of Task 1 deliverables.

Question 3: Task 3 deliverables must follow after the completion of task 1 and task 2. Thus we request that the time set of 130 calendar days be set after finishing task 1 and task 2 and not after the signature of the contract.

Task 3 will be phased according to the time of receiving of approvals/permits from the municipality and relevant authorities. Hence, it is linked and conditional to receiving approvals on “First-come, first-served” basis (per lot). Task 3 duration will be calculated after finishing of task 1 and task 2.

Question 4: Task 4 deliverables are to follow the finishing of task 3, so it should we think that it should not be tied to the signature of the contract but rather with the end of task 3. Would you consider that?

Task 4 duration will be calculated after finishing task 3.

Please note that the number of tenders is not specific / open in this case, and will be phased/released depending on the time of receiving approvals/no-objections from municipality and relevant authorities (most likely will be divided into lots).

Question 5: Task 5 Site supervision was given two years. It is only possible after end of task 4. Also it depends on the number of contractors that are granted the contracting jobs and if they are in parallel? Will these jobs be performed at the same time? Will these jobs be performed one after the other?

Under task 5 -Support services and site supervision, the following additional notes should be considered:

- **Regarding site supervision, designer designated staff to attend weekly site meetings in full coordination with UNDP project officer. The designer team should be available whenever called on by UNDP.**
- **Site supervision period is set to two years counting from starting of the implementation of the first project/lot. If more time is needed, then UNDP will negotiate with the consultancy firm for a possible amendment to the contract based on the original rates of the existing contract.**
- **We can't tell at this stage if works will be in parallel/ at the same time and how many contractors will be involved. This depends on the phasing of the approvals and permits. Please allow in your calculation the possibility of having all the works start at the same time by one or more contractors, knowing there is also a possibility that it will be a multi lots project at differ times.**
- **It is up to the bidder to estimate the number of contractors that will be working at the same time, depending on the sequence of available permits.**

Question 6: On page 20 the Joint venture was indicated to be between two offices.

Would you consider that the Joint Venture to be with three offices or more?

Although we prefer that no more than two offices /entities form a joint venture, consortium or association at the time of the submission of the Proposal, yet we still accept up to a maximum of



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three offices /entities form a joint venture if there is a genuine need for this towards fulfilling the tender technical requirements.

Question 7: Is it allowed that one of the companies in the Joint Venture being a Company located in a foreign country?

Yes it is allowed. But provided the Local Partner has 51% or more share in the JV entity; Joint venture between local and international engineering companies is permitted but should be in accordance with EA relevant regulations.

All Joint Venture (JV) submissions shall include a tentative JV Agreement specifying the leader of the JV submitting the bid. Detailed, legal binding, JV agreement should be submitted by the successful JV partners before contract award could be made. After contract award, No change in JV Agreement is allowed without the written consent of UNDP.

Question 8: On page 29 you require Experience in/with the Jerusalem municipality requirements. Do the Firms submitting need to have an Israeli registration or is it enough that is experienced in/with the Jerusalem Municipality requirements and is registered in Ramallah (West Bank)?

It is mandatory that the company (or at least one of the JV partners) be a licensed and authorized Engineering office in Jerusalem or Israel with ability to pay directly to the Jerusalem municipality and other Israeli governmental authorities. This is needed since fees need to be paid directly by the contractor to the Jerusalem municipality and other Israeli governmental authorities for licensing & permitting purposes. UNDP will reimburse the awarded design firm for all applicable fees to be paid to the municipality and/or authorities for permitting and licensing purposes.

Question 9: We request to postpone the date of submission of the TP and FP from January 14, 2016 for two weeks at least?

The deadline for submission of Proposals is hereby extended until 28 January 2015 at 2:00 p.m. (Jerusalem time)

(B) Clarifications

- 1- UNDP will provide the bidders with the survey plans of the site and buildings to be rehabilitated: **Survey plans, which include internal dimensions and site plans, will be provided and made available on the designated website (http://procurement-notices.undp.org/view_notice.cfm?notice_id=27320) by 5 January 2016.**
- 2- UNDP will carry out a laser scanning survey of the buildings, and will provide the winning consultant with an AutoCAD copy of the survey: **Please don't count on the availability of 3D scanning data when preparing your financial proposal.**



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- 3- Liability of the architectural survey is on the surveyor. The consultant will review and report the problem and the surveyor will correct:
It is the responsibility of the awarded design firm to review and uncover any errors, if found in the survey, but correction of these errors will be done by the UNDP assigned surveyor and not by the awarded design firm.

- 4- Under Task 5: the consultant will review rather than prepare the supplementary (shop) drawings to suit actual field conditions which should be prepared by the contractor:

**The contractor is responsible for preparing the shop drawings.
The consultant is responsible to provide the missing details in designs when needed.**

- 5- 2.6 pg.38, will the UNDP reimburse the consultant for "all required fees"
UNDP will reimburse the design firm for all applicable fees to be paid to the municipality and/or authorities for permitting and licensing purposes. Please refer to point # 35 in the bid data sheet (page 26 of the RFP tender document). However, the cost resulting from recruiting any additional staff, beyond what is required in the ToR, if and as required by the concerned authorities/ municipality, shall be covered by the consultant firm.

**Please also make sure to price the second row/ item in the price schedule (page 61)
"Excluding municipal and other authorities applicable fees"**

- 6- C15.1 pg. 24, what is the " Local Government permit to locate and operate in current location office"

Means the company controllers certificate or other applicable legal registration papers issued from home country of the firm.

(C) Other Notes:

- 1. The proposal security /bid bond (B.9.5 C.15.4b / page 21 of the RFP) requirement is No longer required.**
- Audited financial reports are no longer required to be submitted by the bidders with their proposals, but still have to be provided by the potential successful firm only, and before contract award. Therefore, this condition is hereby removed from the "pass/fail" criterion table on page 27 of the RFP.
- UNDP designated officers have the right to conduct an interview with the proposed Engineers before contract award as to verify their technical experience, competencies and qualifications. UNDP reserves the right to cancel the contract awarding if the said interview shows serious lack of experience, competencies and qualifications (relative to what is stated in their CVs & and /required in the ToR) that pose a serious and an unacceptable risk in terms of undertaking the required services as stated in the Terms of Reference (ToR).
- It is the responsibility of the bidder to visit the site if/as he deems necessary to prepare his proposal.



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5. The request for proposal is open to all officially register consulting firms in the Palestinian Engineering Association and/or the ones officially registered in accordance to Jerusalem or home country rules and regulations. Bidders are not allowed to enter into a consortium (be associated with) with a public/governmental research institute (public or NGO entity). Having said so, UNDP/PAPP will not accept any proposer for subject RFP/tender if found associated with a public/governmental /NGO/not-for-profit organization.
6. **Consulting firms who are currently contracted by UNDP/PAPP, and whose projects are still ongoing, cannot participate in this solicitation/tendering process.**

(D) The Technical Evaluation Criteria Tables (forms 1 & 3) are hereby revised as follows:

	Technical Proposal Evaluation (Form 1)	Maximum obtainable Points
	Age/size of the firm, experience on projects in Jerusalem, and work for UNDP/ major multilateral/ or bilateral programs.	60
1.1	Age/size of the firm/ number of years in operation 7 years: 15 points More than 7 years : 20 points	20
	Experience in projects in Jerusalem 1-2 projects : 5 points 3-4 projects : 10 points 5-7 projects: 20 points More than 7 projects : 30 points	30
	Work for UNDP/ major multilateral/ or bilateral programs/ 1-2 projects: 5 points 3-4 projects or more : 10 points	10
1.2	Firm's <u>general</u> capability and past experience in Jerusalem Municipality permits procedures, and capacity in designing and supervising construction of public building projects (of a similar nature and/or size) in Jerusalem City, project management controls. 1-2 projects : 30 points 3-5 projects : 90 points more than 5 projects : 120 points	120
1.3	Firm's <u>specific</u> capability and past experience in designing and reconstruction documentations for the renovation of existing commercial complex/buildings and infrastructures (of a similar nature and/or size). Successfully completed 1-2 projects :10 points Successfully completed 3-5 projects : 20 points Successfully completed more than 5 projects : 40 points	40
1.4	Design facilities : Bidder's confirmation on access to plotting equipment, design software, printers, etc	30
Total Form 1		250

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Technical Proposal Evaluation - Form 3			Maximum Points Obtainable
3.1	Project Manager / Team Leader		70
	- General Qualifications B.A degree in the required field: 7 points M.A degree (or more) in the required field:10 points	10	
	- Specific Professional Experience 1-2 projects : 5 points 3-4 projects : 10 points 5 projects or more : 15 points	15	
	- Experience in permitting and approvals procedures in Jerusalem. 1-2 projects : 10 points 3-4 projects : 15 points 5 projects or more : 20 points	20	
	- Experience in the field of Reconstruction and rehabilitation 1-2 projects : 10 points 3-4 projects : 15 points 5 projects or more : 20 points	20	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.2	Senior Architect		70
	- General Qualifications B.A degree in the required field: 10 points M.A degree (or more) in the required field:15 points	15	
	- Specific Professional Experience 1-2 projects : 10 points 3-4 projects : 15 points 5 projects or more : 20 points	20	
	- Experience in/with Jerusalem Municipality requirements. 1-2 projects : 10 points 3-4 projects : 15 points 5 projects or more : 20 points	20	
	-Experience in the field of Reconstruction and rehabilitation 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.3	Senior Structural Engineer		70
	- General Qualifications B.A degree in the required field: 15 points M.A degree (or more) in the required field: 20 points	20	
	- Specific Professional Experience 1-2 projects : 10 points 3-4 projects : 15 points 5 projects or more : 20 points	20	

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Technical Proposal Evaluation - Form 3			Maximum Points Obtainable
	Experience in/with Jerusalem Municipality requirements 1-2 projects : 5 points 3-4 projects : 10 points 5 projects or more : 15 points	15	
	Experience in strengthening and supporting structures 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.4	Electrical Engineer		40
	- General Qualifications B.A degree in the required field: 3 points M.A degree (or more) in the required field: 5 points	5	
	- Specific Professional Experience 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	Experience in/with Jerusalem Municipality Departments and Electrical supply company requirements. 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	Experience in Old Buildings 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.5	Mechanical Engineer		40
	- General Qualifications B.A degree in the required field: 3 points M.A degree (or more) in the required field: 5 points	5	
	- Specific Professional Experience 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	Experience in Jerusalem Municipality Departments and Water supply company requirements 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	Experience in Old Buildings 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	

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Technical Proposal Evaluation - Form 3			Maximum Points Obtainable
3.6	Landscape Engineer		50
	- General Qualifications B.A degree in the required field: 7 points M.A degree (or more) in the required field: 10 points	10	
	- Specific Professional Experience 1-2 projects : 5 points 3-4 projects : 10 points 5 projects or more : 15 points	15	
	- Experience in Jerusalem Municipality requirements 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Experience in Urban Design 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.7	Special Needs Specialist		40
	- General Qualifications B.A degree in the required field: 3 points M.A degree (or more) in the required field: 5 points	5	
	- Specific Professional Experience 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Experience in Jerusalem Municipality requirements 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Experience in Old Buildings 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.8	Safety Engineer		40
	- General Qualifications B.A degree in the required field: 3 points M.A degree (or more) in the required field: 5 points	5	
	- Specific Professional Experience 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Experience in Jerusalem Municipality requirements 1-3 projects : 5 points 4-5 projects or more : 10 points	10	

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Technical Proposal Evaluation - Form 3			Maximum Points Obtainable
	Experience in Old Buildings 1-3 projects : 5 points 4-5 projects or more : 10 points	10	
	- Language Qualifications English and Arabic : 3 points English, Arabic and Hebrew : 5 points	5	
3.9	Engineering Laboratory		50
	General experience in engineering tests 1-3 projects : 3 points 4-5 projects or more : 5 points	5	
	Specific experience in engineering tests for old buildings 1-2 projects : 5 points 3-4 projects : 10 points 5 projects or more : 15 points	15	
	Experience in Jerusalem Municipality requirements. 1-2 projects : 5 points 3-4 projects : 10 points 5 projects or more : 15 points	15	
	Qualified structural engineers 1 structural engineer: 5 points 2 structural engineers: 7 points More than 2 structural engineers: 10 points	10	
	Number of staff 3 staff members : 3 points More than 3 staff members : 5 points	5	
3.10	Support Staff		30
	- Number of supporting staff Architects 1 support Architect: 5 points 2 support Architects: 7 points More than 2 Support Architects: 10 points	10	
	- Average years of service with the firm 1-3 years: 5 points 4-5 years: 7 points More than 5 years : 10 points	10	
	- Number of technical staff 2-3 staff members: 3 points More than 4 staff members: 5 points	5	
	-Average years of experience 1-3 years: 2.5 points 4-5 years and more : 5 points	5	
Total Form 3			500

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Interested bidders shall acknowledge receipt of this addendum/pre-bid minutes by returning/including it, signed and stamped, with their proposals.

For your kind attention and reference,

Khaled Shahwan

Officer-in-Charge

United Nations Development Programme
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