

QUESTION 1: *In case of a consortium, is it necessary to notarize the agreement/MoU between consortium members*

CLARIFICATION 1: If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal

QUESTION 2: *Is it necessary that all partners or sub-contractors satisfy minimum requirements of track record, experience and expertise as indicated in Technical Proposal Evaluation Matrix?*

CLARIFICATION 2: Only the experience and track record of the Lead Proposer (Submitter of Proposal) is evaluated against the requirements in Technical Proposal Evaluation Matrix.

QUESTION 3: *Is it possible to submit proposals in electric format?*

CLARIFICATION 3: No. Proposals shall be submitted via Courier/Hand delivery at the address indicated in RFP, Data Sheet, Section 20.

QUESTION 4: *Agreement/memorandum of understanding between members of consortium shall be submitted along with the proposal?*

CLARIFICATION 4: Yes, notarized agreement/MoU shall be submitted along with the proposal

QUESTION 5: *Shall the acknowledgment letter, which should be submitted by 19th July make reference on any sub-contractor, partner etc.?*

CLARIFICATION 5: Acknowledgement letter may or may not mention sub-contractors, partners with whom Lead Company plans to make agreement.

QUESTION 6: *Project schedule: There is no inception phase. It is usually the case that following a short inception, there is a need to update and revise the work plan to reflect the relevant findings. We recommend that at least the first two weeks should be allocation to inception phase.*

CLARIFICATION 6: We believe that the tasks are already detailed enough and determined enough not to require a dedicated inception phase, if there are any requests for clarification/mortification to the ToR (being minor in nature) for each deliverable, these can be addressed directly for each deliverable as and when required at any stage during the project. The proposal should indicate such areas that may require clarification upon project commencement.

QUESTION 7: *Project schedule: we do not know if there is already a current travel demand model that only needs to be updated, or do we need to develop a model from scratch. If we need to develop a new model, there is a minimum period of 2 months that should be allocated to model development, calibration and validation, after the data collection period. If a model already exists, there is a need of at least one month to calibrate and validate the new model to reflect the surveys' findings.*

CLARIFICATION 7: Please include your recommendation and sound justification for time needed for model development, calibration and validation in your proposal. For your information – currently there do not exist any travel demand models in Batumi.

QUESTION 8: Page 26 section 1.4: The ToR requires to use the software that specified by the client. Please specify which software we should use.

CLARIFICATION 8: We can not specify the software at this stage, as the software shall be purchased by the Project during August-September period by means of international tendering.

QUESTION 9: Page 28 section 1.4 (c): it is recommended to conduct household survey with at least 1500 households, to obtain O-D information. We think that the HH survey should be mainly used to calibrate the disaggregate mode choice model, while the aggregate information for trip generation and attraction should be based on socio-economic parameters and on other surveys. This means that we can reduce the HH sample size and thus save time and money. Please confirm that we can propose a smaller HH sample size.

CLARIFICATION 9: This approach is alright if justified with references to international literature and other studies and with clear explanation of the reasons for this approach and its benefits and cost savings and at the same time showing how parameters and data will be collected for trip generation and attraction etc.

QUESTION 10: Page 33, section 6: the time table is very tight, especially if we need to obtain stakeholders' agreement for some proposals like parking strategy and bus network reorganization. This usually takes long time for relevant stakeholders to agree, please note that network reorganization proposals and probably parking management proposals are NOT new to the city, yet – they have not been implemented. If the SUMP should be accepted, there will be a need for a longer time.

CLARIFICATION 10: UNDP and Batumi City Hall will assist in stakeholder meeting organization so that this will not be cause for any delay.

QUESTION 11: Page 33, time table: The development of travel demand model is time consuming, and it should take at least 2 months after data collection. This involves calibration and validation of the baseline model. Since the model is a crucial element in the analysis, we do not recommend to hide the time needed to develop and approve the model under other elements, but rather to give it its own time table.

CLARIFICATION 11: Terms of reference and relevant timetable cannot be modified at this stage. But you are welcome to include this recommendation and sound justification for it in your proposal.

QUESTION 12: I would like to clarify whether our company can be subcontractor with two different companies (two different consortiums) which will submit two different proposals?

CLARIFICATION 12: In respond to your question I would like to inform you that your company can be subcontractor with two different companies which will submit two different proposals.

QUESTION 13: Our Company with international partner wants to submit the proposal for the above mentioned project. I would like to ask about notarized agreement between legal entities required in RfP (page 9, under "Joint Venture, Consortium of Association"). Will it be enough if our partner will sign the agreement in his country and there (in that country) it will duly notarize that agreement is

signed by authorized representative of the company, then they will send it to us, and we will sign it and duly notarize in Georgia that authorized representative of our company signed the agreement?

CLARIFICATION 13: In respond to your question I would like to inform you that you should notarize the agreement itself, not just the signatures of authorized representatives.

QUESTION 14: The Terms of Reference (TOR) describes Output 4 and Output 5 as Functional Plans, which is, according to footnote "a detailed engineering plan complete with sufficient detailing that would allow a contractor to procure, install and construct". Such a definition is very similar to "detailed design documentation". However the details of scope of work within Output 4 and Output 5 require just "Prepare detailed engineering designs for typical road sections", "Provide conceptual designs", "Develop a network concept sketch including detailed drawings of typical intersections, and typical road sections" and such detailing may not allow a contractor to procure, install and construct. So please clarify what level of details is required for Output 4 and Output 5: detailed design documentation or conceptual level with typical solutions?

CLARIFICATION 14: For Output 4 and Output 5 detailed design documentation for minor measures such as bus lanes, bike lanes, synchronized lightning etc, shall be provided. For other larger measure conceptual designs might work.

QUWSTION 15: In case if detailed design documentation needed in previous question, whether the Client provides all baseline data needed for such work e.g. site survey data, land allocation, etc.? The collection of such data is not specifically highlighted in the TOR.

CLARIFICATION 15: We assume that some of baseline data for detailed design documentation shall be collected by the Consultant, some of them might be provided by the Client and/or by Batumi City Hall.

QUESTION 16: Our organization is closed for the next 2 weeks due to summer vacation. It is therefore difficult for us to get in touch with all of our experts and get their input as well as get all the required signatures. Is it possible to get an extension for the submission date?

CLARIFICATION 16: We understand that for international companies this is not very good timing to develop a comprehensive proposal due to annual leaves and holidays, but unfortunately we cannot extend the submission period as we have our own tight schedule.

QUESTION 17: We just wanted to ask you one question concerning the local companies for household surveys. We are trying now to find information about such companies in Batumi. It would be very useful if you could provide a list of such companies, we do not need any precise company, but just the general information about them.

CLARIFICATION 17: Unfortunately we are not in a position to provide to you really useful information on local companies for conducting household surveys.

QUESTION 18: Kindly confirm that the track record and experience of the nominated sub consultants will be taken into account in the evaluation of the expertise of the Proposer.

CLARIFICATION 18: According to the RFP instructions, only lead company's, i.e submitter of proposal, experience and track record is evaluated against technical proposal evaluation matrix.

QUESTION 19: Kindly confirm that, apart from cooperation statements/declarations among DROMOS Consulting and its subcontractors, no notarized agreement is required.

CLARIFICATION 19: Only cooperation statements/declarations among lead company and its subcontractors shall be dully notarized.

QUESTION 20: Liquidated Damages. Who will be the potential beneficiary/committed payer of these penalties?

CLARIFICATION 20: Liquidated Damages - LD refers to the amount which the Contractor must pay UNDP for the damages caused to UNDP resulting from the Contractor's breach of its obligations as per Contract.

QUESTION 21: General. What is your definition of "Certified True Copy"?

CLARIFICATION 21: You can submit original document or Certified true copy - a copy of a document that has been certified and notarized as a true reproduction of the original.

QUESTION 22: Tax Registration/Payment Certificate. a) What kind of certificate do you expect? Only – if relevant – from Georgian tax authorities? From – in our case – authorities of our country as well? b) We are acting as a consortium of three consulting companies. Do you need such certificates only from the lead consultant or from each of the companies?

- **Certificate of Registration. How updated needs this document to be? Required only for the lead consultant or for all consortium members?**
- **Financial Statement. Only from the lead consultant or from all consortium members?**
- **Bank References. What bank references should be listed? The one operating the account foreseen for future payments? All our bank contacts? Only required for the lead consultant or for each of the consortium members? In case of Consortium**

CLARIFICATION 22: please submit Tax Registration/Payment Certificate, Certificate of Registration of the business, Financial Statement and Bank References of all consortium member entities.

QUESTION 23: CVs. Is there a specific template for CVs which you are expecting?

ANSWER 23: Please use and submit signed CV format under Section 6: Technical Proposal Form. In addition, provide CVs in your format demonstrating competence and qualifications of key personnel in areas relevant to the TOR.

QUESTION 24: Technical Proposal. How should the consortium be presented? Only by the lead consultant or with data of all consortium members?

CLARIFICATION: Technical proposal must be presented by lead entity, but of course it shall include data of all consortium members in manner that gives evaluation committee possibility to separately identify data relevant to each member of consortium

QUESTION 25: Please confirm that the bus network reorganization requires also a proposal for new fare structure.

CLARIFICATION 25: Please not that bus network optimization component does not just mean bus route optimization but rather optimization of public bus system in Batumi, Proposer shall use its own discretion what elements to propose for this component in the proposal.

QUESTION 26: Please confirm that all as made geodetic surveys for the two corridors will be provided by the client in electronic format and we do not need to include the costs of these surveys in our proposal.

CLARIFICATION 26: We assume that some of baseline data/surveys for detailed design documentation shall be collected by the Consultant, some of them might be provided by Batumi City Hall.

QUESTION 27: In the RfP there is no traffic forecasting modelling software mentioned. Please advise of the Clients chosen traffic modelling software.

CLARIFICATION 27: At this stage we can not specify transport modelling software as we are in tendering process for such software and do not know outcomes yet.

QUESTION 28: Is there a requirement for a specific public transport model?

CLARIFICATION 28: There is not explicit requirement for specific transport model in the Terms of Reference. Proposer is free to propose its own vision and approach.

QUESTION 29: Data collection: Batumi has a significant influx of seasonal visitors which contribute to transport problems. Household surveys will not easily pick up travel patterns of non-residents. How do you propose that non-resident travel movement data is collected?

CLARIFICATION 29: As this is a RFP, we expect that proposer will propose its own vision, approach and justification for specific approach for those aspects of Terms of Reference, that are not explicitly specified.

QUESTION 30: Data collection: Traffic surveys on links will be undertaken outside of peak seasonal flows. How do you propose that seasonal traffic flows are taken account of in the model?

CLARIFICATION 30: As this is a RFP, we expect that proposer will propose its own vision, approach and justification for specific approach for those aspects of Terms of Reference, that are not explicitly specified. For peak seasonal flows please refer to the 6.4 Paragraph of the Terms of reference.

QUESTION 31: 'Show how the two corridors (Chavchavadze-Abuseridze corridor and the Chavachavadze-Baratashvili-Gorgiladze corridor) are complementary or otherwise using the forecasting software scenario's as evidence'. We get the impression that either some words are missing or the fragment 'or otherwise' should be deleted. Please clarify this.

CLARIFICATION 31: Transport modelling shall demonstrate if sustainable urban measures on both corridors have synergetic effect or might cause some non-expected externalities, like moving of congestion from one corridor to another etc.

QUESTION 32: Prepare at least 3-4 stakeholder workshops.... of workshops'. Is it possible for you to send a list of stakeholders UNDP has in mind that should be invited?

CLARIFICATION 32: Please refer to the Project Document

http://www.ge.undp.org/content/georgia/en/home/operations/projects/environment_and_energy/green-cities--integrated-sustainable-transport-for-batumi-and-aj.html

QUESTION 33: *'Traffic Data Collection and Baseline assessment should be ready in 2 months after signing of the contract.'* For the traffic model preparation this may be rather short. Please consider to revise this in 3 months after signing of the contract.

CLARIFICATION 33: Terms of reference and relevant timetable cannot be modified at this stage. But you are welcome to include this recommendation and sound justification for it in your proposal.

QUESTION 34: *We request you to revise the proposed payment schedule on page 34 of the RfP. Our proposed payment schedule is more in line with the actual spending we'll have*

CLARIFICATION 34: Payment schedule is already fixed in the Terms of reference.

QUESTION 35: *There were many proposals to revise and/or amend the General Terms and Conditions of the Contract, so we want list here all specific questions but provide one answer for all questions that relate to General terms and Conditions of the Contract*

CLARIFICATION 35: We are not allowed to make any revision or amendment to the General terms and Conditions of Contract. Please note the following clauses: (23.4) Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11; (29.1) UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

QUESTION 36: *In item DS 26 of the Data Sheet, p.20 of the RfP, is required that the experience of Firm to be – "At least 5 years of international experience". Also in the Technical Proposal Evaluation Matrix, p. 22 of the RfP, the Firm's experience is graded on the basis of "at least 5 years of International experience". However, in Section 3 (TOR), paragraph 9-KNOWLEDGE AND SKILLS, p.35 of the RfP, it is asked that the firm's experience is "demonstrated by portfolio at least for last 5 years". Please clarify if the required experience is referring to the last 5-year calendar period or if the requirement is that the last 5-year period of experience should be presented as minimum and the candidates can present their experience over a longer past period. Please also clarify if the experience over a longer period will be evaluated or only for the last 5- year period.*

CLARIFICATION 36: Lead Proposer Company shall demonstrate required experience for at least last 5 years. But you shall present companies whole relevant experience if it is more than 5 years

QUESTION 37: *In article 15.2 of Instruction to Proposers, page 8, it is mentioned that ...all proposers are therefore required to submit the following in their proposals a) A statement of whether any import or export licenses are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use of dual use nature of the goods or services, including any disposition to end users and b) Confirmation that the proposed has obtained license of this nature in the past and have an expectation of obtaining all necessary licenses, should their Proposal be rendered the most responsive. Kindly clarify whether the above requirement is applicable in this particular tender.*

CLARIFICATION 37: To our knowledge of relevant regulations, this requirement is not applicable for this type of assignment and consultancy services. But proposer shall make effort to find out if any quoted condition is applicable.

QUESTION 38: Please explain if the CBA analysis of the various measures proposed in the feasibility studies should include both financial and socio-economic analysis or only the latter.

CLARIFICATION 38: At least socio-economic analysis, but inclusion of financial analysis is more than welcome.

QUESTION 39: Please explain what is the content of the expected text under paragraphs 2.7 and 2.9 of the Technical Proposal Form.

CLARIFICATION 39: We believe notes to those sections are self-explanatory. Or you might make your question more specific.

QUESTION 40: In page 28, Section 3 TOR, paragraph 1.4 it is made reference to the Client's traffic modelling software. Please explain if an urban traffic model exists for Batumi area and if yes what is the software used or can be used by the Client.

CLARIFICATION 40: No transport models exists for Batumi.