

**Pre Bid Meeting Minutes for Hiring of Consultant for Improvement of Drainage Hot Spots
in jurisdiction of WSSP Peshawar.**

The Meeting was held on 16th April 2024 under the Chairmanship of GM (Projects) in conference room of WSSP, the following points were discussed and notified as under.

Sr. #	Query	Reply
1	Refer to above clauses Performance Bond 10% of the contract value after award of contract will be submitted and may be released after completion of the project. Then 10% security deduction of each bill is not justified. It is requested that only one option i.e performance security or security deduction on each bill may implemented.	Performance bond is required as per KPPRA Rules/Bidding Documents instructions. Therefore it will be followed as per standard practice.
2	Refer to above clause 36 drainage hotspots have already been identified, Please clarify that consultant have to perform the survey in already identified area or to cover the remaining areas for finding the drainage hotspots.	As per RFP, WSSP has currently identified 36 points in its jurisdiction where different frequency and intensity of rainfall event, result in storm water ponding. Consultant, based on their studies, will identify all points where risk of ponding exist. They may include all or some points identified and listed as drainage hotspots.
3	Please refer to above clause it is necessary to share the available/allocated budget so that consultant may not exceed/quote than the allocation in order to preparation the realistic/accurate Financial Proposal.	It is not a fixed budget assignment.
4	Please provide the evaluation score weightage against each position, Bifurcation/Split of the assigned marks (550) of this category. Please also clarify that all the CV's/Resumes required for Key staff and non-key positions i.e Surveyor, CAD Operators, Helpers, as mentioned TOR page (i) "HR Details of Design	Already prepared and is attached. All positions, except helpers, are declared as key staff and their CV shall be provided.
5	Refer to above clauses please clarify that if any delays occurred during the approval period at various forums who will be responsible for such delays further such delays should not be considered for penalties.	All approvals are the responsibility of consultant, however WSSP will assist in obtaining NOCs. Liquidated damages will not be charged if there is delay in obtaining NOCs and where Consultant can show its good faith and consistent appropriate efforts in obtaining NOC/s.
6	Refer to above clause consultants have to give attention and importance for the above mentioned two assignments WSSP's Sanitation Master Plan 2019 and Diversion and Handling of Municipal wastewater project, Please clarify that WSSP will provide the required data of these projects for suitable design of Drainage Hotspots.	Relevant section/data of sectoral Master plan will be shared with the successful bidder.
7	RFP Page # d Terms of Reference Clause 5, Work Schedule: The assignment has extensive scope of work which can't be possible in 04 months therefore, it is requested that sufficient time may be considered for better planning/execution of surveys, studies, design, preparation of PC-I, BoQ's, Engineering Cost Estimates etc.	Project duration is already approved from competent forum and can't be extended.

8	Request to extend proposal deadline date	The last date for submission of proposals on the request of the consultants is extended till Tuesday 30th April 2024. The submission time will remain same as per NIT.
9	Has there been any previous study conducted on this topic? If so, kindly provide it	There is no scientific study conducted previously on this topic by WSSP.
10	Referring to Page # 10/15 of RFP Clause 3.4(m), it discusses the ownership of equipment, office vehicles, etc., procured by the consultants to render the services covered by the contract. These assets are to become the property of WSSP and must be handed over, at no charge, in perfect working condition upon completion of the services. Additionally, the consultant is expected to provide vehicles to counterpart engineers of WSSP during the design and implementation phases of the treatment plant. If vehicles / assets are purchased, we would then have to put the full sale cost in the bid, which would make it very expensive.	As per GCC the equipment/assets/data financed from the Project Works will be handed over to the Client. However, there is no purchase of vehicles included in this project.
11	The project involves redesigning the existing drainage system. Will the client provide the full as-built drawings & documents of the existing system including any present city-wide masterplan and drawings of assets at and close/related to the 36 drainage hotspots?	Relevant section of the sectoral master plan will be shared with the successful bidder. As built drawings, if available, will be shared with successful bidder.
12	It is stated in the scope of work that "The study will not be limited to the 36 drainage hotspots identified; the consultant will carry out a survey to identify other spots as well." Identifying these additional hotspots will require a hydrological study and master planning of the whole system. Could you please confirm this understanding?	Hydrological study is intended to be made. The same is reflected in the HR details of the RFP.
13	In certain areas, the drainage system passes through military land. Will the client assist in obtaining the necessary clearances from various law enforcement agencies	Relevant Approvals/Clearances are the responsibility of the Consultant however WSSP will assist in obtaining NOCs.
14	We assume that if a consultant or any JV member already has an established office in Peshawar, can that office be considered a project office. Please confirm	Yes.
15	Is there any possibility in increasing the delivery time to 8 months? This is for personnel and scope / time availability issues. The answer to question 4 could significantly affect the time required	Project duration is already approved from competent forum and can not be extended.
16	It is recommended to include a topographic survey in the non-salary component.	Scope of work is identified in TORs
17	Is it only for Lead Firm or JV? As per standard practice, experience of all JV members is considered.	Matter will be dealt as per RFP.
18	Is it mean the consultancy cost or project cost? Will the ongoing project be considered	The consultancy cost will be considered
19	Please elaborate this formula as it is conflicting with the scoring criteria given in the RFP?	Mentioned formula will be used for evaluation, consistently & uniformly, on all submitted bids. There is no conflict.
20	Can key the key and non-key be separated? Provide single person instead of 2 persons. Is the basic qualification M.Sc. or B.Sc.? If M.Sc. then B.Sc. is irrelevant.	Except helpers, all are the key staff. Basic qualification considered will be BSc.

21	RFP title shows both feasibility and detail design. Please confirm whether it is feasibility study or detailed design?	It is detail design as per RFP.
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Marks Distribution of Key Personnel

Sr. No.	Name of Post	Name of Person	Max Marks
	Marks Distribution		75
1	Hydrologist		
	Marks Distribution		75
1	Hydrologist		
	Marks Distribution		75
2	Design Engineer		
	Marks Distribution		75
2	Design Engineer		
	Marks Distribution		75
3	Structural Engineer		
	Marks Distribution		50
4	GIS Expert		
	Marks Distribution		30
5	Quantity Surveyor		
	Marks Distribution		20
6	Senior Surveyor		
	Marks Distribution		20
6	Senior Surveyor		
	Marks Distribution		20
6	Senior Surveyor		
	Marks Distribution		20
6	Senior Surveyor		
	Marks Distribution		15
7	CAD Operators		
	Total:		550