



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section
28 Mauve Area, G-9/I, Islamabad ☎ 051-9032727, 📠 051-9260419

Ref: 6(616)/GM (P&CA)/NHA/2023/- 849

Dated: 15 December, 2023

To

ALL PROSPECTIVE CONSULTANCY FIRMS/JVS

SUBJECT: CONSULTANCY SERVICES FOR FEASIBILITY STUDY & DETAILED DESIGN FOR CONSTRUCTION OF LINK ROADS (18 KM APPROX.) & TUNNEL (0.805 KM) JOINING KHAKI WITH Oghi DISTRICT MANSEHRA

“MINUTES OF PRE-PROPOSAL MEETING & ADDENDUM No.1”

Reference: Pre-Proposal Meeting was held on 17th November, 2023.

Minutes of Pre-Proposal Meeting & Addendum No.1 being integral part of RFP for the subject Consultancy services are enclosed herewith for necessary action, please.


(SAMI-UR-RAHMAN)

GENERAL MANAGER (P&CA)

Enclosure:

- **Minutes of Pre-Proposal Meeting (04 Pages)**
- **Addendum No.1 (01 Page)**
- **Attachments to Addendum No.1 (01 Page)**

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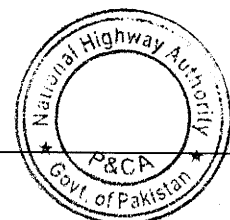
- Member (Planning), NHA, Islamabad;
- General Manager (Planning), NHA, Islamabad;
- General Manager (Design), NHA, Islamabad.

MINUTES OF PRE-PROPOSAL
MEETING HELD ON 17th November, 2023

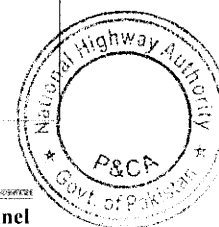
Consultancy Services for Feasibility Study & Detailed Design for Construction of Link Roads (18 Km Approx.) & Tunnel (0.805 Km) Joining Khaki With Oghi District Mansehra

A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 17th November, 2023 to discuss the Request for Proposal (RFP) for subject Services in the presence of NHA officials and prospective consultants. During the said meeting the prospective consultants submitted queries. The clarifications/ replies are summarized below for information of all prospective consultants:

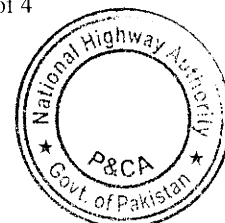
Sr. No	Queries	Reply																																																																									
1.	The project is a feasibility study and detailed design project for an approximately 0.8KM long tunnel and 18KM long link roads. The time duration designated in the TOR for execution of the detailed design and feasibility is 3 months. The Consultant deems this to be insufficient and suggests the time period assigned to the project be increased to at least 6 months.	Not acceded to. Please, proceed as per RFP <i>[Signature]</i>																																																																									
2.	Section 3.9.2. part d. (page 68) of the TOR states that a "DEM for watershed delineation will be of at least 5m resolution" Kindly specify the Area of Interest (AOI) for the DEM required to calculate the cost to quote. Furthermore, add the item "Acquisition of 5m DEM for an AOI of 500 sq. km" as a LS in the Direct (Non-Salary Costs table of form A-16 as shown below:	Cost of the DEM is required to be covered in the Lump Sum (LS) cost to be quoted for Task 3.9: 'Hydrology & Hydraulic Study'. The area of DEM should be enough to satisfactorily carry out the required analyses.																																																																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr #</th> <th style="text-align: center;">Nomenclature</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">Unit Price (Rs)</th> <th style="text-align: center;">Total Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Rent for Office Accommodation</td> <td style="text-align: center;">L.S</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Office Utilities Cost</td> <td style="text-align: center;">L.S</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Cost/rental of furniture/ furnishings</td> <td style="text-align: center;">L.S</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Cost/ rental of Office/ other equipment:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">a)</td> <td>Computers & Accessories</td> <td rowspan="5" style="text-align: center;">L.S</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">b)</td> <td>Photocopy Machines</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">c)</td> <td>Communication</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">d)</td> <td>Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">e)</td> <td>Drafting//Engineering</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">f)</td> <td>Equipment Transport Vehicles (Rental) Site Visits and meeting</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Communication expenses</td> <td style="text-align: center;">PM</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>Drafting / Reproduction of Reports</td> <td style="text-align: center;">L.S</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sr #	Nomenclature	Unit	Qty.	Unit Price (Rs)	Total Amount (Rs.)	1	Rent for Office Accommodation	L.S				2	Office Utilities Cost	L.S				3	Cost/rental of furniture/ furnishings	L.S				4	Cost/ rental of Office/ other equipment:					a)	Computers & Accessories	L.S				b)	Photocopy Machines				c)	Communication				d)	Equipment				e)	Drafting//Engineering				f)	Equipment Transport Vehicles (Rental) Site Visits and meeting					5	Communication expenses	PM	3			6	Drafting / Reproduction of Reports	L.S		
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7	Office / Drafting Supplies	L.S	-			
8	Acquisition of 5m DEM for an AOI of 500 sq. km	L.S	-			
9	Topographic Survey Report & Plans	L.S	-			
10	Traffic & Axle Survey Report	L.S	-			
11	Soil & Material Investigation Report	L.S	-			
12	Geotechnical Investigation Report	L.S	-			
13	Hydrology / Hydraulic Study Report	L.S	-			
14	EIA Study Report and NOC	L.S	-			
15	Road Safety Audit Report					
16	Detailed Design of Tunnel, complete in all respects, followed by Tunnel Design Report and Drawing.					
17	Slope Stability Analysis and Design including reports and Drawings complete in all respects					
18	Installation of temporary ROW Markers and submission of Report					
19	Other					
	Total					
	<p>Similarly, it is suggested that the item "Acquisition of 5m DEM for an AOI of 500 sq.km" be added to table "Mode of Payment" as an LS item on page 80 of TOR under the heading Stage I.</p>					
3.	<p>As per heading 3.11 "Road Safety Audit Report", the TOR states that the Consultant will propose names of at least three (03) Road Safety Auditors meeting the requirements specified by NHA in the TOR. The Consultant requests NHA to share a list of ALL Certified Road Safety Auditors that NHA is aware of, who have valid international certificate/accreditation for consultants to approach them for the project. It is also essential to mention that the individual who will be a Team Lead must have the valid certificate from IRF or IRAP etc. Since most of the international organizations that provide accreditation for RSA's (as explored by the Consultant such as IRF, iRAP etc.) require renewal of certification/membership yearly or every two years for the Team Lead. It is noticed that some of the individuals have certificates from universities (after completing some</p>					<p>The Team Leader is required to possess a valid certification of Road Safety Auditor. The Consultant is encouraged to explore himself the availability for certified Auditors.</p>



Sr. No	Queries	Reply																								
	workshops, university courses) which are 3 to 4 years old and those also do not fulfill the criteria to be Team Lead with valid certifications. Kindly Clarify.																									
4.	<p>TOR mentions that the Consultant get their reports vetted from third party before submission to NHA. It is suggested that a PS or LS item must be included in Direct Cost to quote tis cost. Normally, the cost of vetting is 20% of the Design fees, so it is suggested that a LS or PS item may be added in the summary of Cost as shown below</p> <table border="1" data-bbox="263 585 1013 884"> <thead> <tr> <th data-bbox="263 585 359 612">Sr.No.</th> <th data-bbox="359 585 853 612">Description</th> <th data-bbox="853 585 1013 612">Amounts (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 612 359 639">1</td> <td data-bbox="359 612 853 639">Salary Cost / Remuneration</td> <td data-bbox="853 612 1013 639"></td> </tr> <tr> <td data-bbox="263 639 359 666">2</td> <td data-bbox="359 639 853 666">Direct (Non-Salary) Cost</td> <td data-bbox="853 639 1013 666"></td> </tr> <tr> <td data-bbox="263 666 359 694">3</td> <td data-bbox="359 666 853 694">Sub (1+2)</td> <td data-bbox="853 666 1013 694"></td> </tr> <tr> <td data-bbox="263 694 359 755">4.</td> <td data-bbox="359 694 853 755">Third Party Vetting / Validation as LS/PS at 20% of (3)</td> <td data-bbox="853 694 1013 755"></td> </tr> <tr> <td data-bbox="263 755 359 782">5</td> <td data-bbox="359 755 853 782">Sub-total (3+4)</td> <td data-bbox="853 755 1013 782"></td> </tr> <tr> <td data-bbox="263 782 359 857">6</td> <td data-bbox="359 782 853 857">Sales Tax @ 16% on item No.3 above which shall be kept as provisional sum in the Contract Agreement</td> <td data-bbox="853 782 1013 857"></td> </tr> <tr> <td data-bbox="263 857 359 884">7.</td> <td data-bbox="359 857 853 884">Grand Total</td> <td data-bbox="853 857 1013 884"></td> </tr> </tbody> </table>	Sr.No.	Description	Amounts (Rs.)	1	Salary Cost / Remuneration		2	Direct (Non-Salary) Cost		3	Sub (1+2)		4.	Third Party Vetting / Validation as LS/PS at 20% of (3)		5	Sub-total (3+4)		6	Sales Tax @ 16% on item No.3 above which shall be kept as provisional sum in the Contract Agreement		7.	Grand Total		Please see Addendum No.1
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5.	The Technical and Economic Feasibility cannot be completed before the detailed design and cost estimate and shall be moved to Stage-III after designs and estimate.	Please proceed as per RFP.																								
6.	TOR mentions that Consultant shall perform the Slope Stability Analysis and design of the slopes along the road from Khaki to Oghi. Slope Stability Analysis and Design requires considerable effort including surveying, testing, analysis, and design. Therefore, it is suggested that a LS item shall be added in the Direct (Non-Salary Costs table of form A-16 to quote its cost as well as in Mode of payments.	Please proceed as per RFP.																								
7.	<p>As per section 2.2 of the TOR and Chapter-3 (page 55) provide the project breakdown into Stages and Tasks. Stage-2 of the project consists of the following tasks:</p> <ul style="list-style-type: none"> a. Road Safety Audit (Task 3.11) b. Maintenance & protection of Traffic (MPT) Plan (Task 3.12) c. and Construction Machinery and Manpower Report (Task 3.13) <p>Whereas, the design Tasks i.e. Design reports:</p> <ul style="list-style-type: none"> i) Overall Design Report, ii) Geometric Design Report, iii) Pavement Design Report, iv) Structural Design report (Task 3.14) has been mentioned under Stage 3 of the project. 	Please proceed as per RFP.																								
8.	The Consultant would like to point out that for Task 3.11-3.13, it is necessary that the design has been completed. Based on the design the Road Safety Audit and Maintenance and	Please proceed as per RFP.																								



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	<p>Protection of Traffic Plan shall be formulated. Moreover, for Construction Machinery and Manpower Report, it is necessary that the Engineers Estimates/BoQ has been prepared. Hence it is suggested that Task 3.14 be moved to Stage 2 and the Tasks 3.11 to 3.13 (Chapter 3, Page 55 of TOR) be moved to Stage 3. Amendments should also be made accordingly to the table for 'mode of Payment' on Page 80 of TOR. Your guidance on this point shall be appreciated.</p>	
9.	<p>In Chapter 3 of the TOR under heading 5 "Notes Regarding Submission of Deliverables" (Page 78), point b, the Client has mandated that "the Consultant will be required to get each deliverable under this TOR validated and vetted from and independent reputable & experienced third party before submission to NHA". The consultant would like to highlight that the process of vetting of EACH deliverable by a third party prior to its submission cannot be completed in the time duration of 3 months assigned to the project. The vetting of each report will take about 15 days to 30 days at least (unless specified by the third-party reviewer). For vetted and validated reports/ deliverables to be submitted to NHA it is requested that the project duration be increased to at least 8 months of otherwise this item should be re-think differently.</p>	<p>Please see Addendum No.1</p>

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ADDENDUM No.1

Consultancy Services for Feasibility Study & Detailed Design for Construction of Link Roads (18 Km Approx.) & Tunnel (0.805 Km) Joining Khaki With Oghi District Mansehra

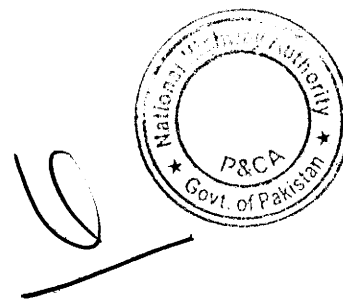
Following amendments have been made in the Request for Proposal (RFP) for subject Services under this Addendum No.1, which shall be read and construed as an integral part of RFP and shall take precedence in case of any conflict(s)/ambiguity(s) amongst this Addendum No.1 and other provisions of the RFP.

1. Terms of Reference (TOR)

Refer Page-76 of RFP, amendment has been made in "Page-76" therefore, entire "Page-76" is deleted and replaced with revised "Page-76" attached as **Attachment-1 to Addendum No.1**

2. All other terms and conditions shall remain same.

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Consultancy Services for Feasibility Study & Detailed Design for Construction of Link Roads (18 Km Approx.) & Tunnel (0.805 Km) Joining Khaki With Oghi District Mansehra

in this regard should also be furnished that land acquisition folder has been prepared in coordination with concerned departments and field/regional/zonal authorities of NHA.

NHA understands that land cost may be calculated on the basis of present DC rates and also enclose the documentary evidence.

3.16 Temporary Right of Way Markers

The Consultant may be required to fix temporary Right of Way (RoW) markers in coordination with field authorities of NHA in form of 4 inch PVC pipe filled with concrete having 4ft height (2ft inside ground while 2ft above the ground). Subsequently, a report will be submitted which must contain *inter alia* photographs and coordinates of all the markers, duly countersigned/verified by the field authorities. NHA understands that interval should be 100m on straight reaches and 25m interval on curves.

4. PRESENTATION

The Consultant may be required to give presentation on the project as, when, and where required/directed by NHA. The presentation should include but not limited to following details.

- Description of road alignment.
- Description of design criteria and functional requirements.
- Important components of project like major bridges, flyovers etc.
- Important parameters of sub-soil investigation like CBR, Pile Capacity and General Soil Classification etc.
- Results of traffic studies.
- Location of quarry sites.
- Traffic management plans.
- Description of specialized equipment and machinery required for the construction.
- Description of methodology and codes for design including details of computer models.
- A plan showing major quarry sites/ borrow area sites including mass diagram showing cut and full along the alignment will be presented.
- Any other points, which the consultant may like to highlight, should be included.

The consultant may also be required to give a separate presentation to Design Section on methodology, tools, software, and techniques etc. used in, including but not limited to, Topographic Surveying, Traffic studies, Pavement Design, Geometric Design etc.

5. NOTES REGARDING SUBMISSION OF DELIVERABLES

The following requirements should be fulfilled by the consultant: -

- a. A checklist should be attached by the consultant with each deliverable (initial as well as final submission) which should correctly and completely correlate the deliverable to all the requirements spelled out in ToR. Moreover, all pages of each deliverable should be signed & stamped by the consultant.
- b. **The consultant will be required to get each deliverable under this ToR validated and vetted from an independent reputable & experienced third party before submission to NHA. All deliverables must be countersigned & counter-stamped by the third party as "VETTED" along with submission of a "Vetting Certificate" by third party.**

For initial submission of any deliverable, two (02) hard copies may be submitted. However, for final submission of any finalized deliverable, three (03) hard copies will

