

**MINUTES OF THE MEETING OF PRE-RFP MEETING REGARDING GALIYAT LAND USE AND ZONING  
DATED 22.06.2021 AT GDA HEAD OFFICE ABBOTTABAD.**

A Pre-RFP meeting regarding Galiyat Land Use and Zoning project was held on 22.06.2021 at Galiyat Development Authority (GDA) head office Abbottabad with the agenda to respond and clarify the queries and concerns of the potential firms regarding the RFP document. The GDA's project team, firms and their representatives attended the meeting.

Comprehensive discussions were made during the meeting on the queries and concerns raised by the participants which were responded by the Department accordingly.

Please find below herewith the replies by the Galiyat Development Authority (GDA) in response to the queries raised by the participants (potential bidders), the below replies be considered as part and parcel of the RFP document. The competent Authority has also decided to extend the closing date for submission of RFP/proposals from 20<sup>th</sup> July 2021 to 3<sup>rd</sup> August 2021 3pm.

**The meeting was concluded with a vote of thanks from the participants.**

S#	Queries of Firms	GDA's Response
1	Is firm's registration both with PEC and PCATP is mandatory? If yes, will it be same for the JV partner?	An individual firm or JV firms either lead partner or associate partner registered with PEC and PCATP is eligible.
2	It is proposed that the data required regarding the Climate of the Region must be confined to 20 years instead of 50 years due to unavailability of required data.	Reference RFP document page No 9 section 20(3) (2) the timeline of the required data has been amended from 50 years to 20 years.

3	What will be the scales and resolution of the GIS maps?	GIS Maps required for the project will be of 1 meter Resolution and the scale of deliverable Maps will be 1:50,000 for Regional Level Land Use Plans, Zoning Plans and 1:20,000 for Land Use Plans, Zoning Plans of Urban Areas / Town Areas										
4	It is suggested that a dashboard for Land Use and Zoning GIS Maps may please be added in the scope of work.	The dashboard for the subject project has been added in the scope, the potential firms are required to quote their financial bid inclusive the complete scope as mentioned in the RFP and amended in this Pre RFP minutes.										
5	It is proposed that the qualification marks also be added in the evaluation criteria.	<p>In view of the technical importance of the project the following qualification marks (RFP document section D page No 20) have been amended as follow:</p> <table border="1" data-bbox="1024 586 1780 1052"> <thead> <tr> <th data-bbox="1024 586 1289 618"><b>Key personnel</b></th> <th data-bbox="1289 586 1780 618"><b>Amended evaluation criteria</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="1024 618 1289 740">Team leader/Project manager (Max 08 marks)</td> <td data-bbox="1289 618 1780 740">Team lead/project manager: 10 years professional experience in Urban planning = 8 marks, 6-9 years = 6 marks, 3-5 = 4 marks and below 3 years = 0 marks.</td> </tr> <tr> <td data-bbox="1024 740 1289 862">Urban infrastructure planning specialist (Max 04 marks)</td> <td data-bbox="1289 740 1780 862">Urban infrastructure planning specialist: 8 years professional experience in Urban planning = 4 marks, 5-7 years = 3 marks and below 5 years = 0 marks.</td> </tr> <tr> <td data-bbox="1024 862 1289 927">Other Staff (Max 04 marks)</td> <td data-bbox="1289 862 1780 927">3-5 years relevant experience = 4 marks Below 3 years = 0 marks.</td> </tr> <tr> <td data-bbox="1024 927 1289 1052">Additional (Max 04 marks) Qualification marks</td> <td data-bbox="1289 927 1780 1052">PhD in the relevant field = 4 marks MS in the relevant field = 3 marks BS in the relevant field = 1 marks</td> </tr> </tbody> </table>	<b>Key personnel</b>	<b>Amended evaluation criteria</b>	Team leader/Project manager (Max 08 marks)	Team lead/project manager: 10 years professional experience in Urban planning = 8 marks, 6-9 years = 6 marks, 3-5 = 4 marks and below 3 years = 0 marks.	Urban infrastructure planning specialist (Max 04 marks)	Urban infrastructure planning specialist: 8 years professional experience in Urban planning = 4 marks, 5-7 years = 3 marks and below 5 years = 0 marks.	Other Staff (Max 04 marks)	3-5 years relevant experience = 4 marks Below 3 years = 0 marks.	Additional (Max 04 marks) Qualification marks	PhD in the relevant field = 4 marks MS in the relevant field = 3 marks BS in the relevant field = 1 marks
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6	It is proposed that the completion certificates for the previous projects be replaced with reference letters or engagement letters.	Completion certificates, reference letters and engagement letters are acceptable.										
7	The technical and financial weightage for the project must be 80/20 instead of 70/30.	The technical and financial weightage for the project will remain the same, i.e. 70% Technical and 30% Financial										

8	It is proposed that professionals like Geologist, Hydrologist should be the part of the project team.	The firms are required to engage the said professionals in the project team.
9	How the consultant will collect data regarding Population, Housing and other data mentioned in the scope of work?	The successful firm will collect all the data (primary and secondary) on its own through filed surveys and relevant departments. However, GDA's assistance will be available where required.
10	The information regarding names, areas and circles of the region is not clear in the RFP document.	The region involved in the Land Use Plan contains 7 Towns of GDA (Thandiani, Nathiagali, Dongagali, Ayubia, Khanaspur, Changlagali and Khairagali), 3 Qanoongo Circles (Bagan, Bakot and Lora) 3 circles of Haripur district of Makhniyal Area (These circles are not yet defined with a number of UC's, VC's and NC's neither the covered area) this will be communicated to the successful firm at later stage. An estimate of the total area covered in the project is approx. 1300 sq km.
11	The deliverables timelines and project execution timeline are not available in the RFP.	The timelines for each deliverable will be defined in the later stage at the time of the award of the project.
12	Type and Resolution of Satellite Imageries (Archive or Fresh) to be acquired for preparation of base Map & Land use Map are not mentioned.	The consultant will be required to produce a Fresh base Map with a resolution of 1 meters. The cost and delivery will be the responsibility of the successful firm.
13	Since the satellite images bear heavy cost, will GDA bear the cost of these Satellite imageries?	The consultant will bear all cost of the project and activities whether it is the cost of the Satellite Imageries or otherwise.
14	We, suggest the Map scale for Regional Level Land Use Plans, Zoning Plans of Project Regions should be 1:50,000 instead of 1:100,000	The scale of the Regional Level Land Use Plans, Zoning Plans Maps are reformed to 1: 50,000.
15	Map Scale for Land Use Plans, Zoning Plans of Urban Areas / Town Areas with project Regions should be 1:20,000 instead of 1: 50,000	The scale of the Land Use Plans, Zoning Plans of Urban Areas / Town Areas Maps are reformed to 1: 20,000.
16	The Administrative boundaries of various districts, Tehsils, UC, NC, VC etc. within the project regions would be provided by the client?	It will the responsibility of the consultant to obtain the data regarding Administrative boundaries of different Districts, Tehsils, UC's, NC's and VC's. However, GDA will only assist the successful firm with the subject information where required.

17	Will GDA provide all the secondary data related to previous studies, reports, planning activities, previous land use plans, master plans, other feasibility reports in any of the sector related to project scope?	GDA will only provide the data available with GDA regarding previous studies, reports and other planning activities. However, the successful firm will be responsible to gather other plans and reports from relevant departments.
18	Please clarify whether: 1. CV's of only relevant core staff as mentioned in Page 20 should only be required? 2. Project Sheets/ details of only relevant projects are required?	Please note that the CV's of all the team members to be engaged in the project will be submitted by the firms and project details of only relevant projects with complete details will be required.
19	Refer page 22: Section IV: Amendment	The limitation of 2-3 pages in the subject reference page and section has been removed, now the potential firms can submit their methodology, Brief Concept Paper etc. as per subject requirement.
20	Date for Presentation of Technical Proposal to the evaluation committee is not mentioned.	The date for the technical presentation will be communicated at a later stage.
21	There is no mentioning of any primary data collection through sample household surveys. It seems that all existing data analysis and study reports could be based upon secondary data collection only, Please Clarify	The household survey will be conducted through proper sampling method as the project required updated data regarding every aspect of the plan. Moreover, the GDA will also strictly observe the primary data collection process any dummy or ambiguous data will not be accepted.
22	Can we have the actual land site? The client did not specify a site size and geographic exact delimitation for the study site in the RFP.	The region involved in the Land Use Plan contains 7 Towns of GDA (Thandiani, Nathiagali, Dungagali, Ayubia, Khanaspur, Changlagali and Khairagali), 3 Qanoongo Circles ( Bagan, Bakot and Lora) 3 circles of Haripur district of Makhniyal Area (These circles are not yet defined with number of UC's, VC's and NC's neither the covered area)  An estimate of Total area covered in the project will be approx. 1300 sq km. However, the successful firm shall have to include any additional area as and when required by the client (Galiyat Development Authority).
23	Given the current global Covid19 pandemic, will the international consultants be required to travel to the project	The consultant (or local JV partner) is required to visit the project area, otherwise it would not be practical to develop a constructive study/ survey without visiting the project location physically as there

	location, given current travel restrictions, or would the client be satisfied with the local representation by local technical team?	will be a gap between understanding the ground conditions and developing the futuristic plans.  However, in case of international consultant, we would prefer the core engagement of the international consultant provided that there are no travel restrictions.
24	There are development plans mentioned in the RFP document: can GDA provide them to show the boundary?	It will be the responsibility of the consultant to collect the development plans from line departments, and to demarcate boundaries of the region.
25	Proposed methodology & Technical approach in reference to the TORs: can we have confirmation of the client of when the technical presentation would need to take place?	The technical presentations will take place during the evaluation of technical proposals. The date for the presentations will be conveyed to the firms at later stage.
26	Experience certificate for the project Staff: can we request the need for the Experience certificates from clients for the project staff be removed? This kind of certificates are only given for Engineering Resident staff and not for planning projects.	Since the experience of the project staff is an essential part of the evaluation process that will certify the experienced and quality Human Resource to be engaged by the firm in this project, therefore it will remain intact.



**DIRECTOR TOURISM  
GALIYAT DEVELOPMENT AUTHORITY  
ABBOTTABAD**

**Copy to:**

1. Bidders/firms participated in the Pre-RFP meeting and others, via email
2. Land Use and Zoning plan file