



REPUBLIC OF TURKEY

MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE (MOEUCC)

GENERAL DIRECTORATE OF CONSTRUCTION AFFAIRS (GDCA)

“Energy Efficiency in Public Buildings Project”

Loan No: 9015-TR | Project ID: 162762

**CONSULTANCY SERVICES FOR
ENERGY AUDITS, TECHNICAL DESIGNS AND CONSTRUCTION
SUPERVISION SERVICES FOR ENERGY EFFICIENCY RENOVATIONS
IN PUBLIC BUILDINGS**

Reference No:

EEPB/WB/MoEU/QCBS-DES&SUP-12

REPLIES TO QUERIES AND CLARIFICATIONS NO.1

Issued on: November 17, 2022

PROJECT NAME AND LOAN NO:	Energy Efficiency In Public Buildings Project (KABEV)
TITLE OF CONSULTING SERVICES AND RFP NO:	Consultancy Services For “Energy Audits, Technical Designs and Construction Supervision Services for Energy Efficiency Renovations in Public Buildings” (REF: EEPB/WB/MoEU/QCBS-DES&SUP-12)
REPLIES TO QUERIES AND CLARIFICATIONS NO: 1	
The provisions of this "Replies to Queries and Clarifications" are being issued to provide necessary clarifications on certain aspects of the Request for Proposal document in response to the queries or clarification requests raised during the pre-proposal conference or queries and clarification requests sent by the Shortlisted Consultants in writing or e-mail.	

N°	RFP Document Page N°	RFP Document Reference Clause	Query or Clarification Requested by the Shortlisted Consultants	Reply of the Client	Amendment in the RFP document is required YES or NO
1			Could you please clarify if the Works Contracts will be tendered as groups of buildings or separate Contract for each building?	“Works Contracts” will be tendered in groups.	NO
2	52	Section 3. Technical Proposal Standard Forms –	Could you please clarify if the university and training certificates should be attached to Tech-6 form “Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)”, considering the 150 pages limit?	"The university and Training certificates" can be as annex, will not be included to the page limit.	NO
3	52	Section 3. Technical Proposal Standard Forms –	Could you please clarify, in case of same expert is submitted for similar position of both phase of the Project, if his/her CV should be attached Tech-6 form repetitively for both phases, considering the 150 pages limit?	If the same expert proposed for similar position in Phase-I & Phase-II, his/her CV should be attached to both Tech-6A and Tech-6B forms.	NO
4	34-39	Section 2. Instructions to Consultants - Data Sheet B. Preparation of Proposals 14.1.2	Could you please confirm if it is possible to propose 1 full time (10 staff months) Environmental Specialist instead of 2 part time (5 staff months each) experts for Phase-2?	The minimum required experience and staff-months of proposed professional staff defined in the RFP document. No changes can be made to the quantity of staff and months specified in the RFP document.	NO

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5	38	Section 2. Instructions to Consultants - Data Sheet B. Preparation of Proposals 14.1.2	Could you please confirm if “Environmental Specialist” expert would be adequate instead of “Environmental and Social Specialist” position in Phase-1 considering additional “Social Specialist” position is already requested.	"Environmental Specialist" will be adequate.	NO
6	42	Section 2. Instructions to Consultants - Data Sheet B. Preparation of Proposals 17.7 & 17.9	We kindly request 1 month extension of time for submission of the proposal in order to prepare a comprehensive methodology, considering the number and size of the buildings.	1 month extension is not possible.	YES
7			“Existing drawings energy audits and calculations” attached to RfP does not include all electrical, mechanical and structural drawings and energy bills for each building. Attached drawings and bills are listed in below table. We kindly request to receive the missing documents in order to prepare a consistent methodology?	There are no documents or drawings in the archive of our ministry in addition to the submitted drawings.	NO
8			In both ToRs, works for Group-2 buildings start 1 month later than the works for Group-1 buildings. Total duration for Phase-I works is 8 months; however, energy audit, design and environmental & social risk tasks for both Group of buildings will last for 7 months each in Phase-I. Similarly, total duration for Phase-II works is 11+12 months (23 months); however, construction supervision and DNP tasks for both Group of buildings will last for 10+12 (22 months) each in Phase-II. Could you please confirm?	The construction supervision and DNP tasks for both Group I and Group II buildings separately will be 10+12 (22 months). The period between two groups is 1 month. Therefore total duration of supervision and DNP is calculated as 10+1+12=23 Months.	NO

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9			<p>Article 6 of Section 1. Request for Proposal Letter of the RfP sent on October 11, 2022 indicates on page-6 that: <u>“v. Preparation of Stakeholder Engagement Meeting is added to the Task 3b of Phase I Lump-sum Contract TOR”</u> Moreover, “Stakeholder Engagement Meeting” is described in a separate paragraph on Page-111 under Phase-I ToR, Task 3b. However, no such phrase is included under Article 6 of Section 1. Request for Proposal Letter in the PDF version of the RfP sent on October 12, 2022 and there is no mention regarding the “Stakeholder Engagement Meeting” under Phase-I ToR, Task 3n. Could you please clarify which RfP should be followed?</p>	<p>The signed RfP send on October 11, 2022 by e-mail with the official letter dated 11.10.2022 and number 4767619 is the valid RfP.</p>	NO
10	140	Section 7. Terms of Reference (TOR)	<p>In Table 2: Tentative Timeline; might be, due to black&White scanned RFP document that you send us via e-mail on 11.10.2022 duration of ‘Construction Supervision period to end in 8 months. On the other hand, in the same section, it is stated that; the duration of construction supervision period is mentioned as 11 months (Page 140). <i>This assignment is expected to initiate in the 4th quarter of 2023 and finalized in a period of in twenty (23) months period (11 months for construction and 12 months for Defects Notification Period), subject to completion of the construction contracts. A tentative time schedule for the completion of the consultants’ services for the above mentioned tasks are given below;</i> There seems to be a discrepancy between above written statement and Tentative Timeline. Please kindly confirm that construction supervision period shall be 11 month?</p>	<p>The construction supervision and DNP tasks for both Group I and Group II buildings separately will be 10+12 (22 months). The period between two groups is 1 month. Therefore total duration of supervision and DNP is calculated as 10+1+12=23 Months.</p>	NO
11	37	Section 2. Instructions to Consultants - Data Sheet 14.1.2	<p>For Construction Supervision Period, total estimated staff-month for, ‘Team Leader’ is 11 staff-months. Civil Engineer (2), Architect (2), Mechanical Engineer (2), Electrical Engineer (2), Cost and Planning Engineer (1), QA/QC Engineer (1), Occupational Health and Safety Specialist (2) are having 10 staff-months. Please kindly confirm that only Team Leader is working 11 staff-months?</p>	<p>For Construction Supervision Period Team Leader will be working 11 staff-months.</p>	NO

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12	34	Section 2. Instructions to Consultants - Data Sheet 14.1.2	<p>Estimated time-input for Key Experts and Technical Support Staff: 415 staff-months.</p> <p>Phase I (Lump-sum activities): “Preparing of energy audit reports, Development of Detailed Designs and Technical Specifications for Energy Efficiency Building Renovations and of Environmental and Social Management Plans” is 60 staff-months.</p> <p>Phase II (Time-based activities): “Supervision and Commissioning for Energy Efficiency Building Renovations” is 155 staff-months.</p> <p>Defects Notification Period (DNP): Estimated input of the key staff is 28 staff-months</p> <p>Technical Support Staff (Excluding clerks, typists, draftsmen, drivers etc.): 172 staff-months for technician/junior engineers are estimated as input.</p> <p>To assure the required supervision services, in addition to input from the Key Experts</p> <p>Technical Support Staff Requirement: at least one Technician/Junior Engineer (responsible from Mechanical and Electrical Works) shall be assigned for every campus. Technician/Junior Engineers will not be evaluated as key staff. The consultants can assign as “shall be nominated” in their Proposals.</p> <p>According to description of Section 7. Terms of Reference (TOR), both for Lump Sump and Time Based Contracts, Section II Scope of Services describes that (Pages 94; 130)</p> <p><i>This Terms of Reference covers designs and technical assistance for energy efficiency renovations of selected public buildings sixteen (16) campuses having 586.921,21m² total area as listed below in Table 1 and given in the Annex-1.</i></p>	<p>The duration of construction supervision period is 10 months for all buildings/campuses.</p> <p>There should be at least at least one Technician / Junior Engineer (responsible from Mechanical and Electrical Works) shall be assigned for every campus.</p>	NO

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			<p>This assignment covers 16 campuses and at if at least one Technician/Junior Engineer (responsible from Mechanical and Electrical Works) shall be assigned for every campus 16 Technician/Junior Engineers need to be assigned for construction supervision services according to above statement.</p> <p>Please kindly clarify that, if the duration of supervision construction period is 11 months, so the total staff-months for Technician/Junior Engineers should be 176, if they need to be on site during whole period of supervision for every campus?</p>		
13	95	Section 7. Terms of Reference (TOR)	<p><i>Regarding the preparation of the detailed designs and technical specifications, it should be noted that according to the findings in the investment grade audit reports, slight changes may occur in the building list, the number of buildings or locations may be changed with nearby alternatives.</i></p> <p><i>Some of the buildings may be renovated by an energy service company (ESCO) in the form of Energy Performance Contract (EPC) and similarly, one of the building may be selected to be renovated as nearly zero energy building (nZEB).</i></p> <p><i>The possible buildings to be renovated within an Energy Performance Contract and as an nZEB pilot implementation will be determined after according to the energy audit reports prepared by the Consultant.</i></p> <p><i>The total construction area of the buildings to be renovated under EPCs and as nZEB would be limited to less than 20% of the total square meters.</i></p> <p><i>The Consultant will not be required to prepare the detailed designs and technical specifications of the buildings that are removed from the list for Energy Performance Contract (EPC) and nZEB implementations after the energy audit stage. For the buildings implemented under EPCs or as nZEBs, the detailed designs and technical specifications will be developed by an ESCO or another consultant hired by the Client.</i></p>	<p>According to ToR, there is a sub-breakdown of the calculation of the quantity of staff/month to be used for each task (Energy Audit Report, Implementation Project and ESMP). If the contract shall be modified based on EPC and nZEB buildings, the ratio of nZEB - EPC building area / total construction area will calculated and the deduction will be made accordingly within each groups of sub-breakdown.</p>	NO

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			If the contract shall be modified as stated above, how the new contract amount for Phase-I will be calculated based on the removed building technical designs? Please kindly clarify?		
14			Considering the total square meter and requirements of entire Project, the contract period for both Lump Sum (8 months) and Time Based (11 months) Contracts shall be quite limited and request the Client to allow more time for both contracts.	There won't be any change of duration of Phase-I & Phase-II.	NO
15			If the contract will be modified as defined for ESCO or nZEB contract, who shall control and give no-objection to the detailed designs and technical specifications that shall be developed by an ESCO or another consultant hired by the Client?	Ministry will control and approve the detailed designs and technical specifications.	NO