

German Financial Cooperation with Bosnia and Herzegovina

**Wastewater Collection and Treatment Bihac
Bosnia and Herzegovina**

(BMZ IDs 2007 65 925)

Invitation for Expression of Interest

for

**Consulting Services for Detailed Design and Tendering, Assistance to PEA in
Tendering and Contracting and Construction Supervision**

(Implementation Consultant)

**Municipality of Bihac
Bosanska 4
77 000 Bihac**

January 2010

INVITATION FOR EXPRESSION OF INTEREST

1. The Project-Executing Agency (PEA, see §2) hereby invites qualified independent consultants to submit a prequalification document for consulting services required (see §3.). Funds have been earmarked for this project by the German bilateral Financial Cooperation, provided through KfW Development Bank and PEA.
2. The Project-Executing Agency (PEA) will be:

Municipality of Bihac
Project Implementation Unit for
Wastewater Collection and Treatment in Bihac
Bosanska 4
77 000 Bihac
Bosnia and Herzegovina

Tel : +387 37 22 96 37
Fax : +387 37 22 22 20
Email : piu.wwtp@bihac.org
3. The proposed Project aims to ensure an environmentally sound and hygienic collection and treatment of wastewater for the City of Bihac. It shall contribute to the improvement of living conditions for the population of Bihac and to the protection of natural resources. The Project area covers the built-up and related extension areas of the City of Bihac, the site of the treatment plant and its environment as well as transportation lines of raw wastewater and treated effluent.

The Project concerns the construction and rehabilitation of sewerage infrastructure in the city of Bihac and is composed of the following components:

Component 1: Construction and rehabilitation measures of the sewage network

- Construction of main collectors.
- Construction of overflows, pumping stations, diversion chambers
- Extensions of secondary sewers to 6 town districts
- Rehabilitation of sewers, overflows and other individual structures within the sewage network

Component 2: Construction of the wastewater treatment plant.

- Wastewater treatment plant (including effluent channel and infrastructure for the WWTP site).

Component 3: (not subject of this invitation): Accompanying measures

- Preparation and implementation of regulations and procedures for the control of industrial effluents
- Establishment of the organisational baselines and training of staff for the operation of the wastewater treatment plant
- Preparation and implementation of rules and procedures for the utilisation and disposal of sewage sludge

NOTE: Component 3 is not subject of this invitation. However, cooperation between Consultants (Implementation Consultant and Consultant for Accompanying Measures) is necessary.

The design of the Project is based on Feasibility Studies available to KfW and the Municipality of Bihac and on the agreements concluded between KfW and the PEA during the local project appraisal (Minutes of Meeting, MoM – Project Appraisal Mission 17.- 21.11.2008), the Financing and Project Agreement (9th of December 2009) and the Separate Agreement to the Financing and Project Agreement (9th of December 2009). The total investment budget is estimated to be 19.25 million Euros. Within the budget a special item is earmarked for financing of consultancy services.

4. The requested services shall comprise the support of the PEA in implementing the envisaged measures.
 - a) The services related to Component 1 (construction of the wastewater collection system) shall comprise the preparation of detailed design including related tender documents, assistance to the tender process for supply and construction of proposed system, construction supervision, investigation works and development of geotechnical study, development of geodetic study, organisation of review of detailed project and harmonization in accordance with BiH legislation, preparation of necessary studies and support in obtaining permits and licences.
 - b) The services related to Component 2 (construction of the wastewater treatment plant) shall include the preparation of tender documentation (based on FIDIC “Conditions of Contract for Plant and Design Build” or “Conditions of Contract for Design, Build and Operate” Projects), assistance to the tender process for supply and construction as well as related construction supervision.
 - c) The services related to administrative work of maintaining financial records, writing reports, translation and other accompanying services mentioned under a) and b).

NOTE: Service delivery shall be implemented in phases, in accordance with requests of PEA.

5. These services are to be provided by a team of international long- and short-term experts (e.g. in the fields of wastewater collection, wastewater treatment, electro-mechanics, tendering and contracting) and, mandatorily, local counterparts, who are experienced in similar works and under similar conditions and constraints. The international consulting engineering firm shall be the leader of the joint venture or association. Experts shall provide consultancy services during planning, tendering, construction phase and liability period. Efficient management and backstopping services shall be made available.
6. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience are available to them and engagement of qualified local experts and/or consulting companies is mandatory.
7. The prequalification document in English language shall have the following structure and content and shall be presented in the same sequence as shown below:
 - (i) **Covering Letter**, comprising the firm’s name, address, contact person, telephone, fax and email if applicable mention the association for this project.
 - (ii) **Presentations of firms** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable.

(iii) **Statements and Declarations:**

- a) Declaration of submitting a proposal in case of being short-listed;
- b) Statement on **affiliations** of any kind with other firms, which may present a conflict of interest in providing the envisaged services.
- c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms including planned scope of works for each participating firm (in case of local partners a fax copy of such letter of intent is sufficient).
- d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form:

Declaration

“We **underscore** the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour **Standards**") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by Bosnia and Herzegovina.

We will **inform** our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of Bosnia and Herzegovina.”

(Place), this day of

Name of company (lead company or associated companies)....

Signature(s)

- e) **Certified statement of financial capacity** of the JV (lead consultant and all associated partners) showing the necessary average turnover of more than 1 million Euros (Balance sheet and profit and loss account of the last three years). Moreover, a Bank reference including statement on total and still available credit line / guarantee limit shall be presented.

(iv) **List of project references** carry out as Annex 1 covering the period between 1994 and 2009 and strictly related to the envisaged services (*maximum 15 references*). References shall show the particular experience of the JV regarding:

- planning (including the preparation of final design and tender documents) and implementation (including assistance to PEA in tendering and site supervision) of sewerage networks;
- preparation of tender documentations (based on FIDIC Conditions of Contract for Plant and Design Build or Conditions of Contract for Design, Build and Operate Projects) and

implementation (including assistance to PEA in tendering and site supervision) of wastewater treatment and disposal works;

- various working conditions in developing countries;
- working in Eastern European Countries (preferably in the field of wastewater collection, treatment and disposal).

- (v) **Brief CVs** on personnel proposed for backstopping and home office support (General backstopper, deputy general backstopper, backstoppers in the specific fields mentioned under §5).
- (vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts (see Annex 2). This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personnel belonging to the firm or having a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

8. The prequalification proposal shall be submitted in one original and one copy to the Tender Agent

Dr. Fritz Käser
Kippenhauserstr. 13
D-88677 Markdorf

Tel.: +49/7544/73447 or 72476
Fax: +49/180506033893995
Email: Kaeser.Markdorf@t-online.de

latest at March 5th, 2010, 14:00 h.

9. One copy of the prequalification proposal shall be submitted to the PEA:

Municipality of Bihac
Project Implementation Unit for
Wastewater Collection and Treatment in Bihac
Bosanska 4
77 000 Bihac
Bosnia and Herzegovina

Tel : +387 37 22 96 37
Fax : +387 37 22 22 20
Email : piu.wwtp@bihac.org

latest at March 5th, 2010, 14:00 h.

One further copy of the prequalification proposal shall be submitted to the KfW:

Kreditanstalt für Wiederaufbau (KfW)
Water and Sanitation Division Europe
Att. Mr. Werner Klinger

Palmengartenstraße 5-9
D-60325 Frankfurt am Main
 Tel.: 0049/69/74314946
 Fax : 0049/69/74313490
 Email: Werner.Klinger@kfw.de

on the same date.

10. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
11. At any time, the Tender Agent either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by email to all parties, which have informed the Tender Agent and PEA about their participation.
12. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite technical and financial proposals from these consultants.
13. The evaluation procedure for the prequalification process will follow the latest version of the „Guidelines for Assignment of Consultants in Financial Co-operation Projects“ (refer to homepage of KfW development bank “www.kfw-entwicklungsbank.de”). Only financially capable firms which have submitted the necessary statements (see §7, iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
1. Evidence of relevant experience gained by consultants during the past 15 years (experience of the firm)	40
1.1 Experience in handling similar projects (wastewater collection, treatment and disposal)	20
1.2 Experience under various working-conditions in developing countries	10
1.3 Experience with working-conditions in (<i>Eastern Europe Countries</i>) preferably in the same sector	10
2. Suitability for this specific project (experience of the available experts)	60
2.1 Assessment of available technical expertise specific to this project (design, tendering and supervision of projects and particularly tendering of water/wastewater treatment plants based on FIDIC Conditions of Contract for Plant and Design Build or Conditions of Contract for Design, Build and Operate Projects)	25
2.2 Assessment of the personnel structure in regard to the tasks expected (total personnel) including engaged local consultants	15
2.3 Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office (based on CVs of backstopping and monitoring personnel)	10
2.4 Form of the application documents: Are they complete, concise and related to the project?	10

14. After having completed the evaluation of the prequalification documents, a short-list consisting of five highest ranked Consultants or less scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
15. PEA is not bound to select any consultant.
16. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
17. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by the Tender Agent.

Annex 1: Sample of "List of project references"

Project name	Project description	Country or region	Project duration	Client	Financing institute	Consulting fees (Euro) (*)

Note:

(*) In case of a consulting association only the applicant's part shall be indicated. Alternatively to the consulting fees the total expert-input can be indicated distinguishing clearly between expatriate and local staff.

The Consultant is not bound to the above format and may use his standard project list. However, the information provided should at least include the items specified above.

Annex 2: Sample of "List of available personnel structure"

Name of person	Age or Year of birth	Professional experience (years)	Employment with company (years)	Function within company (years)	Specialisation	Languages

Note:

Only the Consultant's key staff and permanent professional staff as well as long-term associates shall be included in the list.

The Consultant is not bound to the above format and may use his standard staff lists. However, the information provided should at least include the items specified above.