

CAPTITAL DEVELOPMENT AUTHORITY

PLANNING WING

Master Planning Directorate

No. CDA/PLW-MPC-I(63)3/2019/ 188

Dated: Islamabad, November 10, 2020

**Subject:- MINUTES OF THE PRE-BID MEETING ON 'REVIEW OF EXISTING
MASTER PLAN OF ISLAMABAD (2020-40) HELD ON 03-11-2020**

1. The pre-bid meeting on 'Review of Existing Master Plan of Islamabad(2020-40)' was held on 3rd November, 2020 in the CDA Conference Room at 11 AM under the chairmanship of Member (P&D), CDA. Following attended the meeting:

A. From CDA

1.	Dr. Shahid Mehmood	Member (P&D), CDA
2.	Mr. Zafar Iqbal Zafar	Director Master Planning, CDA
3.	Mr. Qasimullah Chatta	DFA-I, CDA
4.	Mr. Azam Khan Lodhi	Director TE&TP, CD
5.	Masood Ali Khan	Town Planner, CDA.
6.	SaqibAzam	Asst. Town Planner, CDA.
7.	Khurram Farid	Vice Chairman (Planning), PCATP, Member Federal Commission

B. From Prospective Bidders

1	Mr. Wajiha Rehman	Principal Architect, NESPAK
2	Mr. Muhammad Shoaib	Head Urban Planning, SURBANA JURONG
3	Mr. Hyder Ali	G3 Engineering Consultants/TUMAS (Turkey)
4	Mr. Samad Wazir	MEINHARDT
5	Ms. Khadija Munir	Urban Unit/URBIS
6	Mr. Saleem Baluch	Urban Community Housing Pvt. Ltd
7	Mrs. Fouzia Rizwan	Urban Solutions/Asian /DAR JV
8	Mr. Nadir Ali Shah	MM Pakistan
9	Mr. Shahid Mehmood	Manager Operations, Kasib Associates, Islamabad
10	Mr. Qasim Bashir	Halcrow Pakistan

2. The meeting started with the recitation of few verses from the Holy Quran and short welcome speech by the Member (P & D), CDA. Member (P&D), CDA informed the participants that CDA intends to review and update its existing Master Plan for the next 20 years. For this purpose the Federal Government constituted a Commission and the Commission has prepared an interim review which has been approved by the Federal Cabinet. However detailed review of the

Master Plan is required for which CDA intends to invite experienced and result oriented International Consultancy firms/Joint Venture/ Consortiums through Single Stage Two Envelopes Bidding. In this regard, CDA has advertised in International, National media as well as CDA's and PPRA's website dated 2nd October, 2020. Subsequently, call for pre-bid meeting was advertised in National and CDA's website on 27-10-2020 and 28-10-2020.

3. Mr. Zafar Iqbal Zafar, Director Master Planning, CDA presented a comprehensive presentation highlighting the objectives and progress of review of the Master Plan. He explained that Initial Master Plan of Islamabad was prepared and approved in 1960. Federal Cabinet in its meeting held on 28-12-2018 constituted a Commission to review the Master plan of Islamabad. The Commission within its limited time completed its work as per TORs given by the Federal Cabinet and decided to hire the services of International Consultants to review the Master Plan of Islamabad. The Commission prepared following reports:

- a. Interim Report on Review of Master Plan of Islamabad (2020-2040)
- b. Revision of building byelaws/ planning parameters
- c. Revision of Modalities and Procedures for development of private housing schemes in Islamabad.
- d. RFP document for hiring consultants to review the Master Plan of Islamabad.

4. The Federal Commission made presentation before the Federal Cabinet in its meeting held on 14-10-2019. The Federal Cabinet noted the presentation made by the members of the Commission and expressed appreciation for the work done by the Commission. The Cabinet further decided that:

- a. *Interim intervention to jump start stuck activity may be carried out in terms of the interim report and time lines for execution of steps mentioned in report may be shared with Cabinet.*
- b. *That the ToRs should be vetted by Planning Commission and CDA should cover the finances of the consultant who should complete task within one year of award.*

5. In compliance of the decision of the Federal Cabinet, CDA Board in its meeting held on 02-12-2019 adopted the reports prepared by the Commission and directed to forward the RFP document for hiring consultants to review the Master Plan of Islamabad to the Planning Commission of Pakistan for vetting. After vetting of the ToRs, the Public Notice for inviting international Consultants was published in local, International Newspapers as well as CDA website dated 02-10-2020. Moreover, the call for a Pre-Bid meeting was advertised in the National newspapers and CDA's website on 27-10-2020 and 28-10-2020. The last date for receipt of bids is 16-11-2020. The technical proposals received from prospective bidders, would be opened on the same date in the presence of the bidders. A committee has been constituted to evaluate these proposals and would finalize the consultant on the basis of their technical and financial bids. After completing the codal formalities, the work would be awarded to the successful bidder. Thereafter, the successful consultant would start work on 'Review of Maser Plan of Islamabad (2020-2040)' expectedly in December, 2020.

6. After detailed presentation, the Chair asked the participants that CDA has made all the documents pertaining to review the Master Plan of Islamabad including RFP. If any participant has any question, he may seek clarification. The following were the major queries and/or feedback been shared by the prospective bidders:

- i. Mr. Muhammad Shoaib from SURBANA JURONG said that as per PEC regulations there is no requirement of Earnest money for Consultancy work, where as CDA has imposed condition of submission of earnest money with the bid. Member (P & D), CDA informed that in order to ensure participation of seriously interested and capable parties, earnest money is required and the same has been mentioned at clause 1.7 of Instruction to Bidders in RFP document. However amount of earnest money has not been mentioned in the RFP, It was clarified that earnest money will be Rs. 5 million which will necessarily be submitted in the shape of Bank Draft/Pay order in the name of Capital Development Authority alongwith the proposal.
- ii. Mr. Samad Wazir, requested to consider PEC registered firm as a local Leading Firm(s) because PCATP is not registering the firms due to some reasons. Mr. KhurramFarid Vice Chairman, PCATP and Member of Federal Commission said that PCATP is a policy making body and it has intimated all Development Authorities and concerned Town Planning public organizations of the country that Master Planning is the domain of urban planning; so firms registered as a town planning firms have to lead the master planning process.
- iii. Miss Khadija Munir, Urban Unit told that as per RFP documents registration with PCATP is necessary whereas PCATP does not register the government departments. It was explained that if any government department department intends to participate in the bidding procedure, it has to produce registration with PCATP or any certificate from PCATP if otherwise.
- iv. Mrs. Fuazia Rizwan, Urban Solutions raised question about the three options of Master Plan. It was clarified that three strategic level options/plans would be developed and shared with the concerned formations including the Federal Commission and CDA Board. On approval of one of these three options, comprehensive Master Plan and Action Plans would be prepared on one of the approved option.
- v. With reference to the urban regeneration and conservation of old sectors of Islamabad; Director Master Planning, CDA accentuated need for multiple options for Urban Regeneration and conservation would also be required and encouraged in the old sectors of Islamabad, to give a better look of old sectors. Furthermore, diversified options or proposals can be clubbed together to make a robust and effective deliverables.
- vi. A question was asked about limits of Islamabad, Director Master Planning, CDA informed the participants that as per Master Plan Islamabad Region expands over

1400 square miles including part of Abbottabad, Haripur, Attock and Rawalpindi districts it is around 1400 square miles. As per Capital of the Republic Determination of Area Ordinance 1963, the Capital Site measures 906 Sq. Kilometers.

- vii. Mr. Hyder Ali, G3 Engineering said that due to prevailing COVID situation it will not be possible for the foreign firms to participate in the bidding. He requested to extend the deadline of submission of bids at least 3 weeks. It was replied that CDA has already delayed its project due to the COVID-19 and it is not clear for how long this situation prevails. However we have to continue work adopting precautionary measures. CDA has already given 45 days time for submission of the bids which is quite sufficient and needs not to be further extended.
- viii. Mr. Saleem Baluch, Urban Community Housing, Mrs. Fouzia Rizwan, Urban Solutions and Mr. Nadir MMP said that Digital Twin is itself a very big project. It needs specialized expertise, equipments, softwares by involving huge cost of money and time. It was requested not to make it part of the Master Planning Review exercise. It was explained by the Chair that this proposal will be re-examined and it has been decided to remove it from present scope of work and leave it for next stage. Once Master Plan is reviewed, Digital Twin can be made accordingly.
- ix. Upon other inquires it was explained that CDA will not provide office space to the consultants within CDA. CDA will provide the documents as mentioned in para 2.5 of the TORs. The consultants will arrange all other primary and secondary data including physical surveys, satellite images, maps etc. at their own.
- x. Mrs. Fouzia Rizwan, Urban solutions, said that payment schedule given in the RFP documents is not rationale. According to their queries, most of the physical surveys and analysis consumes around 50 to 60 percent of budget of a Master Plan. It was requested to make it rationale according to the extent of the work done. All other participants also supported this demand. In this regard, a proposal was agreed in the meeting and request for change is as under:

Deliverables	Payment as per TOR/RFP document	Proposed after the Pre-Bid Meeting based on consultations and suggestions of prospective bidders
Submission of Preliminary Report	10%	10%
Approval of Preliminary Report	10%	20%
Submission of Data and Survey Reports	---	15%
Submission of Draft Final Report	25%	15%
On approval of Draft Final Report	20%	10%
On approval of Final Report alongwith all relevant details from the Federal Cabinet	35%	30%

Note: Security deposit of 5% on each payment will be held/retained by the client. It will be released on reported satisfactory performance as determined by the client after successful

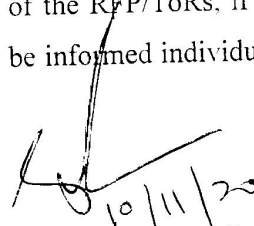
- xi. Regarding the question pertaining to the approval time of different deliverables, It was further clarified that the whole exercise is to be carried out in 365 days including the approval time. However the time for approval of Cabinet will not be included in this period. The approving authority and the time of approval of each step would be as under:

MAJOR DELIVERABLES	SCRUTINY OF DEVELIVERABLES	APPROVING AUTHORITY	TIME FOR SCRUTINY
Preliminary Report	Master Planning Directorate and Federal Commission & CDA Board. Presentation will be given by the consultant to the Commission and CDA CDA Board.	CDA Board	3 weeks
Draft Long Term Regional Plan	Master Planning Directorate & Federal Commission by the Consultant.	CDA Board	3 weeks
Draft Master Plan	Master Planning Directorate & Federal Commission.	CDA Board	3 weeks
Draft Subject Plans and Action Area Plans	Master Planning Directorate & Federal Commission. Presentation to the Federal Commission by the consultant	CDA Board	3 weeks
Final Draft Master Plan and Long Term Regional Plan alongwith Subject Plans and Action Area Plans	Master Planning Directorate & Federal Commission. Presentation to the Federal Commission by the consultant	CDA Board and the Federal Cabinet	60 Days

- xii. Miss Khadija Munir, representative of Urban Unit/URBIS requested to include Bachelors of Architecture along with BS City and Regional Planning (CRP)/BS Urban Design for the Urban Design Expert position. She was of the view that in Pakistan, no such degree is offered in BSc Urban Design. In response to this query, Director Master Planning and Federal Commission Member Mr. KhuramFarid agreed to include B-Arch along with BSc CRP or BS Urban Design, but Masters in Urban Design as an advance degree will be mandatory for the Urban Design Expert

- xiii. A question was asked by the representative of MM Pakistan for clarification of ICT to be considered as Information and Communication Technology or Islamabad Capital Territory. It was clarified that ICT in Islamabad is generally used for Islamabad Capital Territory however it needs to be analyzed in accordance to the context of the paragraph.
- xiv. About the issuance of Minutes of Meeting and addendum of RFP document/TORs, it was informed that both will be issued. The corrigendum of RFP Document/TORs will be uploaded on CDA's website at the earliest.

7. After detailed deliberations the Chair concluded the meeting that after approval of the competent minutes of the meeting would be issued and Corrigendum of the RFP/ToRs, if any, would be uploaded on CDA Website. The participating firms will also be informed individually. The meeting was ended with vote of thanks to and from the chair.


(Dr, Shaihid Mahmood)

Member (P&D),CDA

(Chairman Bid Evaluation Committee)

2753
12.11.20

Distribution:-

1. Mr. Wajiha Rehman, Principal Architect, NESPAK
2. Mr. Muhammad Shoaib, Head Urban Planning, SURBANA JURONG.
3. Mr. Hyder Ali, G3 Engineering Consultants/TUMAS (Turkey).
4. Mr. Samad Wazir, MEINHARDT
5. Ms. Khadija Munir, Urban Unit/URBIS
6. Mr. Saleem Baluch, Urban Community Housing Pvt. Ltd.
7. Mrs. Fouzia Rizwan, Urban Solutions/Asian /DAR JV
8. Mr. Nadir Ali Shah, MM Pakistan.
9. Mr. Shahid Mehmood, Manager Operations, Kasib Associates, Islamabad
10. Mr. Qasim Bashir, Halcrow Pakistan

Copy to:

1. Mr. Qasimullah Chatta, DFA-I, CDA
2. Mr. Azam Khan Lodhi, Director TE&TP, CD
3. Mr. Zafar Iqbal Zafar, Director Master Planning, CDA
4. Mr. Khurram Farid, Vice Chairman (Planning), PCATP, Member Federal Commission.
5. Director Contracts, CDA
6. Director Law, CDA
7. P.S to Chairman CDA
- ✓ 8. Web Administrator CDA. (He is requested to upload the minutes on CDA Website).

Member (P&D),CDA

(Chairman Bid Evaluation Committee)