

## Minutes of Site Visit and Clarification Meeting

### A. Introduction

Hrvatske vode, Ulica grada Vukovara 220, HR - 10000 Zagreb is acting as the Contracting Authority (CA) and will implement the Project and manage this Contract by undertaking the role of the Employer according to the FIDIC Conditions of Contract.

The Beneficiary of the Community funding is Vodovod d.o.o. Slavonski Brod (End Recipient), a limited liability utility company for water supply, sewerage and waste water treatment in the ownership of the local self-government units. The relationships between the End Recipient and Hrvatske vode (Contracting Authority/Employer/Final Beneficiary) is regulated by a special contract.

The day to day project management will be performed by a Project Manager Lidija Šljivarić, appointed among the staff of Hrvatske Vode, with the assistance of the representatives of End recipient, Melita Kuzik and Pero Gavran.

**Please be informed that the Minutes of Site Visit and Clarification Meeting will not necessarily reproduce the answers that were orally given to the questions raised during the clarification meeting, but the answers that should have been given to those questions.**

### B. Site Visit

The Site Visit for the abovementioned project was a one day event. The Site Visit commenced at 11:00 hrs on 7<sup>th</sup> April 2011, when interested parties were enabled to visit the future construction site that is related to the implementation of construction works for the Waste Water Treatment Plant (WWTP). The Head of the Unit for Preparation and Implementation of Projects co-financed by the EU Funds within Hrvatske vode, Mr. Kartelo, welcomed the attendees and emphasized the purpose and importance of the visit to the future WWTP location since this is the opportunity to get acquainted with physical conditions at the future construction site. He also mentioned that the language of the procedure is English and that all communication has to be conducted in English language. Any additional question should be answered at the Clarification Meeting to be held at the City Hall at 13:00 hrs.

After signing the List of Participants on the premises of Vodovod d.o.o., the attendees were informed about all important organizational aspects of the Site Visit.

At 11:15 hrs, the participants were asked to board the bus, provided by the End Recipient as transportation mean for the visit.

The Participants were taken by bus to see the location of the future waste water treatment plant that will be constructed within the scope of works for this project.

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The future construction site is located on the location Poloj, on the bend of the river Sava, downstream of the centre of Slavonski Brod. Its southeast border is the main flood protection dike of the left bank of the river Sava, in the east, it borders on the left bank of the canal Glogovica, in the north and west on fields and the municipal landfill.

The site is big enough for the erection of the whole WWTP, while the distance to the nearest settlements is approximately 500 m.

The designated location for the wastewater treatment unit is accessed via a macadamized roadway, which is about 300-400 m away from the main road. The location is surrounded by shrubbery-thicket from its west side only. The industrial area spreads in the east, while the residential complexes are situated in the northeast, more than 500 m from the location.

The Site Visit was finished at 12:00 hrs and the participants were asked to provide questions they might have in the written form and hand them over to the representatives of Hrvatske vode at the end of the Clarification Meeting that would commence at 13:00 hrs on the same day at the City Hall of Slavonski Brod.

### C. Clarification Meeting

The Clarification Meeting commenced at 13:00 hrs at the Slavonski Brod City Hall. The Head of the Unit for Preparation and Implementation of Projects co-financed by the EU Funds within Hrvatske vode, Mr. Kartelo, welcomed the attendees and briefly introduced himself and explained the management structure for this Project.

Mr. Kartelo particularly thanked the Representative of the City of Slavonski Brod, Mrs. Klaudija Tolić-Popović for the hospitality in the City Hall and gave her the floor.

Mrs. Tolić- Popović, welcomed all attendees and briefly informed them about the importance of the project for the City and its surroundings. She also stressed that the City supported the Project and wished the attendees good luck in the competition with the aim of getting the best quality of construction works.

Mr. Kartelo informed the attendees that Hrvatske vode would act as the Contracting Authority and would be assisted by Vodovod d.o.o. Slavonski Brod and the City of Slavonski Brod. He also said that it was the open tender procedure according the EU PRAG procedures. Following that, Mr. Kartelo introduced the Consultants and representatives of Hrvatske vode and Vodovod d.o.o. and explained their functions to the potential Tenderers.

Mr Kartelo stated that the meeting would be conducted in English as that is the language of the procedure and mentioned that the whole meeting would be audio-recorded. He informed the participants that the Minutes of the Site Visit and Clarification Meeting would be published on the "EuropeAid" web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the Hrvatske vode web site (<http://www.voda.hr/IPA>) as advised in the Procurement Notice, and asked for the delivery of

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all questions in writing to avoid misinterpretation or omission of questions during the preparation of the Minutes.

Also, any additional question that participants and other interested parties might have, could be submitted to Hrvatske vode, the Unit for Preparation and Implementation of Projects co - financed by the EU Funds, in written form in the English language until May 3<sup>rd</sup>, 2011, 21 days before the tender submission deadline either at the fax number +385 1 6307 686 or in the electronic version at the e-mail address [ipa@voda.hr](mailto:ipa@voda.hr). Answers to all received questions will be published on "EuropeAid" web site and the Hrvatske vode web site by May 13<sup>th</sup>, 2011.

The participants were asked to put questions and to provide all questions in written form and hand them over to the representatives of Hrvatske vode at the end of the meeting if they want those questions and answers to become the integral part of the Minutes.

The Attendees were informed that all supporting documentation to the Tender Dossier, as stipulated in Volume 5 of the Tender Dossier, could be inspected at Hrvatske vode, Zagreb, Ulica grada Vukovara 220.

The List of participants of the Site Visit and Clarification Meeting is enclosed to this document.

### D. Discussion

**Q1:** Who will be in charge of the sludge disposal? If the Tenderer is responsible, what is the distance of the waste disposal area?

**A1:** Sludge disposal is obligation of the Contractor within the Trial Operation period, and after that period sludge disposal will be obligation of the Vodovod d.o.o. Slavonski Brod (End Recipient). Waste disposal area is planned to be a landfill for communal waste "Baćanska" operated by utility company Komunalac Davor d.o.o., located approximately 60 km from the location of Waste Water Treatment Plant.

**Q2:** Is there a preferred method for presenting the bid bond in case of joint venture?  
One bond or bond is necessary for each member?

**A2:** Tender Guarantee has to be provided by the financial institution on behalf of the tenderer (represented in this guarantee by one member, several, or by all members of the Consortium/Joint Venture) to the Contracting Authority, as one financial guarantee in the amount prescribed in the Tender Dossier/Procurement Notice (EUR 250.000) and prepared fully in accordance with the provided template (Tender guarantee form), being part of Volume 1 of the Tender Dossier.

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**Q3:** Who will be responsible for removing of powerline on the site? Who should pay for this?

**A3:** As stated in Volume 3 of the Tender Dossier, it is the Contractor's obligation and at his own costs to dislocate the existing utilities (temporary or permanent) to a new position.

**Q4:** What about geotechnical report, because we expect a lot of cost with foundation and all works in connection with it?

**A4:** As stated in Volume 5, List of Design documents available for inspection (page 6), Geotechnical Report was prepared in 2008 and is available for inspection by the potential tenderers on all working days from 9:00-16:00 in the premises of Hrvatske vode, Ulica grada Vukovara 220, Zagreb.

**Q5:** Can the contractor use existing road as approach road during construction time?

**A5:** As stated in Volume 3 of the Tender Dossier, the Contractor must not use the existing road on the river bank for the construction works; he has to construct the access road prior the WWTP construction.

**Q6:** Please specify, or give your assessment/anticipation, where is the location of connection on power line for future WWTP?

**A6:** As stated in Volume 3 of the Tender Dossier, there is no power on site and the Contractor's scope includes the construction of power supply from the nearest connection point to the site. The connection point is in the transformer station at the high voltage part. Anticipated distance of the high voltage part is approximately 3 km from the location of Waste Water Treatment Plant.

**In addition, please refer to clause 4.25 of Particular Conditions to Contract.**

**Q7:** Are all right of way issues on the plant and around the plant solved?

This is especially important for possible approach road during construction time and displacement of existing power lines.

**A7:** The foreseen land of the WWTP is in property of the End recipient, Vodovod d.o.o Slavonski Brod and is a part of land register Slavonski Brod number 4865.

Access roads which are also defined by the location permit and located on parcels 4793/27, 4834/1, 4834/2, 4835, 4836, 4838/1, 4838/3, 4841, 4842, 4843, 4865 and 4868. On the above mentioned parcels all right of way issues are solved.

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### **E. Conclusion**

When there were no more questions to be answered at the meeting, Mr. Kartelo instructed the Tenderers to send all questions they might have after the meeting as well as any further requests for explanation by fax or e-mail.

The questions may be sent by e-mail to: [ipa@voda.hr](mailto:ipa@voda.hr) or by fax to: +385 1 6307 686.

The Clarification meeting was closed at 14:00 hrs (local time).




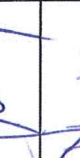
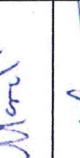


WATER SUPPLY AND SEWERAGE SYSTEM WITH WASTE WATER TREATMENT PLANT FOR SLAVONSKI BROD  
 CONSTRUCTION OF WASTEWATER TREATMENT PLANT

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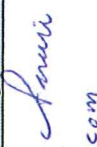



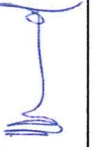


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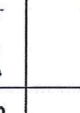
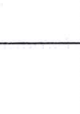


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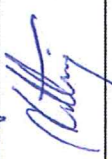

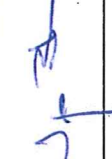
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