



NATIONAL AUTHORISING OFFICER FOR THE EUROPEAN DEVELOPMENT FUND

MEETING MINUTES - CLARIFICATION MEETING AND SITE VISIT

15th, 16th & 17th Feb. 2016	9:00 a.m	NAO CONFERENCE ROOM & LOT 1,2 & 3 SITES
Meeting called by	National Authorising Officer/EDF	
Project/Tender	Feeder Roads	
Publication Reference	EuropeAid/137645/IH/WKS/LAC	
Notes Recording Officer (s)	Cassanni Laville	
<p align="center">ATTENDANCE</p> <p><i>Please note that the Nos. (1,2,3) represent attendance at site visits for 15th, 16th and 17th respectively.</i></p>	<ol style="list-style-type: none"> 1. Audry Zozime - TRAYVIS/ 1,2,3 2. Roland Coursil - TPB/ 1,2,3 3. Glender Hilaire - George Trucking and Excavating Services/ 1,2,3 4. Desmond Auguste - Nationwide Construction/ 1,2,3 5. Christopher Sorhaindo - ACE Engineering Ltd./ 1,3 6. Shrinivas Kale - Emile Gaddarkhan Et. Fils./ 1,2 7. Mathary Kulwant Singh - Emile Gaddarkhan Et. Fils./ 1,2,3 8. Vijay Punjabi - Emile Gaddarkhan Et. Fils./ 1,2,3 9. Francis Thomas - F & C Construction/ 1,2,3 10. Felix Thomas - F & C Construction/ 1,2,3 11. Cris Walter - Caribbean Concrete Ltd./ 1,2,3 12. Joana Thomas - ACE Engineering Ltd./ 2 13. Fitzroy Leon - Amarna Consult Ltd./ 2,3 14. Glenon Hilaire - George Trucking and Excavating Services/ 2,3 15. Neil Esprit - Public Works Corporation/ 2,3 16. Emmanuelle Lacombe - Caraib Moter/ 2,3 17. Lionel Angelique-Joseph - Caraib Moter/ 2,3 18. Dennis Cudjoe - Amarna Consult Limited/ Supervisor's Rep./ 1,2,3 19. Erickson Lewis - Ministry of Public Works & Ports/ Supervisor/ 1,2,3 20. Cassanni Laville - National Authorising Officer/EDF/ Cont. Auth./1,2,3 	

1.0 Clarification Meeting

- The purpose of the meeting was to discuss the overall Feeder Roads Project background and scope as well as the general tender process with prospective contractors.
- The meeting was called to order at 9:00 a.m.
- The agenda and registration log were circulated.
- Cassanni Laville delivered welcome remarks and introduced stakeholders - European Development Fund, National Authorising Office, Ministry of Public Works & Ports, Ministry of Agriculture and Fisheries.
- In his opening remarks, Erickson Lewis expressed that there are over 300km of feeder roads requiring rehabilitation in Dominica and the Banana Accompanying Measures (BAM) intervention was just one phase of the overall ambitious rehabilitation program. He indicated that recent storms including Tropical Storm Erica has deteriorated the surfaces even further and that has impacted the BAM project. Mr. Lewis urged contractors to submit offers for the works, be reasonable with rates and ensure that the process is clean.

- Dennis Cudjoe provided a brief project overview by describing the scope and technical documentation available. He indicated that the overall Feeder Road project comprised of three Lots with the following distribution: Lot 1 (2/10 roads), Lot 2 (6/10 roads) and Lot 3 (2/10 roads). The road finish surface/ pavement material will be fibre reinforced concrete. The works comprise general rehabilitation to various levels. Some areas will require complete base and subbase rehabilitation while others will require only base rehabilitation. The drawings come with schedules for pavement, drains, culverts as well as new and rehabilitation sections. Mr. Cudjoe stated that the Bill of Quantities was based on the schedules provided. The Supervisor's Representative (SA), remarked the effects of Tropical Storm Erica on the roadways and designs particularly Mero/Cuba/Salisbury. Mr. Cudjoe stated that the original designs were focused on the Mero/Cuba end but that was subsequently refocused due to the damage sustained. He stated that his office is already working re-issuing drawings for to reflect the new chainage. More detailed surveys will be conducted soon that will be reflected in construction drawings. Finally the SA encouraged the contractors to direct questions or clarifications through the Office of the National Authorising Officer/EDF.
- Mr. Laville, the Programme Engineer provided feedback on the overall tender process. He informed that that this was an International Open Tender process and the rules guiding would be found in the Instructions to Tenderers, General Conditions, Special Conditions and the Procurement and grants for European Union external actions - A Practical Guide (PRAG). He also alluded to the Cotonou Agreement as the basis for ACP-EU development cooperation. The Programme Engineer highlighted that the goal of the tender process was to attain best quality and price in a transparent and accountable way. He then accentuated the importance of following instructions. Mr. Laville reminded the contractors of all the upcoming dates and deadlines as per the Instructions to Tenderers and emphasized the importance of respecting time. Finally the contractors were given instructions to access the tender documents for a fee at the NAO's Office or for free on the following websites: <http://nao.dm> or http://ec.europa.eu/europeaid/work/visibility/index_en.htm.
- No questions were asked at the clarification meeting.
- Logistics of the site visits was then discussed and the Office of the NAO facilitated transportation.

2.0 Site Visits

- The site visits immediately followed the clarification meeting.
- **Lot 1** - 15th February, 2016:
 1. Syndicate
 2. Mero-Cuba-Salisbury
- **Lot 2** - 16th February, 2016:
 1. Bois Bellevue
 2. Ti Grand Fond
 3. Freyal-Bois Denier
 4. Mango Gutter
 5. Middle Ridge
 6. Montine (***The site visit was conducted on 17th February, 2016 in the interest of time***)
- **Lot 3** - 17th February, 2016:
 1. Colihaut
 2. Melville Hall

3.0 Questions

- Contractors were encouraged to ask questions during the site visits but were reminded to formally submit all questions and request additional information through the Contracting Authority by 7th March, 2016 in order to receive clarifications by 17th March, 2016. The following questions were asked over the course of the three day visits:
1. Colihaut - Would it be required to scarify the surface dressing prior to paving or can the existing surface be used as the base. The indication from Amarna was to scarify?
 2. Middle Ridge – Would the irrigation pipelines be encountered during excavation?
 3. Freyal - Would volume batching or hand mixing be acceptable?
 4. Melville Hall – Would the existing bridge abutments be used to support the proposed bridge?
 5. Could clearer versions of the drawings be made available online? The scans provided are hard to
 6. Could Bills of Quantities be provided in Excel, version?

ACTION	PERSON / ORGANISATION RESPONSIBLE
1. Publish minutes and provide site visit certificates	NAO
2. Provide clearer drawings online	NAO
3. Respond to questions and request for clarifications	Amarna, NAO
Meeting Ended at	Various times per day
Date of Next Meeting	N/A