



## **Lahore Knowledge Park Company**

(Higher Education Department)

Government of the Punjab, Pakistan

# **REQUEST FOR PROPOSALS**

**ENGINEERING CONSULTANCY SERVICES**

FOR

***“Conducting Investigation Studies, Preparation of Detailed Sustainable Master Plan and Developing Contract Documents including PC-1 for Lahore Knowledge Park at Lahore (LKPC/RFP/MP/10/15)”***

**06 October 2015**



**Higher Education Department**

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## Section 1: Letter of Invitation

Letter No: LKPC/RFP/MP/10/15

Date: 06.10.2015

### SUBJECT: LETTER OF INVITATION

Dear Mr./Ms.:

1. The Lahore Knowledge Park Company invites proposals to provide the consulting services: ***Conducting Investigation Studies, Preparation of Detailed Sustainable Master Plan and Developing Contract Documents including PC-1 for Lahore Knowledge Park at Lahore (LKPC/RFP/MP/10/15)***. Details on the services are provided in the Terms of Reference (Chapter: 5).
2. This Request for Proposal (RFP) has been addressed to the following Entities whose EOIs have been shortlisted:
  - i) **EA Consulting Pvt. Limited**  
AL-9, 15<sup>th</sup> Lane, Khayaban-e-Hilal, Phase-VII, DHA, Karachi.  
+21-111-111-584  
[sohail\\_abidi@eaworld.com](mailto:sohail_abidi@eaworld.com), [mujtaba.hassan@eaworld.com](mailto:mujtaba.hassan@eaworld.com)
  - ii) **ECSP Private Limited**  
83-A, E/I, Main Boulevard, Gulberg-III, Lahore.  
+42-35717681 to 4  
[baq.ecsp@gmail.com](mailto:baq.ecsp@gmail.com), [khizer2808@gmail.com](mailto:khizer2808@gmail.com)
  - iii) **Engineering Consulting Intl. Pvt. Ltd**  
29, Block 7/8, Darul Aman Housing Society, Sharae-Faisal, Karachi.  
+21-34542290 (4 lines)  
[irfan@jan@ecil.com](mailto:irfan@jan@ecil.com)
  - iv) **G3 Engineering Consultants Pvt. Ltd**  
House No.160, Block-D, Model Town, Lahore.  
+42-35947231  
[info@g3ec.com](mailto:info@g3ec.com)
  - v) **Meinhardt (Pakistan) Pvt. Ltd**  
House No.2-A, Street No.49, F/6-4, Islamabad.  
+51-2273385 to 7  
[imran.amin@meinhardt.com.pk](mailto:imran.amin@meinhardt.com.pk), [sw@meinhardt.com.pk](mailto:sw@meinhardt.com.pk)
  - vi) **NESPAK**  
1-C, Block-N, Model Town Extension, Lahore.  
+42-9909000, 99231920  
[info@nepak.com.pk](mailto:info@nepak.com.pk)
  - vii) **Osmani& Company Pvt. Ltd**  
Osmani House, 245/2-K, Block-6, PECHS, Karachi.  
+21-34536007, 34546541  
[ocl-khi@osmani.com](mailto:ocl-khi@osmani.com), [haider@osmani.com](mailto:haider@osmani.com)

- viii) **PEPAC Pvt. Ltd**  
3<sup>rd</sup> Floor, 24-D, Rashid Plaza, Blue Area, Islamabad.  
+51-9204721, 9212532  
[pepacltd@gmail.com](mailto:pepacltd@gmail.com)
- ix) **Progressive Consultants Pvt. Ltd**  
25-D/I, Gulberg-III, Lahore.  
+42-35711751, 35755360, 35754305  
[info@pclipak.com](mailto:info@pclipak.com)
- x) **SMEC International Pvt. Ltd**  
49-D-1, Sir Syed Road, Lahore.  
+42-35754751  
[ahsam.arshad@smec.com](mailto:ahsam.arshad@smec.com), [aamir.kha@smec.com](mailto:aamir.kha@smec.com)
- xi) **Umar Munshi Associates**  
Banglow A-102, Block 13-A, Pakistan Railways Employees Cooperative Housing Society (PECHS), Gulshan-e-Iqbal, Karachi.  
+21-34983541, 3498304  
[info@umaconsult.com](mailto:info@umaconsult.com)
- xii) **UNICON Consulting Services Pvt. Ltd**  
82-Allaudin Road, Lahore-Cantt.  
+42-36688571 to 4

It is strictly not permissible to transfer this invitation to any other firm/Entities.

3. The Consultant will be selected under the Selection Method Quality and Cost Based Selection (QCBS) and procedures described in this RFP, in accordance with the Punjab Procurements Rules 2014, amended till to date (PPR-14).
4. The RFP includes the following additional documents:
- Section 2** - Instructions to Bidders (including Data Sheet)
  - Section 3** - Technical Proposal - Standard Forms
  - Section 4** - Financial Proposal - Standard Forms
  - Section 5**- Terms of Reference
  - Section 6**- Relevant extracts of the report by M/s Frost & Sullivan
  - Section 7** - Standard Form of Contract

It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

5. Please inform us in writing about the following upon receipt of this letter:
- that this Letter of Invitation has been received; and
  - whether the proposal will be submitted as a firm/consortium/joint venture as provided in the EOIs, or in association with additional firms (which shall not include already shortlisted firms).

This information should be sent to the following address:

Name: **Mr. SHAHID ZAMAN MOHMAND**  
Designation: CEO LKPC / Additional Secretary (P&B), Higher Education Department  
Address: Punjab Civil Secretariat, Lower Mall, Lahore Pakistan.  
Telephone: +9242 99210034, +9242 99210037  
Fax: +9242 99210038 (Attn: Additional Secretary (P&B))  
E-mail: [aspng.hed@punjab.gov.pk](mailto:aspng.hed@punjab.gov.pk),  
Copy to: [rashid.lkpc@gmail.com](mailto:rashid.lkpc@gmail.com)

If no acknowledgment is received, it will be presumed that the firm is not interested in undertaking the assignment.

Yours sincerely,

*Shahid Zaman Mohmand*

## Section 2: Instructions to the Bidders

### 2.1 Definitions:

- i. **“Assignment”** means the consultancy services for *‘Conducting Investigation Studies, Preparation of Detailed Sustainable Master Plan and Developing Contract Documents including PC-1 for Lahore Knowledge Park at Lahore (LKPC/RFP/MP/10/15)’*.
- ii. **“Client”** means the Lahore Knowledge Park Company through with which the selected Consultant signs the Contract.
- iii. **“Consultant Selection Committee”** means the committee (s) formed for the selection of Consultant for this Assignment by the Client.
- iv. **“Consultant”** means any firm/consortium/joint venture that provides the Services to the Client under the Contract.
- v. **“Contract”** means the Contract included in this RFP as Section 6, when signed by the Parties, and all attached documents.
- vi. **“Data Sheet”** means such part of the Instructions to Firms used to reflect specific conditions.
- vii. **“Day”** means calendar day.
- viii. **“Firm(s)”** means any firms, consortiums and joint ventures whose EOIs have been shortlisted and to whom this RFP has been issued.
- ix. **“Instructions to Firms”** means the document, which provides Firms with information needed to prepare their Proposals.
- x. **“LOI”** means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the Firms.
- xi. **“Personnel”** means professionals and support staff provided by the Firms or by any sub-consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- xii. **“Proposal”** means the Technical Proposal and the Financial Proposal.
- xiii. **“Services”** means the Assignment to be performed by the Consultant pursuant to the Contract.
- xiv. **“Rules”** means the Punjab Procurement Rules-2014 (PPR-14) notified in Provision of Punjab Procurement Regulatory Authority amended to date.
- xv. **“Sub-Consultant”** means any person or entity with whom the Consultant sub-contracts any part of the Services.
- xvi. **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

## 2.2 Introduction

- 2.2.1. The Client shall select the Consultant from the Firms listed in the Letter of Invitation, in accordance with the method of Quality cum Cost Based Selection.
- 2.2.2. Firms are invited to submit a Technical Proposal and a Financial Proposal for Services required for the Assignment. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for a signed Contract with the selected Firm.
- 2.2.3. Firms should familiarize themselves with Assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment, Firms are encouraged to attend a pre-proposal conference at the time, date and location specified in the Data Sheet. Attending the pre-proposal conference is optional. Firms should contact the Client's representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Firms should ensure the representative is informed well-ahead of time in case they wish to visit the Client.
- 2.2.4. The Client will facilitate the Consultant in obtaining several data and information, if so readily available with different department and needed to carry out the services, and make available relevant project data and reports.
- 2.2.5. Firms shall bear all costs associated with the preparation and submission of their Proposals and finalization of Contract. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firms.
- 2.2.6. **Conflict of Interest:** Government of the Punjab requires that Consultant provides professional, objective, and impartial advice and at all times, hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.
- 2.2.6.1. Without limitation on the generality of the foregoing, Firms, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- (a) **Conflicting activities** A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- (b) **Conflicting assignments:** A firm (including its Personnel and sub-consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the firm to be executed for the same or for another Client.
- (c) **Conflicting relationships:** A firm (including its Personnel and sub-consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the contract, may not be awarded



a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Punjab throughout the selection process and the execution of the contract.

2.2.6.2. Firms / Consultant have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

2.2.6.3. No agency or current employees of the Client shall work as Consultant under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Firm nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Firm as part of his technical proposal.

#### 2.2.7. **Fraud and Corruption**

2.2.7.1. *Highest Ethical Standards:* The Government of Punjab requires Firms and the Consultant participating in this Assignment to adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, the Government of Punjab:

2.2.7.2. defines, for the purpose of this paragraph, the terms set forth below as follows:

- a) "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in execution of a contract;
- b) "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- c) "Collusive Practices" means a scheme or arrangement between two or more firms with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
- d) "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

2.2.7.3. will reject a Proposal for award if it determines that the Firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract;

2.2.7.4. will sanction a Firm, including declaring the Firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Punjab contract if at any time it determines that the Firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Punjab contract; and

2.2.7.5. will have the right to require Firms to permit the Government of Punjab to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and have them audited by auditors appointed by the Government of Punjab

2.2.8. *Exclusions to the above:* Firms, their sub-consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Punjab in accordance with the above para. 2.4.1. Furthermore, the Firms shall be aware of

the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

- 2.2.9. **Only one Proposal:** Firms may only submit one Proposal. If a Firm submits or participates in more than one Proposal, such Proposals shall be disqualified.
- 2.2.10. **Proposal Validity:** The Data Sheet indicates how long Firms' Proposals must remain valid after the submission date. During this period, Firms shall maintain the availability of professional staff nominated in the Proposal. The Client will make its best effort to complete award of Contract within this period. Should the need arise, however, the Client may request Firms to extend the validity period of their Proposals. Firms who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Firms may submit new staff in replacement, who would be considered in the final evaluation for Contract award. Firms who do not agree have the right to refuse to extend the validity of their Proposals
- 2.2.11. **Eligibility of Sub-Consultants:** In case a Firm intends to associate with firms who have not been shortlisted and/or individual expert(s), such other firms and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.

### **2.3 Clarification and Amendment of RFP Documents:**

- 2.3.1 Firms may request a clarification of any of the RFP documents till the date indicated in the Data Sheet. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Firms. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.3.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Firms and will be binding on them. Firms shall acknowledge receipt of all amendments. To give Firms reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### **2.4 Preparation of Proposals**

- 2.4.1 The Proposal (see para.2.2.2), as well as all related correspondence exchanged by the Firms and the Client, shall be written in English.
- 2.4.2 In preparing their Proposal, Firms are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 2.4.3 While preparing the Technical Proposal, Firms must give particular attention to the following:
- a) If a Firm considers that it may enhance its expertise for the Assignment by associating with other firms in a joint venture or sub-consultancy, it may associate with non-shortlisted firm(s). In case of association with non-shortlisted Firm(s), the Firm shall act as association leader. Any associations must be clearly indicated in the Technical Proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 2.4.4 **Technical Proposal Format and Content:** The Technical Proposal shall provide the information indicated in the following paras from (a) to (e) using the attached **Standard Forms of Section 3**, which indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.
- a) A brief description of the Firms' organization and an outline of recent experience of the Firm (each partner in case of joint venture) on assignments of a similar nature are required in **Form TECH-2 of Section 3**. For each assignment, the outline should indicate the names of sub-consultants/ professional staff who participated, duration of the assignment, contract amount, and Firm's involvement. Information should be provided only for those assignments for which the Firm was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual professional staff working privately or through other consulting firms cannot be claimed as the experience of the Firm, or that of the Firm's associates, but can be claimed by the professional staff themselves in their CVs. Firms should be prepared to substantiate the claimed experience, if so requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment; and facilities such as administrative support, equipment, data, etc. desired from the Client (**Form TECH-3 of Section 3**).
- c) A description of the approach, methodology and work plan for performing the Assignment, covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under **Form TECH-4 of Section 3**. The work plan should be consistent with the Work Schedule (**Form TECH-4 of Section 3**), which shall show in the form of a bar chart the timing proposed for each activity.
- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (**Form TECH-5 of Section 3**).
- e) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (**Form TECH-6 of Section 3**) along with their Computerized National Identity Card numbers (if local) or passport numbers (if foreign).
- 2.4.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.
- 2.4.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached **Standard Forms (Section 4)**. It shall list all costs associated with the Assignment, including (a) remuneration for staff (foreign and local, in the field and at the Firms' home office), and (b) reimbursable expenses indicated in the Data Sheet. These costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. The Firm shall provide the Client with breakdown of remuneration rates as detailed in **Form FIN-3 of Section 4**.
- 2.4.7 **Taxes:** The Consultant shall be subject to local taxes (such as: value added or sales tax or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client, as withholding tax agent, shall determine, compute, deduct and deposit taxes on behalf of Consultant within the framework of the applicable laws (both federal and provincial).

2.4.8 Consultants should express the price of their Services in Pakistan Rupees (PKR).

## **2.5 Submission, Receipt, and Opening of Proposals**

- 2.5.1 The original Proposal (Technical Proposal and, if required, Financial Proposal; see [para 2.2.2](#)) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firms themselves. The person who signed the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of [Form TECH-1 of Section 3](#), and [Form FIN-1 of Section 4](#).
- 2.5.2 An authorized representative of the Firm shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".
- 2.5.3 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses referred to in [para 2.10.7](#) and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original prevails.
- 2.5.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the Assignment, and with a warning "**Do Not Open With The Technical Proposal.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "**Do Not Open, Except In Presence Of The Official Appointed, Before Submission Deadline**". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may constitute a case for rejecting the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 2.5.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with [para. 2.10.14](#). Any Proposal received by the Client after the deadline for submission shall be returned unopened.
- 2.5.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## **2.6 Proposal Evaluation**

- 2.6.1 From the time the Proposals are opened to the time the Contract is awarded, the Firms should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Firms to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Firms' Proposal.

The Consultant Selection Committee, while evaluating Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 2.6.2 **Evaluation of Technical Proposals:** The Consultant Selection Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 2.6.3 **Public Opening and Evaluation of Financial Proposals:** After the technical evaluation is completed, the Client shall inform the Firms who have submitted Proposals the technical scores obtained by their Technical Proposals, and shall notify those Firms whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals shall be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Firms that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Firms' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Firms sufficient time to make arrangements for attending the opening.
- 2.6.4 Financial Proposals shall be opened publicly in the presence of the Firms' representatives who choose to attend. The name of the Firms, and the technical scores of the Firms shall be read aloud. The Financial Proposal of the Firms who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 2.6.5 The Consultant Selection Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, no corrections are applied to the Financial Proposal in this respect.
- 2.6.6 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The Firm achieving the highest combined technical and financial score will be invited for finalization of Contract.

## 2.7 Finalization of Contract

- 2.7.1 Contract finalization meeting shall be held at the date and address indicated in the Data Sheet. The invited Firm will, as a pre-requisite for attendance at the meeting, confirm availability of all professional staff. Failure in satisfying such requirements may result in the Firm being disqualified on the grounds of wilful misrepresentation, and the Client proceeding to the next-ranked Firm. Representatives finalizing on behalf of the Firm must have written authority to conclude a Contract.
- 2.7.2 **Description of Services:** Finalization of Contract will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the invited Firm regarding the Terms of

Reference. Once the Client and the Firm finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting, these documents shall be incorporated in the Contract as "Description of Services". Special attention shall be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the Assignment.

- 2.7.3 **Finalization of Taxes:** It is the responsibility of the Firm, when finalizing the Contract, to indicate the exact tax amount to be paid by the Consultant under the Contract.
- 2.7.4 **Availability of Professional Staff:** Having selected the Firm on the basis of, among other things, an evaluation of proposed professional staff, the Client expects to finalize a Contract on the basis of the professional staff named in the Proposal. Before contract finalization, the Client shall require assurances that the professional staff will actually be available. The Client shall not consider substitutions during contract finalization unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, the Firm may be disqualified on the grounds of wilful misrepresentation. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.
- 2.7.5 **Signing of Contract** Contract finalization will conclude with a review of the Contract to correct any computational and typographical errors. The Client and the Firm will initial the agreed Contract before proceeding to sign the Contract.

## **2.8 Award of Contract**

- 2.8.1 Once the Contract is awarded to the Consultant, the Client shall publish details on the websites of Planning & Development Department and Punjab Procurement Regulatory Authority, promptly notify all Firms which submitted proposals, and return unopened Financial Proposals to Firms that were disqualified or failed to achieve the minimum technical score.
- 2.8.2 After award of Contract, the Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **2.9 Confidentiality:**

- 2.9.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firms, which submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

## 2.10 Instructions to Firms (Data Sheet)

Paragraph Reference	Description
2.10.1	<p>Name of the Client: <b><u>Lahore Knowledge Park Company</u></b></p> <p>Method of selection: <b><u>Quality and Cost Based Selection Method (QCBS) and as described in this RFP</u></b></p>
2.10.2	<p>Financial Proposal to be submitted together with Technical Proposal:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of the assignment is:</p> <p><b><u>Conducting Investigation Studies, Preparation of Detailed Sustainable Master Plan and Developing Contract Documents including PC-1 for Lahore Knowledge Park at Lahore (LKPC/RFP/MP/10/15)</u></b></p>
2.10.3	<p>A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <u>Within fifteen (15) days of issuance of this RFP in the Committee Room of the HEC at Ghalib Market Gulberg, Lahore, Pakistan or any other place so intimated by the Client. Firms based outside of Pakistan may participate through video conference facility</u></p> <p>The Client's representative is:</p> <p><b>Mr. Shahid Zaman Mohmand,</b> CEO, LKPC / Additional Secretary (P&amp;B), Higher Education Department, Government of the Punjab Civil Secretariat, Lower Mall, Lahore, Pakistan. Phone: ++92 4299210034 &amp; 92 42 99210037 Facsimile: ++ 92 42 99210038 Website: <a href="http://www.hed.punjab.gov.pk">http://www.hed.punjab.gov.pk</a> Email: <a href="mailto:aspng.hed@punjab.gov.pk">aspng.hed@punjab.gov.pk</a> Copy to: <a href="mailto:rashid.lkpc@gmail.com">rashid.lkpc@gmail.com</a></p>
2.10.4	The Client will provide at no cost to the Consultants assistance in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
2.10.5	The Client envisages the need for continuity for downstream work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.10.6	Proposals must remain valid 90 days after the submission date, i.e. until: <span style="background-color: yellow;">                    </span> .

Paragraph Reference	Description
2.10.7	<p>Clarifications may be requested not later than <span style="background-color: yellow;">                    </span></p> <p>The address for requesting clarifications is:  <b>Mr. Shahid Zaman Mohmand,</b>  <b>CEO, LKPC / Additional Secretary (P&amp;B),</b>  <b>Higher Education Department,</b>  <b>Civil Secretariat, Lower Mall,</b>  <b>Lahore, Pakistan.</b>  <b>Phone: ++92 42 99210037, + 92 42 99210034</b>  <b>Facsimile: + 92 42 99210038</b>  <b>Website: <a href="http://www.hed.punjab.gop.pk">http://www.hed.punjab.gop.pk</a></b>  <b>Email: <a href="mailto:aspng.hed@punjab.gov.pk">aspng.hed@punjab.gov.pk</a></b>  <b>Copy to: <a href="mailto:rashid.lkpc@gmail.com">rashid.lkpc@gmail.com</a></b></p>
2.10.8	<p>The Client will provide the following inputs: Data to be provided to the Consultant as under:</p> <p>(a) Available base map.</p>
2.10.9	<p>Shortlisted Firms may associate with other shortlisted Firms:  Yes _____ <b>No</b> <input checked="" type="checkbox"/></p>
2.10.11	<p>Amounts payable by the Client to the Consultant under the Contract to be subject to local taxation: <b>Yes</b> <input checked="" type="checkbox"/> No _____</p> <p>The Client will determine, compute, deduct and deposit applicable taxes on behalf of the Consultant as per applicable laws (both federal and provincial): <b>[Yes]</b> No _____</p>
2.10.12	<p>Firm to state Financial proposal in the national currency i.e PKR: <b>Yes</b> <input checked="" type="checkbox"/> No</p>
2.10.13	<p>Firm must submit the <b>original and two (2) copies</b> of the Technical Proposal, and the <b>original</b> of the Financial Proposal.</p>





Paragraph Reference	Description
2.10.16	<p>The formula for determining the financial scores is the following:</p> $S_f = 100 \times F_m / F$ <p>in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial Proposals (F) are: <math>T = 0.70</math>, and <math>P = 0.30</math></p>
2.10.17	Expected date and address for contract finalization: <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></span> _____
2.10.18	Expected date for commencement of consulting services at Lahore shall be within fifteen (15) days of signing of the Contract.

### **Section 3: Technical Proposal - Standard Forms**

Standard Forms are:

- TECH-1    Technical Proposal Submission Form
  
- TECH-2    Firm's Organization and Experience
  - A    Firm's Organization
  - B    Firm's Experience
  
- TECH-3    Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client
  - A    On the Terms of Reference
  - B    On the Counterpart Staff and Facilities
  
- TECH-4    Description of the Approach, Methodology and Work Plan for Performing the Assignment
  
- TECH-5    Team Composition and Task Assignments
  
- TECH-6    Curriculum Vitae (CV) for Proposed Professional Staff

## **Form TECH-1 Technical Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Firm].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If contract negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.10.6 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 2.10.18 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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**Form TECH-2 Firm's Organization and Experience**

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A - Firm's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]*

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

**B - Firm's Experience**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum twenty (20) pages. Please provide Client's certification and/or evidence of the contract agreement.]*

Assignment name:	Value of the contract (in current PKR or US\$):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the contract (in current PKR or US\$):
Name of associated Firms, if any:	N <sup>o</sup> of professional staff-months provided by associated Firms:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**Form TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

---

A - On the Terms of Reference

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

B - On Counterpart Staff and Facilities

*[Comment here on counterpart staff and facilities desired from the Client]*

## **Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment**

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*[Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) **Technical Approach and Methodology,**
- b) **Work Plan, and**
- c) **Organization and Staffing,**

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



**Form TECH-5 Team Composition and Task Assignments**

Professional Staff					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

**Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff**

1. Proposed Position [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. Name of Firm [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
 \_\_\_\_\_

3. Name of Staff [*Insert full name*]: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

5. CNIC No (if Pakistani): \_\_\_\_\_ or Passport No: \_\_\_\_\_

6. Education :

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. Membership of Professional Associations: \_\_\_\_\_  
 \_\_\_\_\_

8. Other Training [*Indicate significant training since degrees under 6 - Education were obtained*]:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

11.

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

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**11. Detailed Tasks Assigned**

*[List all tasks to be performed under this assignment]*

**12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

- 1) Name of assignment or project: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Client: \_\_\_\_\_  
 Main project features: \_\_\_\_\_  
 Positions held: \_\_\_\_\_  
 Activities performed: \_\_\_\_\_
  
- 2) Name of assignment or project: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Client: \_\_\_\_\_  
 Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_  
 Activities performed: \_\_\_\_\_

3) Name of assignment or project: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Client: \_\_\_\_\_  
 Main project features: \_\_\_\_\_  
 Positions held: \_\_\_\_\_  
 Activities performed: \_\_\_\_\_

*[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]*

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff] Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

## Section 4: Financial Proposal - Standard Forms

*[Comments in brackets [ ] provide guidance to the shortlisted Firms for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2. Such Forms are to be used whichever is the selection method indicated in para 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Undertaking

**Form FIN-1 Financial Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached **Financial Proposal is a Lump Sum** equivalent to [Insert amount(s) in words and figures] for the Assignment. This amount is inclusive of the taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in **Paragraph Reference 2.10.6 of the Data Sheet**.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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**Form FIN-2      Summary of Costs**

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Item	Costs
	Pak Rupees
Total Costs of Financial Proposal <sup>1</sup>	

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<sup>1</sup> Indicate the total costs, including of local taxes, to be paid by the Client in local currency. Such total costs must coincide with the LUMP SUM of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

**Form FIN-3 Breakdown of Costs by Activity<sup>2</sup>**

Group of Activities (Phase): <sup>3</sup>	Description: <sup>4</sup>
<i>Cost component</i>	<b>Pak Rs. (in figures)</b>  Pak Rupees (in words)
Activity (describe)	
Activity (describe)	
Subtotals	

<sup>2</sup>Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Firm shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

<sup>3</sup>Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-5.

<sup>4</sup>Short description of the activities whose cost breakdown is provided in this Form.



**Form FIN-4 – Consultant’s Representations Regarding Costs**

**Undertaking**

Consulting Firm:

Assignment:

Date:

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm’s payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm’s staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Firms have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm’s average cost experiences for the latest three years as represented by the firm’s financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
*[Name of Consulting Firm]*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Section 5: Terms of Reference

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<b>Project:</b>	<b>Lahore Knowledge Park</b>
<b>Contract:</b>	<b>“Conducting Investigation Studies, Preparation of Detailed Sustainable Master Plan and Developing Contract Documents including PC-1 for Lahore Knowledge Park at Lahore (LKPC/RFP/MP/10/15).</b>
<b>Client:</b>	Lahore Knowledge Park Company: (owned by Higher Education Department, Government of the Punjab)

### 5.1 Background Information

#### 5.1.1 Client

The Higher Education Department, Government of the Punjab (HED) is responsible for the education, learning and related services for students, as well as Faculty and non-teaching staff, serving in the Public sector Institutions in the province of the Punjab. Its aim is to achieve a highly educated society; where educational opportunities are equally available for all young people of the province of the Punjab.

The HED's priorities include the establishment of state of the art knowledge parks in Punjab and during October 2014, a company the **Lahore Knowledge Park Company** (hereinafter termed as **LKPC and or Company**) is formed as a Public Sector Large Scale Company duly registered with the SECP u/s Section-42 (not-for-profit) of the Companies Ordinance 1984.

#### 5.1.2 Objectives of the LKPC

The objective of the Company is to create linkages and synergy between academia and the corporate world in areas that feed into the knowledge industry by developing Futuristic sustainable knowledge parks. The Parks are envisioned as holistic developments that are fully integrated into the community. The Lahore Knowledge Park (our first project), comprises the vision of the Chief Minister Punjab to make the Punjab in particular and Pakistan in general, as South Asia's future nodal point for the global Knowledge Economy.

### 5.2 Report of M/s Frost & Sullivan

LKPC commissioned M/s Frost & Sullivan for the preparation of the Concept Master Planning and Business Viability Study of Lahore Knowledge Park, M/s Frost submitted the final report during September 2015 for the same, the relevant extracts of the report for conducting investigation studies and detailed sustainable master plan are narrated in *Section 6*.

### 5.3 *Development*

The development of the Concept Master Plan of the LKP has led to understanding benefits of the presence of the LKP in mitigating some of the economic development challenges present in Punjab and set out a larger context of Pakistan contributing to the global smart sustainable economy. The core elements of the presented LKP Concept Master Plan, among others, include:

- Urban Design Frame work
- Vehicular and Pedestrian networks
- Land scape design for the public realm
- Infrastructure and Utilities
- Private and Public Realm interface
- Site management and maintenance

The Concept Master Plan provides guidelines in creating a sustainable physical development in the LKP taking into account and incorporating sustainable practices like smart transport connectivity's, diverse sustainable site development, water efficiencies, keeping low carbon green development, use of sustainable materials, Energy conservation and onsite generation, Quality indoor environments for the habitants, use of state of ICT smart technology for supportable monitoring and evaluations etc. innovatively controlled . In addition, design guidelines within the LKP have also been included to maintain a consistent vision of physical elements within the park with LKP's overall goals. A land use plan within the LKP is incorporated into the concept master plan by outlining the phases of development.

Upon evaluating viability of the Project and approval of concept master plan based on study of the Frost & Sullivan, LKPC envisages, among others, the followings:-

- A state of the art development to cater to a complete lifestyle of academic and business excellence by collaborating with the best local and global educational and corporate entities;
- All necessary infrastructure and facilities required for a smart futuristic environment are to be part of the Lahore Knowledge Park;
- The most well-known local and international entities are to be taken on board as partners in order to develop the Lahore Knowledge Park as a location where top local and global educational and corporate brands will be located; and
- The Lahore Knowledge Park is therefore a vital and primary step for transforming knowledge into productivity for the socio-economic development of the province and the country.

#### 5.3.1 **Key Objectives**

RFP should highlight the components outlined below, where sequential work orders may be awarded for each component, subject to the submission and the approval of the relevant documents for respective components. The Client understands that all necessary infrastructure and facilities will be required for a smart sustainable environment being part of the Lahore Knowledge Park.

### 5.3.2 Purpose

The physical placement/locations of the proposed projects is central to the theme - the Lahore Knowledge Park being an example of strategic location in the city of Lahore. The consultant will be provided a concept for the development of the Lahore Knowledge Park. It must be borne that a state of the art sustainable development is planned to cater to a complete lifestyle of academic and business excellence by collaborating with the best local and global educational and corporate entities.

All necessary infrastructure and facilities required for a smart sustainable environment are to be part of the Lahore Knowledge Park. The most well-known international entities are being taken on board as partners in order to develop the Lahore Knowledge Park as a location where top local/global educational and corporate brands will be situated.

A key challenge of the proposed project, the Lahore Knowledge Park, shall be sustainable neighborhood design with innovatively planned best surrounding density and diverse uses to benefit the development in the most advanced and optimal manner. This is necessary to demonstrate the sustainability of the operations of the Lahore Knowledge Park for its different revenue streams and to further the plans for a mix-used development with a parcel of land identified for commercial use to support the development of the Project.

The proposed project, the Lahore Knowledge Park, is intended to be a first of its kind in the province of Punjab, emphasizing the much-needed showcasing of academia, R&D and industry in order to enrich the educational environment as well as to create the necessary push factor for industrial/business development through academia-industry linkages.

### 5.4 Scope of Work

The scope of work for the Consultancy Services is for the entire project and is planned in the following manners:

#### **Survey investigation, studies for Preparation of Detailed Sustainable Master Plans:**

Relying on the approved Concept Master Plan of the LKPC, the Consultant shall be required to undertake the following tasks

- i Undertake necessary engineering surveys, investigations and different impacts assessments, of the area and surrounding of the location, and
- ii Prepare sustainable detailed master plan, and
- iii Develop building designing regulations, prepare contract documentation including PC-1

#### **5.4.1 Investigation Studies:**

This includes all services required for such projects including land (soil) surveys and investigations, environment and traffic impact assessments etc.; finally enabling the Consultant to develop a detailed master plan. These services are included the following:-

##### **(i) Topographic Survey**

The Topographic Survey of the project area 802 acres shall be carried out. The Consultant would be required to carry out detailed topographic survey for the purpose of Detailed Master Planning and

Infrastructure Designing / locating critical utility services like disposal works, Grid Station etc. Survey should identify all important physical features and details of natural and man-made attributes, access points and all prominent features and developments in the area. Sufficient site details including site levels are required to be picked up to produce mapping at appropriate scale.

## **(ii) Geotechnical Investigations**

Based on the approved Conceptual Master Plan, the Consultant would prepare a detailed planning & programming of geotechnical investigation related to design of infrastructure services of the project. The Consultant's relevant geotechnical experts would identify numbers, locations and depths of bore holes & test pits to ascertain site specific geotechnical characteristics of the project area. The Consultants technical staff would also supervise the geotechnical contractor's work at site & lab tests and prepare & submit a comprehensive Geotechnical Investigation Report.

## **(iii) Environmental and Traffic Impact Assessments (EIA / TIA) Studies**

- The Consultant would prepare reports for Environmental Impact Assessment (EIA) for the proposed Project as per requirements of the concerned Departments including Environment Protection Authority.
- Moreover following should be covered
  - Present significant impacts, cumulative effects of impacts, mitigation measures, and requirements for monitoring and supervision?
  - Complete Project description and at least includes aspects which can affect the environment
  - The possible project alternatives.
  - The baseline conditions in an easily understandable manner with comments on quality of data used
  - The institutional arrangements for implementing mitigation measures defined in the form of Environmental Management Plan (EMP).
  - What will be cost of implementing all recommendations adequately budgeted in the cost estimate?
  - The monitoring program and commitment with reasons for and detail of the cost of carrying out monitoring activities?
  - An overview of the issues raised by the local people given with indication of how their concerns have been dealt with/incorporated in the EIA report
  - The EIA report is written in clear language without excessively using technical terms in a manner understandable to a common man.
- The Consultant shall prepare the Transportation Impact Study (TIS) and place its approval. Based on the TIS, following may also be ensured:-
  - the Site Circulation and Access Plan: showing in greater detail the location and dimensions of site access routes for the proposed pedestrian and cyclist network;
  - Access to the Transit Network, and Vehicle Network Plan: proposed access and thoroughfares to serve the development, including service vehicles, e.g. delivery trucks, emergency services, refuse and recycling collection).
  - Typical Right of Way and Utility Corridor Cross Sections: Cross Sections showing in greater detail all proposed circulation and thoroughfares. Sections shall show building-to-building

- and include utility corridors and designed according to the relevant LDA/TMA Design Manual.
- All typical cross-sections should be identified on the relevant Site Circulation and Access Plans and Utility Corridor Plan.
- Typical intersections layouts: Plans indicating the typical intersection layouts for all street types including traffic calming measures designed in accordance with the Urban Town Planning of the area.
- The Consultant shall prepare the Infrastructure Demand Analysis and place before the Board's approval. Based on the Infrastructure Demand Analysis, following may also be ensured:-
  - Power requirements at peak time and its linkage with national grid system with underground wiring as well as alternative sources of power generation (solar/wind)
  - Gas demand for the Project and its transmission and distribution layout
  - Water availability, storage and its distribution plan and RO plant
  - Sanitation and sewerage / sewage requirements
  - Fiber optic, swift virtual connectivity with support of public and private sectors entities
  - Solid waste management
  - Road, pedestrian, bike paths and parking allied matters
  - Parks, ponds, fountain, plantation
  - Security & safety and other important and advanced features of other necessary facilities/utilities etc.

#### **5.4.2 Detailed Sustainable Master Planning**

Based on site reconnaissance, initial information and surveys, and the approved Conceptual Master Plan, the Consultant shall prepare & submit detailed Master Plan for development of the LKP with the following details based on sustainable standards and frame works and according to the proposed master plan by Frost & Sullivan:-

##### **a) Detailed Engineering Design of Infrastructure Works and utility network etc.**

On approval of master plan of the project by the Client, the Consultant shall prepare detailed engineering designs for the infrastructure development works which include detailed quantum, design and specifications for:

###### **(i) Water Supply, Sewerage and Drainage**

The detail shall include, but not limited to:

- 1) Detailed design and specifications of Water Supply, Sewerage and Drainage System.
- 2) Number of tube wells, their capacity, chamber design etc.
- 3) Number of overhead tanks, capacity, design and structure design.
- 4) Design of storm water channels / drains
- 5) Design for sewerage system, manholes & other structures
- 6) Connection for fire fighting vehicles/equipment

**(ii) Road Network**

The detail shall include but not limited to:

- i. Geometric design of road network and junctions.
- ii. Pavement Design.
- iii. Design of appurtenances and structures
- iv. Road Drainage Design
- v. Road side landscaping & street Furniture

**(iii) Preparation of Design Report for External Electrification System**

The Consultant will prepare Draft Electrification design Report using underground wiring of the whole project area as per standards & specification of WAPDA / LESCO and submit the same to relevant WAPDA authorities for their review & approval. After incorporation of the Comments / observations raised by the WAPDA authorities, the Consultant would submit the Final Design Report along with the power load estimates.

**(iv) Preparation of Design Report for External Gas Supply and Communication System**

The Consultant will prepare Draft Gas Installation Design and Communication Infrastructure Report using underground piping and cabling (fiber optic) and requisite towers of different telecommunication companies including PTCL for the whole project area as per standards & specification of SNGPL/PTCL etc., and submit the same to relevant services providers companies for their review and approval. After incorporation of the Comments / observations raised by the services providers, the Consultant would submit the Final Design Report along with the parameters of supply, load bandwidth and other estimates.

**(v) Detailed Information and Requisite Compliance for Connectivity of Utilities**

- Utility Plot Plans: Showing size, dimensions, geo-referenced coordinates and proposed ownership for each utility plot
- Utility Corridor Plans: Detailed site layout plan showing location of utility service corridors. Reference Utility Cross-Section locations (Typical ROW and Utility Corridor Cross Sections).
- NOC's: Summarize confirmation from all relevant utility agencies that existing utilities can supply the development demand or take expected discharge. Approvals from each agency should state:
  - Approved demand and/or discharge capacity
  - Approved utility locations and tie-in points
  - Approved utility plot sizes and locations
  - If deviations from standards are required.

**(vi) Safety & Security**

Since the development is of High Priority, there are specific safety & security deliverables for inclusion in the master planning submission. These deliverables shall be prepared in consonance with the requirements as given by the safety & security specialists of the Client.

**5.4.3 Developing Regulations, Contract Documents including PC-1****a) Building Design Guidelines**

The guidelines should create design elements that elevate the park's attractiveness to potential investors/tenants and distinguish LKP with a unique identity that represents innovation, creativity and a modern Punjab. It is important to note that the guidelines are not intended to be rigid and allows space for adjustments to align with future development objectives. As part of its efforts to foster continuous learning and adapt to new design requirements including LEED certified construction, the Consultant should bear in mind the following factors:

- Building Design
- Height
- Setbacks
- Entrances and Transparency
- Materials and Composition
- Compliance with Design Guidelines

**b) Preparation of PC-1**

The Consultant will prepare detailed PC-1 cost estimates for the Project inclusive of all infrastructures development, designs and utility services. These cost estimates / BOQ's and technical specification will be prepared on the pattern & format as desired by the Client.

**c) Preparation of Contract Documents**

The Consultant will prepare Contract Documents for prequalification of contractors and requisite parameters for Bid Evaluation Report to assign the task.

**Deliverables:**

The Consultant would be expected to develop detailed master plans.

The consultant will provide all reports of soil surveys, designs of infrastructure and utility networking including Road, Water, Gas, Power and Communications connectivity and complete forecasting to implant the proposed master plan

The Consultant shall also deliver procurement documents in line with the detailed engineering designs of each service required at the project.

The consultant will provide a standard set of Request for Qualification, Request for Proposals, contract agreement and other relevant documentation to be used as a template for procuring services for components of the Project that the government decides to execute in public-private partnership modes.



**Timelines:** The above noted tasks would be conducted in parallel, and are expected to be completed within a **16-week** period.

#### **REPORTING REQUIREMENTS:**

Consultants would be submitting, on completion of each phase, a soft copy and 3 hard copies of each of the following report to the designated representative of the Client.

1. Progress Report.
2. Draft Final Report consisting of all documentation, information and data prepared and collected as a part of Tasks defined for particular phase.
3. Final Report incorporating Client and stakeholder's comments on draft final report for the approval of Client.

*All data collected and generated during the Assignment shall be the property of the Client and should not be used for any other assignment, without written permission from the Director General Lahore Development Authority.*

### **5.5 Consultant Firm Profile:**

A multi-disciplinary team of professional and technical personnel will be required for execution of the proposed **Lahore Knowledge Park Project** preparatory work. Project management expertise is fundamental to the successful execution of this *assignment*. As such it is recommended that the team be led by a senior professional with wide experience in the sector and project management. The recommended core of professionals will include:

- Town/Urban Planning experts;
- Engineering Studies experts;
- Utility services and infrastructure experts;
- Finance & Cost Experts

Professionals in areas which may be required for specific short-term activities include but are not limited to: architecting, engineering studies (soil surveys, seismic, traffic & transportation engineering, environmental impact), utility services and basic infrastructure planning, finance and cost experts, quantity survey, CAD experts etc. Supporting technical personnel will include field technicians and research assistants.

The Lead Consultant will be responsible for overall co-ordination and reporting to the Client. Team members selected cannot be changed without the written consent of the Client.

## Section 6: Relevant extracts of the report by M/s Frost & Sullivan

M/s Frost & Sullivan submitted the report to the client for Concept Master Planning & Business Viability Study of Lahore Knowledge Park Company. The Concept Master Plan aims to provide the framework on which the LKP will establish the physical layouts for the development zones required for the select economic growth factors.

The Concept Master Plan presents guidelines that place environmental sustainability practices at the core of the physical development in the LKP. The design guidelines also maintain a consistent vision of physical elements in the park in line with the LKP's overall goals.

The relevant extracts of the report for conducting investigation studies and detailed sustainable master plan are narrated hereunder:

- **Site Assessment**
  - Topography, Geology & Soils
  - Climate
  - Surface Drainage
  - Water Resources
  - Air Quality
  - Energy Resources
  - Vehicular Access to the Project Site
  - Cultural Heritage and Community Structure
  - Vegetation Cover
- **Conceptual Master Plan**
  - Master Plan Objectives
  - Planning Principles
  - Conceptual Plan for Lahore Knowledge Park
  - Land Use Clustering Options
    - Education hubs
    - Science & Innovation zone
    - Medium density housing
    - Central Business District (CBD)
    - Central Park and Green Network
- **Sustainability Strategies**
  - Integrating Sustainability Strategies
  - Ecology
  - Green building concept (like LEED or like certification as applicable in the region)
- **Physical Development Mechanism for the Lahore Knowledge Park**
  - General Infrastructure

- Wave 0: Preparation
- Wave 1: Construction
- Wave 2: Expansion
- Wave 3: Maturing
- Wave 4: Graduation & Re-invention
- **Utility Infrastructure**
  - Electricity(alternative source options)
  - Natural Gas (alternative source options)
  - Water Supply (ROs) and Wastewater Management
  - Solid Waste Management and Recycling
  - Information Technology (most modern and state of the art)
- **Architectural Design Guidelines**
  - Building Design
  - Height
  - Landscaping
  - Massing
  - Setbacks
  - Entrances and Transparency
  - Materials and Composition
  - Compliance with Design Guidelines
- **Mobility Management Plan**
  - Connectivity with city including ring road
  - Transport (public)
  - Parking
  - Pedestrian

The relevant chapters of the report may be obtained from the Client's Representative (para 2.10.3).