



Lalitpur Sub-Metropolitan City Office
Pulchowk, Lalitpur, Nepal



Letter of Intent Document
for
Short-listing of Consulting Firms

For the
**Preparation of Municipal Transportation Master Plan
of Lalitpur Sub-Metropolitan City**

January, 2016

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Letter of invitation

Date:.....

To:
.....

Subject: Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City

The LSMC invites the application for short listing the interested firms to provide consulting services for the Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City

The background information of the consulting services is attached herewith.

1. Filled Letter of Intent (LoI) should be submitted to Lalitpur Sub-Metropolitan City (LSMC), Procurement section at Pulchowk during office hours as mentioned in the Public Notice.
2. Further information can be acquired from LSMC, Tel.: 5540906/ 5551598,

(.....)

Mr. Bharat Mani Pandey
Chief and Executive Officer
Lalitpur Sub-Metropolitan City

1. Introduction

Migration from rural to urban area is an ongoing process throughout the world. However, it has evolved as a critical problem in the large municipalities of Nepal, causing rapid urbanization. In the large municipalities, such as Lalitpur Sub-Metropolitan City, of Nepal urban population growth rate is very high, therefore, the urban infrastructure and services in those areas is proving to be inadequate. Further delay in addressing these problem, would only add severe difficulties in efficient service delivery and infrastructure management for the urban areas. As the demand for different infrastructure and services increases, the sector which is mostly affected is the road sector as almost all the development infrastructure and services require proper and, efficient road and transport system. The records from the world has shown that transport is one of the leading sector in generating greenhouse gasses. This further necessitates due attention towards development of environment friendly and sustainable transport system. The system further needs to be equitable and accessible by differently abled people, children and elderly people. The provided infrastructure and services should be easily accessible and affordable by the poor. A scientific study and a comprehensive plan to address all these issues and factors is lacking. The addition of new VDCs into the sub-metropolitan city has broadened the area for management of the road infrastructure and services.

Keeping in view of the above facts and growing urbanizing trend, the Office of Lalitpur Sub-Metropolitan City as a part of its continued planning effort, has realized the need of preparation of the Transport Master Plan for the planned development of transport infrastructure and services towards efficiency, safety and sustainability of transport sector and the municipality as a whole. Planning is the base for the sustainable development of any area. Planned implementation of the interventions will ensure optimum utilization of available resources and economic growth; at the same time impart minimum impact on the environment and health of the local people.

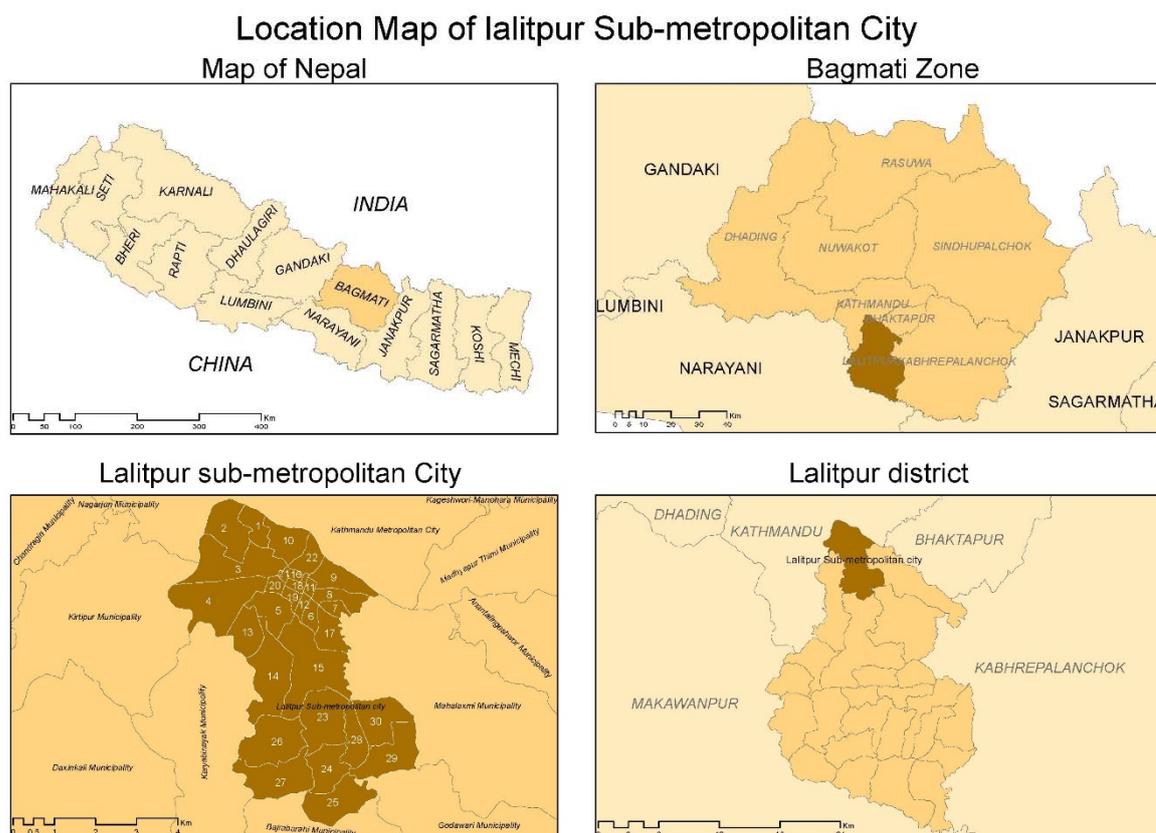
In the above context, the Office of Lalitpur Sub-Metropolitan City intends to call for submission of Letter Of Intent (LOI) by the shortlisted national consulting firms to prepare Municipal Transport Master Plan of Lalitpur Sub-Metropolitan City.

2. Study Area

Lalitpur sub-metropolitan city is located in Lalitpur district, Central Development Region. Lalitpur sub-metropolitan city comprises of 30 wards which was extended from existing 22 wards adding three previous VDCs, Harisiddhi, Dhapakhel and Sunakothi. As per the national census 2068 B.S, the total population of the city is 2,54,308 with male population of 1,30,556 and female population of 1,23,752. Total household numbers in the city is 62,893. It lies between 27° 69' to 27° 62' in Northern latitude and 85°3' and 85° 36' in East longitude.

The city has an area of 24.94 square kilometres and is divided into 30 municipal wards. It is bounded by

- East: Mahalaxmi Municipality
- West: Kirtipur Municipality and Karyabinayak Municipality
- North: Kathmandu Metropolitan City (KMC)
- South: Godawari Municipality and Bajrabarahi Municipality



Lalitpur Sub-Metropolitan City, popularly known as Patan is currently one of the most vibrant cities of Nepal. It is located in about 5 kilometres south-east of Core of Kathmandu City. With its urban history dating back to as far as 2300 years, LSMC is one of the three major cities located inside the Kathmandu valley, besides Kathmandu and Bhaktapur. It is also the third largest city after Kathmandu and Pokhara in terms of urbanization.

Rich historic past, centuries old living culture of the people, thriving city development are what this historic city today boasts of. Of the 217 municipalities of Nepal, Lalitpur is the third largest city. Located adjacent to the capital city of Kathmandu, LSMC has today become an integral part of the valley capital region, called Greater Kathmandu, consisting of two major cities Kathmandu, and Lalitpur.

3. Objectives

The overall objective of the assignment is to prepare Municipal Transport Master Plan for Lalitpur Sub-Metropolitan City. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities.

The MTMP is designed to take account of real needs of the people for infrastructure as per the comprehensive town development plan. The specific objectives of the assignment, but not necessarily limited to the following are:

- Analyse the accessibility and mobility situation
- Prepare a vision for the development of transport sector.
- Prepare inventory of existing roads and road side infrastructure and furniture.
- Study the demand and supply of the existing transport infrastructure and services.
- Study the status of road safety, friendliness to all the users and level of comfort in the use of road infrastructure and services.
- Develop and approve scoring criteria for prioritization of proposed interventions in transport infrastructure.
- Prepare realistic physical and financial implementation plan of prioritized roads for MTMP period.
- Prepare five years municipal transport master plan of Lalitpur Sub-Metropolitan City

4. Scope of the Work

The assignment will be carried out for Lalitpur Sub-Metropolitan City and the following activities shall be carried out for each municipality under the scope of work for this assignment.

- i. Work in regular coordination with the Sub-Metropolitan City Office and other stakeholders.
- ii. Study the relevant reports and literatures published by various institutions.
- iii. Prepare the indicative development potential map and perspective plan of transport facilities and services, and finalize the vision for the development of transport sector and the municipality as a whole.
 - a. Prepare indicative development potential map of existing potential areas and future potential areas.
 - b. Prepare municipal transport perspective plan of interventions of services and facilities, which are identified from the accessibility analysis and municipal workshop. It should be indicated in map.
 - c. Prepare a short-, medium- and long-term vision for the development of transport infrastructure in line with the vision set by the periodic development plan of Lalitpur Sub-Metropolitan City.
- iv. Assess status of road linkages
 - a. Conduct road inventory survey and prepare GIS maps and database with features including road class, length of the section, total width, carriageway

- width, number of lanes, pedestrian way-width, number and location of pedestrian crossing by types, cross drainage structures etc.
- b. Assess the continuity of transport linkages and their use with adjoining municipalities.
 - c. Assess the existing accessibility status within the municipality
 - d. Collect demand for new/upgrading/rehabilitation of transport linkages from wards/settlements on their needs basis.
- v. Assess the use and necessity of road and roadside infrastructures
- a. Study the traffic and pedestrian movement at major road linkages and intersections including the capacity of existing infrastructures.
 - b. Prepare traffic management plan for traffic and pedestrian flow in major road linkages.
 - c. Study the demand and supply of parking facilities (on-street and off-street), charging method, etc. and prepare a parking management plan which may include:
 - Parking space allocation
 - Available parking area map
 - Fare charging and collection method
- vi. Assess the existing status (route, demand & supply, transfer facility, passenger satisfaction, coordination and integration, bus stop and terminal facility, etc.) of public transportation in Lalitpur Sub-Metropolitan City in connection with the adjoining municipalities and metropolitan city. Prepare a plan for the development of efficient, safe and comfortable public transport service which may include (but not limited to) route restructuring, proposed new feasible routes, vehicle use, and frequency to be served, etc.
- a. Assess the existing use of Intelligent Transport System (ITS) and its possible integration in the transport system in Lalitpur Sub-Metropolitan City in the future.
 - b. Assess the mobility scenario of the municipality
- vii. Study the road safety status and issues including (but not limited to):
- a. Identification and location of black spots
 - b. Accidents study and analysis
 - c. Issues with accidents
 - d. Countermeasures to prevent future accidents
 - e. User-friendly infrastructures
 - Pedestrian and Non-Motorized Transport (NMT) friendly
 - Differently abled friendly
 - Children and elder people friendly
- viii. Prepare road classification criteria, propose metric system of road nomenclature and accordingly apply to the GIS database.
- ix. Prepare realistic physical and financial implementation plan of proposed interventions.
- a. Analyse the internal and external financial resources available for roads in the municipality and estimate it for five year MTMP period. Prospects of funding from other external sources, including possible and committed funding from donors shall be taken into account.
 - b. Develop a weighted scoring criteria for the scoring and prioritization for screening and prioritization of proposed interventions. The criteria should be approved by the municipality.

- c. Based on these, prepare a realistic physical and financial implementation plan of proposed interventions of prioritized roads for the MTMP period.
- x. Prepare GIS database and maps of the following:
 - a. Municipal road inventory
 - b. Indicative development potential
 - c. On-street and off-street parking facilities
 - d. Public vehicle routes, demand, supply and service parameters
 - e. Map showing NMT facilities and their characteristics
 - f. Hierarchy of roads
 - g. Travel flow pattern
- xi. Considering the perspective plan and financial plan, prepare or update the five year MTMP of Lalitpur Sub-Metropolitan City.

5. Expected Output

Reports, maps and other documents are the outputs which provide complete information of the desired works as mentioned in the scope of works. Under consulting service following outputs are expected;

- a) **Work Completion Report:** This report must contain full description of Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City with methodology and work performed for preparing the report. The report shall provide complete information of the desired works as mentioned in the scope of works.

6. Methodology

The consultant shall work with the methodology as mentioned bellow;

6.1 Desk Study and Collection of Secondary Information

As the proposed work is primarily based on the secondary sources of information, the consultant's study team shall collect related data, drawings and maps. The collected data, drawings and maps shall study and abstract related information. The consultant shall prepare detail design of field works and administration scheduling during the desk study.

6.2 Field Study, Verification and Specimen Test

The field visit shall carry out for the verification, specimen test and collect the information, which could not be received through secondary sources of data. The field verification and specimen test shall be done for accruing data as mentioned in scope of work as per necessity.

During field visit the consultant shall conduct a consultative meeting with the local stakeholders (committee) such as municipal representatives, user's committee and local people residing within the urban areas. During the consultative meetings, collected secondary data shall be verified.

6.3 Data analysis and synthesis

The existing scenario of environmental status shall be identified through the data analysis and synthesis. The consultant shall adopt an innovative approach during the data analysis and synthesis to achieve qualitative output. All the collected data should be handed to LSMC after the completion of the assignment in proper understandable format.

6.4 Plan preparation and reporting

The plans for development and management of different facilities and services of transport shall be prepared. The consultant shall prepare detail plans for traffic and parking management in the major road linkages, public transport development and management plan, pedestrian and non-motorized transport facilities plan, develop scoring criteria for proposed interventions and prepare financial and physical implementation plan. All the plans prepared should be discussed in detail with the local stakeholders' committee and LSMC. The plans reported

6.5 Mapping

The consultant shall enter and maintain database of all the information collected and plans prepared in GIS. Different parameters of the database should be displayed in formats that is most informative and in practice.

7 Composition of Consulting Team

S. N.	Position	Person	Manmonth	Minimum required Qualification
1	Team Leader	1	4.00	S/he must have Master's Degree in Urban Planning / Transportation Engineering/Planning with at least 5 years of work experience in related field after Master's degree and at least 15 years of work experience in related field after Bachelor degree.
2	Transport Engineer	1	5.00	S/he must have Master's Degree in Transportation Engineering/Transportation Planning/Highway Engineering with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
3	Urban Planner	1	3.00	S/he must have Master's Degree in Urban Planning with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
4	GIS Expert	1	4.00	S/he must have Master's Degree in Geo-information/GIS/RS with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
5	Sociologist	1	2.00	S/he must have master's Degree in Sociology / Anthropology with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
6	Economist	1	2.00	S/he must have master's Degree in Economics with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
7	Civil Engineer	3	18.00	S/he must have Bachelor Degree in Civil Engineering with at least 3 years of relevant working experience after bachelor degree. Master's degree preferable.
8	Computer Operator / support staffs	2	12.00	As required

8 Deliverable

Consultant shall prepare and submit the reports specified below. All reporting shall be in English. Each Inception and draft report shall be submitted in three copies to LSMC, while final report shall be submitted in five copies.

Following report shall submit in time as mentioned below:

8.1 Inception report (3 copies): 3 weeks after the effective date of work order:

Inception report is expected to reveal the format of the final report. This would reveal not only the proper understanding of the study team about the Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City, but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectoral agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the TOR be clearly stated in the report so that necessary actions could be initiated.

8.2 Draft final report (3 copies): 4.5 months after the effective date of work order:

By this time the study team is expected to largely complete works. Draft Final report shall submit within 4.5 months from the date of work order. The consultant with this report required to hold a presentation in LSMC.

8.3 Final Report (5 copies): 6 months after the effective date of work order

5 copies of final report shall submit within 6 months from the date of receiving the work order to commence the consulting service. Normally, the comment in draft final report will be given within 1 week from the date of draft report presentation. It should incorporate all due suggestions received in draft report.

9 Time schedule

Estimated time to complete this assignment shall be 6(six) months from the date of work order.

10 Letter of Intent (LoI)

Date:

To:

.....
Lalitpur Sub-Metropolitan City Office, Lalitpur

Subject: Submission of Letter of Intent (LOI)
(Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City)

Dear Sir/Madam

I/We, the undersigned, offer to provide the consulting services for the **Preparation of Municipal Transportation Master Plan of Lalitpur Sub-Metropolitan City** in accordance with your advertisement for short listing of consulting firm. We are hereby submitting the filled-up form.

Sincerely Yours,

.....
Authorized Signature:
Name and title of signatory:
Name of consulting firm:
Complete Address:

11 Criteria for short listing of consulting firms

Criteria for short listing of consultants will be based on the capabilities demonstrated by the applicants' response in the expression of interest [letter of intent (LOI)]

All consultants must comply with the eligibility criteria and score minimum 50% in each ranking criteria shown below and overall score should be 70%.

11.1 Following documents need to be submitted officially to obtain LOI invitation document

S.No.	Eligibility Criteria	Compliance (Yes/No)
1	Copy of Valid Corporate Registration	
2	Copy of Tax Clearance Certificate of fiscal year 2071/072 or tax submission letter for FY. 2071/72.	
3	Copy of Valid VAT Registration Certificate	
4	Minimum years of standing : 5 years (In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).	

11.2 Principal Criteria for short listing of consulting Firms.

S. No.	Ranking Criteria	Full Marks (as per PWD)	Pass Marks
4.2.1	General experience of consulting firm	20.0	10.0
4.2.2	Experience in similar projects	40.0	20.0
4.2.3	Experience in similar geographic area	10.0	5.0
4.2.4	Availability of staff with suitable qualification	15.0	7.5
4.2.5	Financial capability	5.0	2.5
4.2.6	Availability of equipment and facilities	5.0	2.5
4.2.7	Commitment for code of ethics	3.0	1.5
4.2.8	Commitment for adherence to anti-corruption policy	2.0	1.0
	Total	100.0	70.0
4.2.9	Work in hand	5 marks (-ve)	

11.3 Detail criteria:

11.3.1 General experience of consulting firm: Max. 20 Marks

(Only projects successfully completed in last 10 years)

- a) **Year of establishment: 5 Marks**
(In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).

b) Experience on Physical Development Plan, Periodic plan, Regional Development Plan, Long Term Development Plan, City or Regional Level Master plan, Corridor Development Plan, Physical Infrastructure Plan, Water Supply and Sewerage Network plan, Road Network plan preparation, GIS Base Map, Byelaws and Regulation Guidelines : **15 Marks**

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		

*Please attach additional sheet if needed
(Attach letter/certificates issued by client with year of completion)*

11.3.2 Experience in similar projects: Max. 40 Marks

Preparation of Municipal Transport Master Plan (MTMP), Periodic Plan of Municipality, City Level Master Plan, GIS Base Map of Town or Municipality, Urban Base Map, Road Network Plan of Town or Municipality, Byelaws of Municipality (Only projects successfully completed in last 10 years)

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		
6		
7		

*Please attach additional sheet if needed
(Attach letter/certificates issued by client and year of completion)*

11.3.3 Experience in similar geographic area:Max. 10 Marks

Only projects (outline in 11.3.2) successfully completed in last 10 years in hilly and mountain regions of Nepal

S.N.	Name of projects	Location	Year
1			
2			
3			
4			
5			

*Please attach additional sheet if needed.
(Attach letter/certificates issued by client and year of completion)*

11.3.4 Available of suitable staff with following qualification: 15 Marks

S. N.	Position	Nos	Minimum required Qualification
1	Team Leader	1	S/he must have Master's Degree in Urban Planning / Transportation Engineering/Planning with at least 5 years of work experience in related field after Master's degree and at least 15 years of work experience in related field after Bachelor degree.
2	Transport Engineer	1	S/he must have Master's Degree in Transportation Engineering/Transportation Planning/Highway Engineering with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
3	Urban Planner	1	S/he must have Master's Degree in Urban Planning with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
4	GIS Expert	1	S/he must have Master's Degree in Geo-information/GIS/RS with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
5	Sociologist	1	S/he must have master's Degree in Sociology / Anthropology with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
6	Economist	1	S/he must have master's Degree in Economics with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
7	Civil Engineer	3	S/he must have Bachelor Degree in Civil Engineering with at least 3 years of relevant working experience after bachelor degree. Master's degree preferable.

Attach Curriculum Vitae and Academic Certificate. Curriculum Vitae of proposed personnel should be signed in blue ink. NEC Certificate should be attached in case of proposed personnel with engineering background.

11.3.5 Financial Capabilities :5 Marks

(Average Turn Over in the last five years)

S. No.	F/Y	Annual turnover (Total value of work done in that year)	Remarks
	2067/068		
	2068/069		
	2069/070		
	2070/071		
	2071/072		
Average Turnover			

(Attach copy of audited page or tax clearance certificate that shows total value of work)

11.3.6 Availability of required Equipment and facilities: 5 Marks

S. No.	Description	Unit
1	GIS software (Preferable Arc GIS-x or Equivalent) with authorized licence	1 no
2	Image processing software with authorized licence	1 no
3	Plotter/ Printer	1 no
4	Four wheeler Vehicle	1 no
5	Two wheeler Vehicle	2 no

(Attach purchase bill or hiring letter)

1.3.7 Commitment for code of ethics: 3 Marks

We follow following code of ethics and committed for:

1. We consider humankind as a family, hence we do not discriminate any one by religion, cast and gender.
2. As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
3. As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not publish or given or make available to anyone .
4. We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
5. Being a legal entity the company understands, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

.....

Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:

Note: If you agree on the above statement, please sign to indicate your commitment.

11.3.8 Commitment for adherence to anti-corruption policy: 2 Marks

We, incorporated under Nepal Company Act, is a legal body and we fully abide by the laws of the land. Our policies prohibit offering and kind of bribes to anyone in the course of obtaining contract. All the officials in the company is fully committed to abide by the act.

.....

Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:

Note: If you agree on the above statement, please sign to indicate your commitment.

11.3.9 Works in Hand:5 marks (Negative)

S. No.	Name of Project	Location	Agreement date	Expected completion date
1				
2				
3				
4				
5				

12 INSTRUCTION TO CONSULTANT

Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable.

The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities will result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they will not be eligible to apply in joint venture during the submission of the proposal. The consultants may form a Joint Venture (JV) with maximum of **three** partners only. The consultant shall duly sign and stamp in all submitted documents.

The Consultant shall submit equivalency certificate recognized from Government of Nepal /Tribhuvan University for foreign Academic Certificate or Training Course, if any.

CONTACT ADDRESS:

Lalitpur Sub-Metropolitan City Office

Pulchowk, Lalitpur, Nepal

Phone: 5540906/ 5551598

Fax: 5553966

Website: www.lalitpurmun.gov.np