

**SUMMARIZED RESULTS OF THE MEETINGS
WITH INTERESTED SUPPLIERS
REGARDING DESIGN AND DESIGN SUPERVISION SERVICE PROCUREMENTS**

Dates of the meetings:

10, 13, 14 November, 2017

Location:

K. Valdemāra iela 8, Rīga, LV-1010

Participants:

Kaido Zimmermann – Planning and implementation manager;
Artūrs Caune – Project manager;
Kristaps Rudzis – Junior railway engineer;
Antanas Šnirpūnas – Project expert;

Representatives of interested suppliers

Meetings' agenda

1. Introduction to Rail Baltica project and project schedule;
2. Information on procurements in the field of design works;
3. General information on key milestones in design process;
4. Q&A session. Discussion on the specific topics:
 - 4.1. Time and manpower necessary to do a full design (substructure, superstructure, civil structures such as bridges, underpasses, viaducts) of a section;
 - 4.2. Project management and deliverables, including planning, payment conditions, organization (sections, intermediate results etc.);
 - 4.3. Necessary experience (both organizational and individual) needed to deliver a design in good quality;
 - 4.4. Possible risks in design process and mitigation measures;
 - 4.5. Necessary technical and value engineering analysis of existing solutions;
 - 4.6. BIM implementation in design process;
 - 4.7. Stakeholder involvement in the Client-Contractor relations;
 - 4.8. Management of author's supervision, including possible changes to the design;
 - 4.9. Management of NoBo involvement and technical assessment of technical design;
5. Feedback from the interested suppliers on design procurement matters.

Discussion summary

- 1. Introduction to Rail Baltica project and project schedule;**
- 2. Information on procurements in the field of design works;**
- 3. General information on key milestones in design process;**

General Rail Baltica project schedule, information on procurements in the field of design works, general information on key milestones in the design process were presented¹.

4. Q&A session

4.1. Discussion topic - Time and manpower necessary to do a full design (substructure, superstructure, civil structures such as bridges, underpasses, viaducts) of a section

Summarised response from interested suppliers

Time period necessary to deliver high quality design services ranges in from 1 to 2 years, where up to 6 months are required for initial site investigations. As regards to the manpower, in general, from 15 to 40 full-time professionals are necessary for design service delivery.

4.2. Discussion topic - Project management and deliverables, including planning, payment conditions, organization (sections, intermediate results etc.)

Summarised response from interested suppliers

General scope of the presented railway sections is reasonable amount to consider for the design service provision. The splitting of the proposed design scope into the smaller design objects (in accordance to separate railway sections, special objects, civil structures, state administrative borders etc.) could be advantageous in terms of risk reduction for overall design process, better financial flow management, design coordination with third parties, and give more flexibility for construction implementation. However, splitting into too small design objects could considerably increase administrative part of design process.

Client's involvement in stakeholder (as well as third parties) management at early stage of design process improves the communication and reduces the risks. Design service providers are ready to provide the required input information for stakeholder management and expect the client to coordinate the communication process.

Payment conditions shall ensure regular financial flow throughout the service delivery timeframe by employing certain payment approaches, such as payment based on specific deliverables or payment based on time period for service execution.

Clear responsibilities, change management procedure, technical competence and regular communication among the parties shall be clear at early stage, agreed, planned and ensured through the service provision process.

4.3. Discussion topic - Necessary experience (both organizational and individual) needed to deliver a design in good quality

Summarised response from interested suppliers

Highly experienced professionals of high speed railway design, strong project management leaders experienced in comparable successfully implemented design projects are expected.

4.4. Discussion topic - Possible risks in design process and mitigation measures

¹ The presentation slides are available on RB Rail AS website:

http://www.railbaltica.org/wp-content/uploads/2017/11/DTD_Presentation-for-suppliers.pdf

Summarised response from interested suppliers

The following key risks were noted, together with possible mitigation measures:

- stakeholder management (clearly defined responsibilities, BIM usage);
- third parties involvement (clearly defined responsibilities, BIM usage);
- design approval process (clearly defined at early stage);
- coordination with third parties (clearly defined at early stage);
- local legislation (involvement of local partners);
- quality of input data (quality management assurance);
- design errors (quality assurance management);
- uneven financial flow (timely scheduled financial flow);
- EIA, archaeology, land expropriation, site accessibility (clearly defined responsibilities and proper risk management)

4.5. Discussion topic - Necessary technical and value engineering analysis of existing solutions

Summarised response from interested suppliers

In general, every design services providing company in practice applies the internally developed value engineering methodologies that cover the effective identification, analysis and presentation of possible technical options in order to facilitate the decision making process of all parties involved. BIM is one of the key elements that could be used for this process.

4.6. Discussion topic - BIM implementation in design process

Summarised response from interested suppliers

BIM is widely used for during the design service provision. It is essential to have clear requirements on BIM concept at early stage of design process.

4.7. Discussion topic - Stakeholder involvement in the Client-Contractor relations

Summarised response from interested suppliers

Stakeholder involvement is very important factor for the high quality design service provision. Clear procedure, responsibilities and requirements for stakeholder management is necessary. Client shall be sufficiently involved in the communication with stakeholders.

4.8. Discussion topic - Management of author's supervision, including possible changes to the design

Summarised response from interested suppliers

Even financial flow for design supervision services shall be planned and design change management procedures shall be clearly defined.

4.9. Management of NoBo involvement and technical assessment of technical design

Summarised response from interested suppliers

NoBo, as well as design expertise, shall be involved in the design process at early stage in order to align the requirements throughout the design process.

5. Feedback from the interested suppliers on design procurement matters.

Amount for liability insurance shall be clear.