

## Request for explanation

**Public Tender: PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY**

**Type of Procedure: negotiated procedure with publication**

**Tender ref. No.: Z2017-024864**

**Contracting Authority: Letiště Praha, a. s.**

**Registered seat: K letišti 1019/6, Ruzyně, 161 00 Praha 6**

**Company ID number: 282 44 532**

The Contracting Authority has received a tender from planeground airport consulting GmbH & Co KG, ID No: HRA32506 with its registered seat at Von-Werth Strasse 9-13, 50670 Cologne, Germany (hereinafter referred to as „Tenderer“).

We have carefully checked proposed SCOPE OF SERVICES (v.1.0), (file name: “PRG Project Schedule V2\_1 .xlsx”) – as to be proposed future annex of the contract (hereinafter also referred to as „Scope“). In order to avoidance of any doubt that proposed Scope does not fully comply with the Minimum Technical Requirements (as previously specified in Annex C1 of Tender Documentation) and Specification (as previously specified in Annex C3 of Tender Documentation), the Contracting Authority has indicated some subjects that have to be explained by Tenderer (see below with reference to the part and/or line of SCOPE OF SERVICES (v.1.0) by Tenderer).

Consequently, the Contracting Authority does require i) the confirmations to the prerequisites related to the Scope as stated below, or ii) the answers to the inquiries as addressed below, to be made:

1. AP3 line 52

- not included: *Capacity / Demand analysis of technical system capabilities (HVAC; M&E Systems; Fire Protection etc)*

Please refer to Annex C3 of the Tender Documentation. It is anticipated that the existing Terminal 2 structures will be affected by the extension of the terminal. The impact on the existing structures to be a subject of a profound analysis followed by the proposal of the modifications of all affected

technical/building systems within the existing Terminal 2 structure. The analysis and proposal to be included undoubtedly in the Scope of the services.

2. DP/A3 line 89

- *Study on sustainability concept (e.g. energy efficiency; CO2 neutrality; materials and life-cycle usability etc)*

The Contracting Authority confirms that Study on sustainability concept to be included in Conceptual Elaboration phase to provide the Client with the basic information related to the design sustainability during the initial design phase, although it is also required that study of the same purpose to be also a part of Further Elaboration phase as it is definitively a mandatory part of the Scope of the services sufficiently verifying the energy efficiency of the selected proposal.

3. DP/B1 line 113

- *not included: compilation of comprehensive programme of requirements for the project design*

Please be more specific in regards to the issue that have been addressed: what exactly is not included in this part of the Scope?

4. DP/B 2 line 148

- *not included: detailed calculations and planning on sunprotection, cleaning system, climatization, glare, radar reflection etc*

At this project phase, i.e. Design Study, the Contracting Authority keenly requires to get a complex design proposal properly incorporating all the aspects and requirements related to well-balanced architectural and construction/technical design. It is required that Architectural Design Concept will contain an evaluation related to design complexity to verify sufficiently the proper balance between architectural design and imposed technical consequences, including aspects related to the energy consumption issues imposed directly by the design of the façades. Such evaluation, as a part of the Design Study, will definitively include a technical review of all the related parts of the facades especially but not limited to the sun protection system/items, HVAC etc. in terms of overall heat gain/loose matters.

5. DP/B 2. line 162

- *not included: detailed cost calculation*

The cost calculation in aggregated figures related to the groups of building parts and other building systems as subjects of the design will be submitted to provide the Client with the information allowing the initial cost analysis, initial value management and continuous verification of overall project costs.

6.

*Technical operability studies ('feasibility' level):*

The calculation of the energy consumptions related to the selected proposal to be undoubtedly included in the Scope of Services.

7., 8., 9. DP/B 3. line 178, 188,197,205

*- not included: Possibly necessary adaptations on existing terminal structures & technical systems induced by new project developments; The underlying assumption of proposal is: existing building structures & systems can be retained*

Please refer to Annex C3 of the Tender Documentation. It is anticipated that the existing Terminal 2 structures will be affected by the extension of the terminal. The impact on the existing i) HVAC technologies, ii) M+E systems, iii) fire-protection etc. to be a subject of the profound evaluation followed by the design related to the connection of both the existing and new parts of the terminal structure and/or the modifications of the existing parts of Terminal 2 due to the extension. The evaluation and design in the field/part of all the building systems/technologies including but not limited to HVAC, M+E, fire protection to be included undoubtedly in the Scope of the Services.

10.

Please refer to Annex C1, chapter 1.2.b) of the Tender Documentation. In general, the Client keenly requires the Design Study to fully implement the regulations of civil aviation safety with respect to all the applicable standards recognized internationally. The design shall fulfill all of the associated safety requirements.

On behalf of the Contracting Authority, we request the response to above-stated no later than June 14<sup>th</sup>, 2018 by 10.00 a.m. Prague time zone via email sent to the address

[Redacted address]

[Redacted signature]  
*Member of Committee*

[Redacted signature]  
*Member of Committee*

To:  
**Český Aeroholding. A.s.**

**Jana Kašpara 1069/1  
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Cologne, May 07<sup>th</sup> 2018

**Z2017-024864\_PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY  
Response on “Request for explanation” as of 07.06.2018**

Dear 

We very much appreciate your careful inspection of our proposed SCOPE OF SERVICES as included in the draft contract document of our proposal. And we fully subscribe to your aim to abolish any doubts on the compliance of the proposal with the technical requirements beforehand, because we believe that it is our mutual interest to achieve full clarity on the works and the expectations.

With reference to your specific questions / comments stated in your letter, we would like to respond as follows:

Ad 1.) Our basic understanding with regards to the building installation systems within the project frame is:

- a) The new structures of T2 are deemed to be built as far as practical as a self-sustaining entity and independent from the existing HVAC and M&E circuits in the old T2 building. → for the technical installations in the new structures, calculation of capacity demand, conceptual principles and rough dimensioning of respective technical area reservations on floor plans are of course covered in the scope.
- b) At the interface between new T2 structures and existing T2 building, the predominant issues will revolve around the fire safety. The scope will include a concept of necessary adaptations to be made at these interfaces.
- c) In existing T2, we presume that the redesign will be limited to only interior design adaptations. In addition, the assumption is, that the existing systems are adequately serving today's Terminal 2. In order to find the answer to the question whether and how the existing building installations are affected by the new interior redesign in terms of capacity and suitability we intend to pursue the following approach:
  - At existing T2 areas with a new interior layout (affected by new T2), we'll make new load assumptions for HVAC and M&E installations.
  - These new load assumptions will be compared with the existing T2 capacities. The respective information and documentation (plans etc.) are to be provided by PRG. This basis needs to be comprehensive, accurate and in adequate detail for a subsequent gap analysis.


PRG Design Study - Cover Letter

BANK ACCOUNT:

Commerzbank Aachen | IBAN: DE91 3904 0013 0111 8058 00 | BIC: COBADEFFXXX

VAT ID: DE 815726177


- Where insufficiencies (i.e. gaps) occur, a viable concept of principal solutions will be made.
- For these works we planned an effort of 25 staff-days which are included in the proposal. Any workload that substantially exceeds that amount of effort would have to be subject of negotiations.
- Not included are: a) any inventory or preparatory works to gain proper insight in the configuration, capabilities and conditions of the relevant existing T2 installation b) any detailed dimensioning and planning. The level of detailing of the recommended solutions will correspond with the pre-“preliminary design” stage of the study (i.e. providing principals and general concepts) c) consideration of utility network outside of the indicated project zone.

-  Ad 2) We are aware of the importance and great chance to incorporate state of the art sustainability design (in line with appropriate international framework regulations) at an early stage of the project and intend to incorporate this as a fix element of the concept, that is to be pursued in later design stages. For this purpose, we have secured an internationally renowned and experienced specialist in the field of energy savings / green technology on an exclusive basis in our team ([www.oekotec.de](http://www.oekotec.de)). They will provide valuable input to the planning team with most state of the art recommendations on energy saving methodologies / green tech features tailored for the new PRG terminal.
- Ad 3) We will provide a document with a description of general/functional requirements per functional area of the terminal within project zone. This will include spatial requirements as well as number, dimensions and performance of processing facilities and other relevant provisions. We will not provide a comprehensive catalogue of all rooms and provisions with their specific technical and architectural requirements (this does not correspond with the conceptual planning stage of a design study).
- Ad 4) The works will take due account of the complexity of a terminal facility to the extent of the generally agreed planning stage of a pre-design study. The interdependencies of performance requirements, technical solutions and building design is well-understood and will be incorporated in the planning. However, very specific analysis (e.g. radar reflections) or calculations that are usually being prepared in later design-stages (preliminary design, definite design, technical design etc.) are excluded from the scope.
- Ad 5) The extent and accuracy of the cost calculations are depending on the level of detailing of the underlying planning, - which in this case is a pre-design study. We intend to execute a “sqm x unit price” spread-sheet approach, that will be appropriately differentiated according to the different zones of a terminal. We deem it necessary to cooperate closely with PRG in order to produce a suitable calculation for the envisioned purposes.
- Ad 6) included in the scope
- Ad 7-9) see: response on item 1).
- Ad 10) It goes without saying that the design will fully comply with the relevant international aviation regulations as for instants: EASA aerodrome rules; IATA Airport Development Reference Manual; ICAO Annex 14 etc.

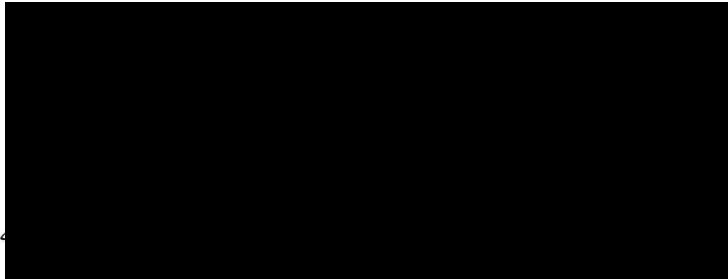
As we are well aware that the discussion about scope and mutual expectations on the results of the design study leaves room for interpretation on both sides, and since we also strive to erase any doubts on compliance to C3 – Minimum Technical Requirements Doc before signing contracts, **we would suggest a direct meeting in PRG on a short notice (e.g. week 25 or 26)** with the purpose to a) clarify the scope in personal with the

relevant representatives b) identify the comprehensive list of deliverables c) define and agree on the level of detailing / extent of works for each deliverable by means of examples taken from other comparable projects (e.g. AMS, MUC, FRA, CGN etc).

We are convinced that our idea of the study results is generally not deviating from your expectations; from our experience at other airports we can conceive of the goals you are aiming at with the assignment of this study. To promote mutual transparency, we deliberately disclosed our staff allocation schedule to let you have insight on our estimated workloads and to be clear on the derivation of our proposal price. Nevertheless, it remains not only legitimate but obligatory for both parties to preclude misunderstandings and associated contractual risks prior to contract signing.

 Looking forward for your response at your earliest convenience,

With kind regards  
Yours faithfully



## Request for explanation No. 2

**Public Tender:** PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY

**Type of Procedure:** negotiated procedure with publication

**Tender ref. No.:** Z2017-024864

**Contracting Authority:** Letiště Praha, a. s.

**Registered seat:** K letišti 1019/6, Ruzyně, 161 00 Praha 6

**Company ID number:** 282 44 532

The Contracting Authority has received a tender from planeground airport consulting GmbH & Co KG, ID No: HRA32506 with its registered seat at Von-Werth Strasse 9-13, 50670 Cologne, Germany (hereinafter referred to as „Tenderer“); for the purposes of receiving further clarifications from the Tenderer, the Contracting Authority approached the Tenderer with a “Request for explanation” dated June 7, 2018. Following such request, the Tenderer responded in a communication titled “Response on Request for explanation as of 07.06.2018” that was delivered to the Contracting Authority on June 14, 2018].

The Contracting Authority keenly requires that, prior to concluding the tender process and/or entering into any contract with any party, the prospective parties clarify and undisputedly comprehend

- i) all the initially known conditions and/or circumstances related to the design development that need to be taken into account in terms of definition of the Scope of the services; and
- ii) the required design work and associated services that will be performed by the prospective contractor, including those resulting specifically from the fact that the new Terminal 2 structures will be done as an extension to the existing terminal facility and consequently the specific design issues will occur.

The Contracting Authority request the Tenderer to follow thoroughly the Annex C1 of the Tender Documentation (Minimal Technical Requirements), especially Article No. 2 (Minimal content of the Design Study Documentation), with specification of what the further elaboration phase must contain in general. Finally, it needs to be clearly understood by the Tenderer that the Design Study will be

essential in terms of architectural/construction design and operational/functional arrangements allowing the subsequent design development (including zoning and building permit submissions) to be elaborated adequately on the basis of the Design Study by other/third parties on separated contracts.

With all due respect to what has been stated by the Tenderer in the response to initial Request for explanation dated June 7, 2018, the Contracting Authority still identifies below-mentioned matters that need to be re-confirmed or affirmed profoundly by the Tenderer to assure the prospective Client of unquestionable understanding of the Scope of the services. Consequently, the Contracting Authority requires the confirmations to the prerequisites, as stated below, to be made by the Tenderer:

1. In general – although it is presumed that new Terminal 2 structures will be constructed as a new building formed partly independent of existing structures, it is required both the existing and new structures to be properly evaluated during the design development phase in terms of assuring the complex functionality of all the related building systems, especially but not limited to both new and existing terminal fire protection systems and ventilation/smoke exhaust system, as they will be operated together in entire Terminal 2 facility. Likewise, the entire passenger flow route must be evaluated and verified in terms of assuring the capacities as specified in Tender Documentation. Since the design must entirely fulfill these requirements, the Scope of the services must include the evaluation made purposely to guarantee the complex functionality in all the related fields of design.

2. The prospective Contractor will be required to make an interior design proposal for newly built terminal structures as well as to propose the modifications of parts of the existing terminal interior space in order to unify both the existing and newly built parts of the Terminal 2 (e.g. common design elements placed into both existing and new parts of the terminal). Finally, the Client's aim is to provide the same level of passenger experience in terms of interior space quality and overall appearance throughout the entire Terminal 2 area after extension. The design must fulfill the above-specified requirements so the Scope of the services must also include specifically the proposal how the existing terminal interior space should be modified in order to unify both the existing and new parts of the facility. Documentation related to existing terminal structures will be provided by the Client.

3. As it was stated previously, it is required that the architectural design including the preliminary/conceptual stage must contain the evaluation related to design complexity in terms of verifications performed to assure the proper balance between architectural design and imposed technical consequences, especially but not limited to the potential excessive energy consumption but also to the construction costs related directly to design approach. A repetitive cost-benefit analysis as a part of the Scope of the services to be performed by the Contractor with results presented at the milestone workshops.

In terms of cost calculations, the Contracting Authority confirms that the method "sq.m. x unit price" to be executed yet still to be differentiated accordingly to the terminal facility zones as proposed in proper details. The calculations to be made purposely to provide the Client with the preliminary construction cost estimates.



In order to provide the Client with the affirmation of the Scope of the services content, the Contracting Authority requires the Scope to be completed to cover properly all the confirmed issues discussed recently including those above-mentioned.

Also, in order to provide the Client with the information associated to i) anticipated list of deliverables and ii) level of detail related to the both architectural/construction design and operational/functional arrangements, a providing of a sample of the study of similar or same purpose would be greatly appreciated. Thus the Contracting Authority respectfully requires the completed study of similar or same purpose to be provided intentionally by the Tenderer as a preview of what will be performed in the case of Prague Airport Passenger Terminal Design Study, i.e. i) list of deliverables (especially but not limited to the set of drawings, visualizations, evaluations, example calculations, cost evaluations and/or analysis etc.); and ii) example drawing set that shows sufficiently the approach to conceptual work, subsequent elaboration, overall design development, proper considerations of pros and cons, level of details elaborated purposely for the subject of the study, etc., both at Tenderer discretion. Considering the Design Study subject, the Contracting Authority kindly asks the studies performed by the Tenderer for Munich Airport and Amsterdam Airport to be provided.

On behalf of the Contracting Authority, we request the response to above-stated to be delivered no later than June 29, 2018 by 10.00 a.m. Prague time zone via email sent to the address

████████████████████  
*Member of Committee*

████████████████████  
*Member of Committee*

To:  
**Český Aeroholding. A.s.**  
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Cologne, June 28<sup>th</sup> 2018

**Z2017-024864\_PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY**  
**Response on “Request for explanation No.2” as of 26.06.2018**

Dear Mrs. [REDACTED]

Thank you again for your Mail with additional questions and requests for confirmation, pertaining to our interpretation of the scope of works underlying to the proposal. With respect to the points stated we are happy to provide you with following comments and answers:

Ad 1.)


- We confirm that the interrelating elements of technical installations between new terminal and existing Terminal 2, including the fire protection system and ventilation/smoke exhaust system, will be duly considered. Nevertheless, we reiterate our earlier made preconditions, that
  - o The analysis will be brought to the respective level of detailing of a pre-study design i.e. viable concepts and principle drawings.
  - o utilities outside the demarcated project zone are excluded.
  - o the necessary documentation and information of the technical installations in Terminal 2 is readily available and of adequate quality i.e. complete, coherent and accurate.
- Of course, PAX-Flows within the project zone (that includes Terminal 2) are analyzed and planned comprehensively. We absolutely comprehend, that the two terminal parts (new and existing structure) ultimately need to function as an integrated whole.
- We are aware of the complexity of functions and interdependencies between existing (old) terminal structures and their (new) extensions – see experience at: MUC Terminal 1 Extension; FRA Terminal 1; CGN new Transfer area etc.

Ad 2.)

- The goal of achieving a unified character and level of service (LoS) within entire Terminal 2 area is well understood. We'll provide an integrated interior design proposal that includes the associated modifications to existing Terminal 2.

Ad 3.)

- The excessive energy consumptions of the terminal (new and existing) as well as potential savings through sustainable design concepts will be evaluated on an adequately high-level approach. However, the above statement remains: the analysis can only be executed under the condition that
  - o the respective necessary documentation and information is readily available and of adequate quality i.e. complete, coherent and accurate.
- Construction costs of course will be brought in balance to the benefits – that is inherent to an optimum and balanced concept. However, the “benefits” can only be brought into account qualitatively but not monetarily. The “sq.-m x unit price” approach can surely feature differentiated zones.

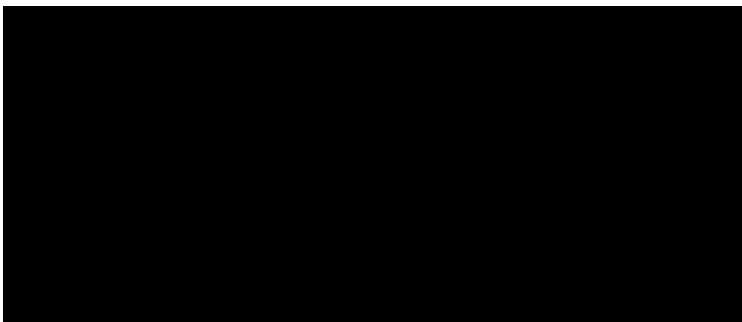
 Comment to last paragraph:

- We are pleased to hear that you embrace the idea of agreeing on a consented list of deliverables with a determination of respective level of detailing. Unfortunately, we are unable to prepare such a list on such short notice. Moreover, we are convinced that an exchange of views and standpoints would not only be most efficient but also most appropriate to convene to an unambiguous mutual understanding on the subject matters.
- We regret that we cannot leave any documentation / samples of our clients’ airport design studies to your possession, - this has to do with the fact that we signed for confidentiality.

In order to determine i) the list of deliverables ii) level of detailing for the architectural / technical elaborations **we reiterate our offer for a near-term personal meeting / pre-contractual workshop in PRG.** The conjoint aim is to eliminate any remaining doubts on potential misinterpretations of the project scope and expected works.

Keenly awaiting your response at your earliest convenience,

With kind regards  
Yours faithfully



## Request for explanation No. 3

**Public Tender: PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY**

**Type of Procedure: negotiated procedure with publication**

**Tender ref. No.: Z2017-024864**

**Contracting Authority: Letiště Praha, a. s.**

**Registered seat: K letišti 1019/6, Ruzyně, 161 00 Praha 6**

**Company ID number: 282 44 532**

In connection with the above stated public tender, the Contracting Authority has received a tender from planeground airport consulting GmbH & Co KG, ID No: HRA32506 with its registered seat at Von-Werth Strasse 9-13, 50670 Cologne, Germany (hereinafter referred to as „**Tenderer**“). For the purposes of receiving further clarifications from the Tenderer, the Contracting Authority subsequently approached the Tenderer with two requests for explanation, pertaining prevalently to ambiguities in the scope of the Tenderer’s services.

- 1) Apart from the communication mentioned above, the Contracting Authority keenly requests that the Tenderer clarifies the additional ambiguities and/or explains the Tenderer’s will expressed in the draft contract, which the Tenderer has submitted as part of its tender:

Please clarify as to whether by inserting the following text in the draft contract for requested service, Particular Conditions, Part B “Additional or Amended Clauses”

*„The relevant annexes of the Tender Documentation apply to this agreement. In particular, the following annexes shall apply to this agreement:*

- *The Minimum Technical Requirements (Annex C1)*
- *The Specifications (Annex C3)*
- *The Minimum Contract Terms and Conditions (Annex D)*

*In case of inconsistencies between the aforementioned annexes and the General Conditions, the aforementioned annexes will prevail“,*

it was the Tenderer’s will and intention that the aforementioned annexes to the Tender Documentation prevail over any and all General Conditions including, but not limited to, terms and conditions also referred to in Part A of the Particular Conditions, “References from Clauses in the



To:  
**Český Aeroholding. A.s.**

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Cologne, July 17<sup>th</sup> 2018

**Z2017-024864\_PRAGUE AIRPORT PASSENGER TERMINAL – DESIGN STUDY  
Response on “Request for explanation No.3” as of 16.07.2018**

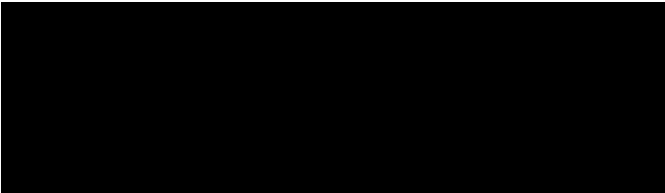
Dear 

We kindly refer to your request for explanation No.3 as of July 16<sup>th</sup>, 2018, in which you seek for unambiguous clarifications from us with respect to the scope of services for the PRG Passenger Terminal Design Study. Please be assured, that we are absolutely determined to fully comply with your will and your instructions as to No.1 and No.2 in your letter.

- No.1) We confirm that all annexes to the Tender Documentation prevail over any and all General Conditions including, but not limited to, terms and conditions also referred to in Part A of the Particular Conditions, “References from Clauses in the General Conditions” (e.g., clause 10.4.1 Arbitration rules, clause 9.1.1 Insurances to be taken out by Consultant and/or clause 1.4.3. Language for communications).
- No.2) We confirm that the future annex of the contract (hereinafter also referred to as „Scope“) covers properly all the confirmed issues discussed recently in our answers (dated June 12<sup>th</sup> / June 28<sup>th</sup>) to the two Contracting Authority's requests (dated June 7<sup>th</sup> / June 26<sup>th</sup>) for explanation and that the Scope fully complies with the Minimum Technical Requirements (as previously specified in Annex C1 of Tender Documentation) and Specification (as previously specified in Annex C3 of Tender Documentation).

If you feel that there's any doubt remaining or passage missing pursuant to the above, please revert to us immediately. Trusting that this statement meets your expectations and that it eliminates any ambiguities or uncertainties with respect to the agreed scope of services, we remain

With kind regards  
Yours faithfully



PRG Design Study – RfE No 3

## 11 Any letter of offer/proposal by the Consultant



## INDICATIVE TENDER

PRG

**Prague Airport  
Passenger Terminal  
-  
Design Study**

Cologne / Amsterdam, 19.04.2018

to:

Český Aeroholding. A.s.

[REDACTED]  
Jana Kašpara 1069/1  
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