

Subject	Pre bid meeting 14 & 15 August 2019		
Project	Dominica Geothermal Risk Mitigation Project		
Location	Roseau, Dominica	Date/Time	14 & 15 August, 2019
Participants	Mark Tomkins (DGDC) Dalton Eloi (DGDC) Rawlins Bruney (DGDC) Allan Toussaint (DGDC) Fidel Grant (DGDC) Shisha Birmingham (DGDC) Darryl Judkins (Jacobs) Sam Pearce (Jacobs) Bidders – as per Attachment 1.		
Attachments	Attachment 1: Bidders attendance list Attachment 2: Day 1, Session 1 DGDC Presentation Attachment 3: Fiscal Incentives re the Dominica Geothermal Development Project Attachment 4: Dominica organisation contact details Attachment 5: Inland Revenue Division – notable areas of taxation memo Attachment 6: Bidders Question and Answers record Attachment 7: DGDC Site visit photos Attachment 8: Previous collected drone footage		

1. Day 1 – 14 August 2019

DGDC Offices at 9:00am – bidders arrived to sign attendance register before walking to Ministry of Finance with DGDC project team, Level 5 - Conference Room. Bidders attendance list included as **Attachment 1**.

1.1 Day 1, Session 1 – Morning

Start: 9:45am, 14 August 2019

Location: Ministry of Finance Conference Room – Level 5

- 1.1.1.** 9:45am Mark Tomkins (DGDC) – Project Manager provided an overview of the project and context (including a H&S briefing) as included in **Attachment 2**. All bidders to take careful note of commentary in this presentation in the preparation of their bids.

Darryl Judkins (Jacobs) presented an outline of the bidding documents and procedures as included in **Attachment 2**.

Please note the correction made to the Timeline slide, specifically the standstill period duration and associated dates.

- 1.1.2.** Throughout this session, two short presentations were provided by Dominica organisations outside of DGDC:

a) 10:30am Ministry of Finance

A representative from the Ministry of Finance commented on the Import Duty exemption in place for the Geothermal Project. The following main points were discussed:

- Import Duty waived
- All other taxes payable

Written memo supplied post meeting by Ministry of Finance “Fiscal Incentives re the Dominica Geothermal Development Project” included as **Attachment 3**.

b) 11:00am Dominica Solid Waste Management Corporation

A representative from the Dominica Solid Waste Management Corporation introduced notable information regarding waste disposal in Dominica. The following main points were discussed:

- There is only one permitted solid waste disposal facility / landfill in Dominica at Fond Cole.
- There are standards that apply to solid waste management and disposal – more can be found out from the Dominica Solid Waste Management Corporation.
- More information on waste disposal and management may be obtained from the Dominica Solid Waste Management Corporation.

1.1.3. Contact details of various people within following organisations have been provided as a post meeting note for bidders to contact and find out more – information issued as bid clarification 0010 and included as **Attachment 4** for completeness:

- Dominica Solid Waste Management Corporation
- Environmental Health Department
- Value Added Tax Unit
- Customs & Excise Division
- Labour Division

1.1.4. Written memo supplied post meeting by the Ministry of Finance, Inland Revenue Division outlining “Notable Areas Of Taxation With Respect To The Construction Of The Geothermal Plant” included as **Attachment 5**.

1.1.5. Discussion held regarding the extent of local contractors situated and operating within Dominica. There are a range of local Dominica organisations with construction capability including workers, equipment and materials. Bidders are encouraged to use local capabilities as they deem appropriate.

Anthony LeBlanc from the Builders and Contractors Association of Dominica attended this meeting and offered to be available to discuss the topic further with bidders should they wish to contact him – details included in attendance register in **Attachment 1**.

1.1.6. 10:45am Bidder question time #1

Bidders were provided an opportunity to request clarifications in person relating to the bid documents and project. A full set of question and answers received verbally during the pre bid meeting are included in **Attachment 6**.

1.2 Day 1, Session 2 – Afternoon

Start: 2:00pm, 14 August 2019

Location: Power Plant Location / WW-P1 / Pipeline between WW-P1 and Bridge

- 1.2.1.** Bidders were provided an opportunity to inspect the Site – including the proposed power plant location, Site access point, WW-P1, Titou Gorge carpark (near IP/040) and the location of the concept suspension bridge crossing the gorge (near IP/180).
- 1.2.2.** Photos taken by DGDC during the visit are included in **Attachment 7**.
- 1.2.3.** The following features were pointed out:
 - DGDC will not be carrying out any additional earthworks or civil enabling works. This will include any buildings or materials that remain.
 - Physical Geotech sampling locations pointed out

2. Day 2 – 15 August 2019

2.1 Day 2, Session 1 – Morning

Start: 8:00am, 15 August 2019

Location: WW-01 / Reinjection pipeline route to clifftop / WW-R1

- 2.1.1.** Bidders were provided an opportunity to inspect the Site – including WW-01 wellpad area, area of pipeline route between WW-01 and top of cliff (near region of IP/280), location of concept pipe bridge over Roseau river (near IP/550), pipeline route between IP/650 and WW-R1.
- 2.1.2.** Photos taken by DGDC during the visit are included in **Attachment 7**.
- 2.1.3.** The following features were pointed out:
 - DGDC will not be carrying out any additional earthworks or civil enabling works. This will include any buildings or materials that remain.
 - Slip and rock fall noted in the region of IP/650. Due to these localised conditions access further up pipe route beyond IP/650 was unsafe and not undertaken.
 - Due to this issue, Bidders should take note that the section of pipeline concept between IP/635 to IP/660 is undergoing a technical review and may be subject to a change in technical requirements as currently set out in the bid documents.

2.2 Day 2, Session 2 – Afternoon

Start: 1:30pm, 15 August 2019

Location: Ministry of Finance Conference Room – Level 5

- 2.2.1.** Bidders were provided an opportunity to request clarifications in person relating to the bid documents and project. A full set of question and answers are included in **Attachment 6**.
- 2.2.2.** DGDC presented previous obtained drone footage and will supply this for Bidders information in **Attachment 8**. DGDC makes no commitment the drone footage supplied reflects current Site conditions or state.
- 2.2.3.** All bidders were instructed to note that the majority of the land that the site visits were taking place on are still privately owned – acquisition is still in progress. The DGDC currently only owns the wellpads. The DGDC sought and was granted permission for the site visits.

Meeting Minutes

Pre bid meeting 14 & 15 August 2019

Bidders MUST NOT enter any of the site areas or DGDC properties (the wellpads) without first seeking and gaining approval from the DGDC.