



Ministry of Transport



Project Management Unit Thang Long



Japan International Cooperation Agency

## Hanoi City Ring Road No. 3 Construction Project, Mai Dich - South Thang Long Section

### Package 3: Consulting Services of Technical Design, Cost Estimation and Tender Assistance

#### Kick-off Meeting

Date : Tuesday 28th July, 2015  
Time : 09:00 – 11:00 A.M.  
Venue : PMUTL Head Office, Hanoi



NIPPON KOEI CO.,LTD.



NIPPON ENGINEERING CONSULTANTS CO.,LTD.



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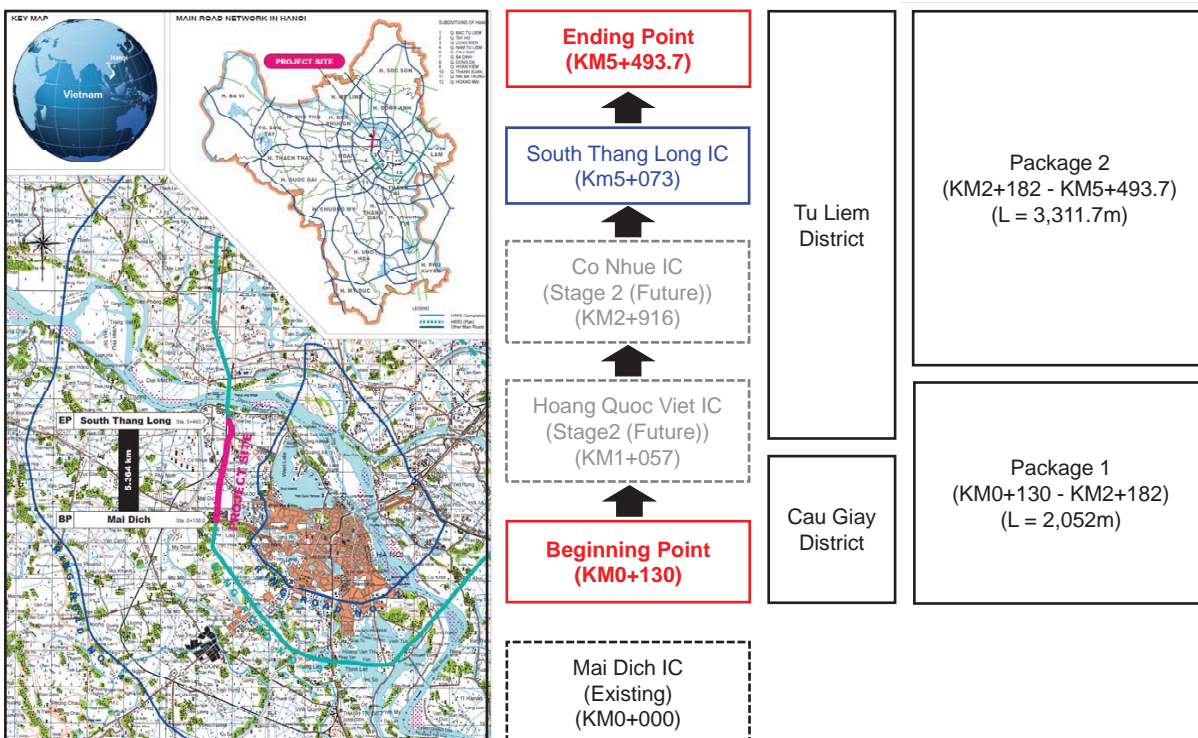
# 1 Project Features

## 1.1 Chronicle

- Hanoi Ring Road No. 3 Construction Program has implemented incrementally since 1998 in consideration of urgency of each section as stated in Correspondence No. 945/CP-KTN issued by the Prime Minister dated 13th August, 1998.
- F/S on the Project section (Mai Dich - South Thang Long section) was approved by MOT in Decision No. 2660/QD-BGTVT dated 3rd September, 2013.
- JICA Loan Agreement (No. VN13-P2) was signed on 24th December, 2013.

# 1 Project Features

## 1.2 Location



## 1 Project Features

### 1.3 Objective

#### Overall Goal (HRR3 Construction Program)

Reduce the numbers of vehicle passing through the city and to smoothen the transportation inside the city.

#### Project Objective (the Project)

Respond to the traffic congestions on the existing Pham Van Dong Street and to the increasing traffic demand by constructing the Project road thereby contributing to the socio-economic development of the area.

#### Project Operational and Effective Indicators (Mai Dich - South Thang Long Section)

No.	Indicators	Unit	Original (Year 2013)	Target (Year 2020)
1	Annual Average Daily Traffic	PCU/day	Urban Road: 53,983	Urban Road: 45,992 Expressway: 29,077
2	Average Travel Time by Car	minutes	Urban Road: 15	Urban Road: 8.0 Expressway: 5.5

Urban Road: Pham Van Dong Street

Expressway: Hanoi Ring Road No.3 (HRR3)

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## 1 Project Features

### 1.4 Site Conditions

#### Geographical Features

- Project road is planned at the south side of the Red River and is a part of the flat plain in the Red River Delta area with 7m to 10m of elevation.

#### Existing Pham Van Dong Street

- Project road is planned on the Existing Pham Van Dong Street which is one of main primary urban road in Hanoi.

#### Main Cross Roads and Metro Lines

No.	Station	Cross Road/Intersection		Metro Line	
		Cross Road/Intersection	Future Plan	Metro Line	Future Plan
1	KM0+000	National Highway No.32	<u>Cross Roads:</u>	Line-3	Under Construction
2	KM1+070	Hoang Quoc Viet Street	To be improved by individual projects	Line-8	To be constructed
3	KM2+950	West Thang Long Street	<u>Intersection:</u>	Line-4	(New Construction)
4	KM4+640	Tan Xuan - Xuan Dich Street	To be improved by Pham Van Dong		-----
5	KM4+820	Nguyen Hoang Ton Street	Street Widening Project		-----
6	KM5+050	South Thang Long Intersection	To be improved in the Project		-----

#### Existing Utilities along the Project Road

- Many utilities exist along or crossing the Project road.

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Source: Decision No. 2660/QĐ-BGTVT dated 3rd September, 2013, MOT

# 1 Project Features

## 1.5 Implementation Plan

### (1) Component (1 of 3)

#### Main Features (Project Road)

No.	Item	Main Features	
		Stage 1: Initial Stage (The Project)	Stage 2: Ultimate Stage
1	Beginning Point (BP)	KM0+130, North side of the existing Mai Dich Flyover	
2	End Point (EP)	KM5+493.7, South side of the existing Thang Long Bridge	
3	Road Length	5.364km	
4	Road Classification	Expressway Class A, Grade 100	
5	Design Speed	100km/hr	
6	Nos. of Lane	4 lanes	
7	Road Width	24.0m	
8	Cross Section Elements	0.5m+2.5m+2@3.75m+0.75m+1.5m+0.75m+2@3.75m+2.5m+0.5m - Carriageway : 4@3.75m= 15.0m - Outer Safe Line : 2@2.50m= 5.0m - Median : 1@1.50m= 1.5m - Inner Safe Line : 2@0.75m= 1.5m - Concrete Barrier : 2@0.50m= 1.0m	
9	Interchange (IC)	1 Interchange South Thang Long IC - IC Type: Half-diamond - Rampway: 1 lane (Width: 7.0m (0.5m+2.5m+3.5m+0.5m))	2 ICs (Half-diamond) - Hoang Quoc Viet IC - Co Nhue IC
10	Viaduct	Total Length: 4.803km Superstructure - Typical Type: PC Super T Girder (Span Length: 30-40m) - At Hoang Quoc Viet/Co Nhue Intersections: Steel Box Girder (Fewness Type, Span Arrangement: 63m+78m+63m) Substructure - All Sections: One Column RC Pier Foundation - Standard Section : RC Bored Pile - Narrow Section : Rotation Steel Pile	
11	Pavement Structure	Ultra-thin Bonded Wearing Course, t=2cm (Urban Road: Porous Course, t=4cm)	
12	Auxiliary Works	Retaining wall, drainage system, lighting system, plants, ditch, noise barrier and preparation works for future installation of ITS equipment. Urban Road: Improvement of existing pavement after construction, restoration of existing drainage system and road lighting.	

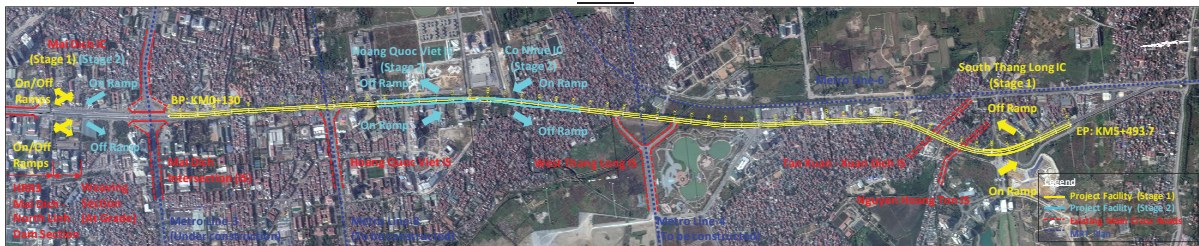
# 1 Project Features

## 1.5 Implementation Plan

### (1) Component (2 of 3)

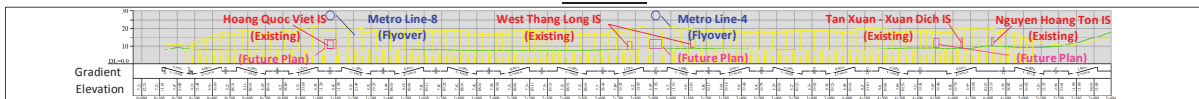
#### Plan and Profile

##### Plan



Const. Construct Package	Package 1 (0+130 to 2+182)			Package 2 (2+182 to 5+493.7)	
Standard/Narrow Sections	Narrow Section (0+130 to 1+240)	Standard Section (1+240 to 2+120)	Narrow Section (2+120 to 2+760)	Standard Section (2+760 to 4+250)	Narrow Section (4+250 to 5+493.7)
Structure	Approach Road (0+248.9 to 0+966.5)	Super-T Girder (1+169.5 to 2+812.5)	Steel Box Girder (2+120 to 2+760)	Super-T Girder (3+015.5 to 5+052.3)	Approach Road
Center Line	Same as Existing Pham Van Dong (PVD) Street (0+130 to 3+420)			Different (3+420 to 4+300)	Same as Existing PVD Street (4+300 to 5+493.7)

##### Profile



# 1 Project Features

## 1.5 Implementation Plan (1) Component (3 of 3)

### Typical Cross Sections

Approach Road Sections At Beginning Point (BP)	Super T Girder Sections Standard Section	Specific Sections Center Line: Different from Existing PVD Street (KM3+420 to KM4+300)
At End Point (EP)	Narrow Section	Steel Box Girder (Fewness Type) (At Intersection)

# 1 Project Features

## 1.5 Implementation Plan (2) Stage Construction

### Stage Construction Plan

Stage	Standard Section		Narrow Section
	Center Line: Same as Existing PVD Street	Center Line: Different from Existing PVD Street	
Stage 1 (the Project)	Construct Viaduct on Existing Center Line of PVD Street 	Construct Viaduct on Future Center Line of PVD Street 	Construct Viaduct on Existing Center Line of PVD Street 
Widening of Pham Van Dong (PVD) Street	Widen Pham Van Dong Street with Frontage Road 	Widen Pham Van Dong Street with Frontage Road 	Widen Pham Van Dong Street with Frontage Road 
Stage 2	Construct On/Off Ramps (At Co Nhue Interchange) 		Construct On/Off Ramps (At Hoang Quoc Viet Interchange) 

# 1 Project Features

## 1.5 Implementation Plan

### (3) Construction Plan (1 of 2)

#### Summary of Viaduct Construction Plan

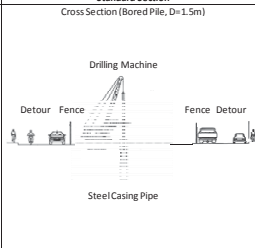
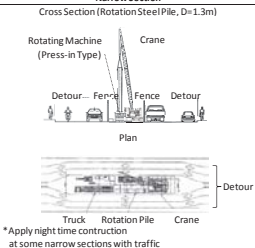
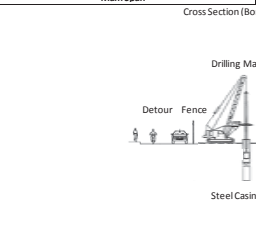
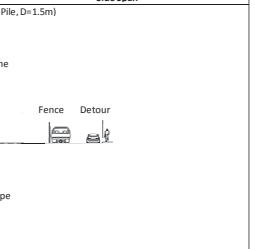
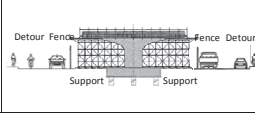
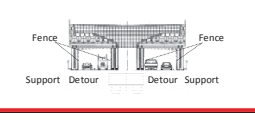
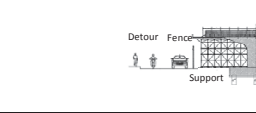

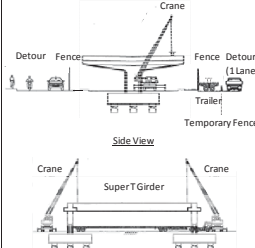
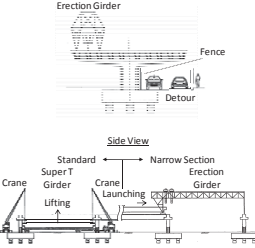
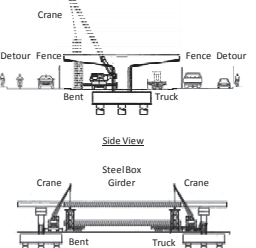
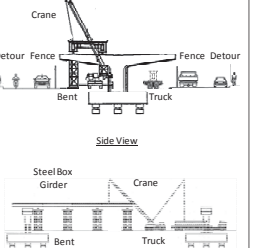
No.	Construction Step	Super T Girder Section		Steel Box Girder Section (Fewness Type)
		Standard Section	Narrow Section	At Intersection
1	Foundation Works	<u>Foundation Type:</u> Bored Pile (D=1.5m) <u>Construction Time:</u> No Restriction	<u>Foundation Type:</u> Rotation Steel Pile (D=1.3m) <u>Construction Time:</u> No Restriction	<u>Foundation Type:</u> Bored Pile (D=1.5m) <u>Construction Time:</u> No Restriction
2	Substructure Works	<u>Temporary Structure:</u> Ordinary Type Support around Pier <u>Construction Time:</u> No Restriction	<u>Temporary Structure:</u> Portal Type Support around Pier <u>Construction Time:</u> No Restriction	<u>Temporary Structure:</u> Ordinary Type Support around Pier <u>Construction Time:</u> No Restriction
3	Superstructure Works	<u>Erection Method:</u> Crane Erection <u>Construction Time:</u> Night Time	<u>Erection Method:</u> Launching Girder Erection <u>Construction Time:</u> Night Time	<u>Erection Method:</u> Crane with Bent Erection <u>Construction Time:</u> No Restriction

# 1 Project Features

## 1.5 Implementation Plan

### (3) Construction Plan (2 of 2)

#### Summary of Viaduct Construction Plan

Construction Step	Super T Girder Section		Steel Box Girder Section (Fewness Type)	
	Standard Section	Narrow Section	Main Span	Side Span
Foundation Works	Cross Section (Bored Pile, D=1.5m) 	Cross Section (Rotation Steel Pile, D=1.3m)  <p>* Apply night time construction at some narrow sections with traffic</p>	Main Span Cross Section (Bored Pile, D=1.5m) 	Side Span Cross Section (Bored Pile, D=1.5m) 
Substructure Works	Cross Section 	Cross Section 	Cross Section 	Cross Section 
Superstructure Works	Cross Section 	Cross Section 	Cross Section 	Cross Section 

## 1 Project Features

### 1.5 Implementation Plan

#### (4) Contract Packaging

##### Contract Packaging

No.	Package	Section	Station	Section Length
1	Package 1	Mai Dich to Co Nhue	KM0+130 to KM2+182	2,052.0m
2	Package 2	Co Nhue to South Thang Long	KM2+182 to KM5+493.7	3,311.7m

## 1 Project Features

### 1.5 Implementation Plan

#### (5) Safeguards

##### Environmental and Social Consideration

- EIA report was approved by MOT (Decision No. 1093/QD-BGTVT dated 25th April, 2013)

##### Land Acquisition and Resettlement

- Centerline of the Project road is followed the existing centerline of Pham Van Dong Street in the F/S plan in order to minimize the land acquisition and resettlement.
- However, the centerline of Pham Van Dong Street from KM3+420 to KM4+300 will be shifted to the left side of road in the future and the Project road is followed it.
- In the above section, state-own-enterprises have used the land as “Temporary Land” according to the contracts with HPC and it is not allowed/existed the permanent structures by the related decisions in the Pham Van Dong Street Widening Project.
- Therefore, land status can be changed without any difficulties/conflicts in the Project.

# 1 Project Features

## 1.5 Implementation Plan

### (6) Initial Project Investment Cots

#### Initial Project Investment Cost

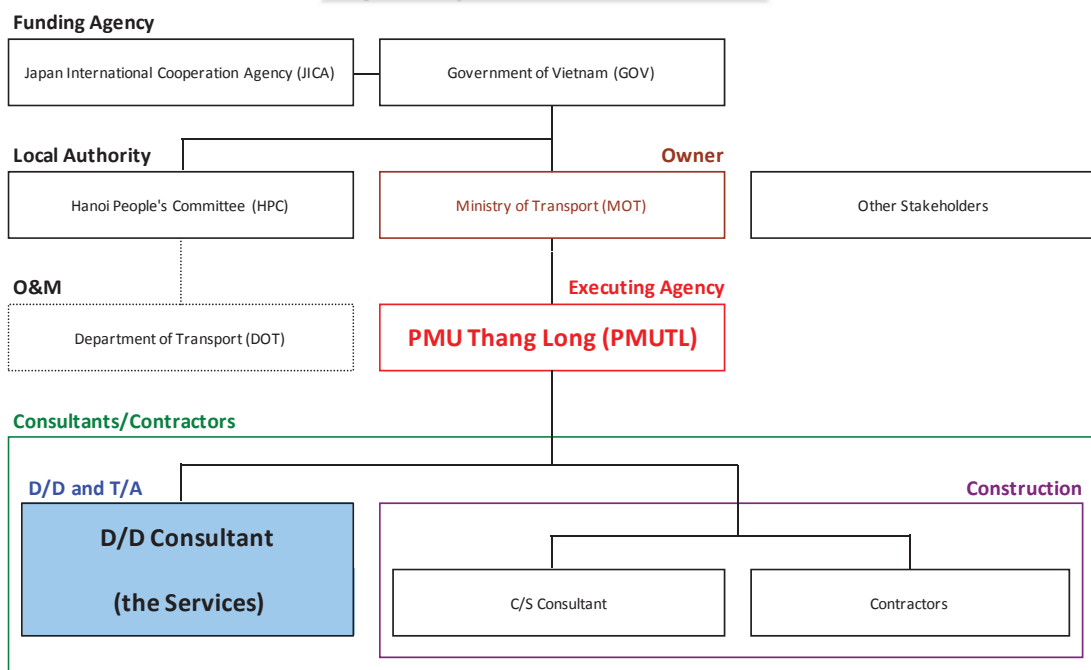
No.	Item	Cost (VND)
1	Construction Cost	3,695,979,000,000
2	Consulting Fee	414,108,000,000
3	Project Management Cost	22,190,000,000
4	Other Costs	100,482,000,000
5	Contingency	866,284,000,000
6	Loan Interest	244,395,000,000
<b>Total</b>		<b>5,343,438,000,000</b>

# 1 Project Features

## 1.5 Implementation Plan

### (7) Project Implementation Structure

#### Project Implementation Structure



# 1 Project Features

## 1.5 Implementation Plan

### (8) Project Implementation Program (1 of 2)

#### Project Implementation Program

No.	Activities	Months	2013	2014	2015	2016	2017	2018	2019	2020	2021
1	<b>Common</b>	-									
a	Approval of F/S by MOT	-									
b	Approval of EIA by MOT	-									
c	Loan Sign	-									
d	Loan Effectiveness	-									
2	<b>Procurement of Consultant (QCBS)</b>	<b>30</b>									
e	D/D Consultant	20									
f	C/S Consultant	10									
3	<b>Procurement of Contractors (ICB w/ P/Q)</b>	<b>15</b>									
g	Preparation of P/Q Documents	1									
h	Approval of P/Q Documents by MOT/JICA	1									
i	Pre-qualification including Evaluation	2									
j	Approval of P/Q Result by MOT/JICA	1									
k	Preparation of Tender Documents	2									
l	Approval of Tender Documents by MOT/JICA	1									
m	Tender Period	2									
n	Evaluation of Bids	1									
o	Approval of Bid Evaluation by MOT/JICA	1									
p	Contract Negotiation	1									
q	Approval of Contract by MOT/JICA	1									
r	L/C Opening and L/Com Insurance	1									
4	<b>Consulting Services (D/D) (the Services)</b>	<b>14</b>									
s	D/D	7									
t	Tender Assistance	14									
5	<b>Consulting Services (C/S)</b>	<b>52</b>									
u	C/S	28									
v	Defect Liability Period	24									
6	<b>Construction/Defect Liability Period</b>	<b>52</b>									
w	Construction Works	28									
x	Defect Liability Period	24									

# 1 Project Features

## 1.5 Implementation Plan

### (8) Project Implementation Program (2 of 2)

#### Proposed Tender Schedule

- Submission of Draft PQ Documents: By 31st July, 2015
- Issuance of PQ Documents: By 15th September, 2015
- Closing of PQ Documents: By 15th November, 2015
- Evaluation of Submitted PQ: By 31st January, 2016
- Issuance of Tender Documents: 1st March, 2016
- Closing of Tender Documents: By 30th April, 2016
- Evaluation of Technical Tender Documents: By 31st May, 2016
- Evaluation of Price Tender Documents: By 15th June, 2016
- Commencement of Works: By 1st July, 2016

## 2 Summary of Consulting Services (the Services)

### 2.1 Work Items

#### List of Work Items

Work Items		Ref. in TOR
<b>Common</b>		Proposed Category
<b>Task Series 1</b>	<b>Project Management</b>	Proposed Task Series
Task 1.1	Establish and control practical management system	Proposed Task
<b>Step I: Detailed Engineering Design Stage</b>		5.1
<b>Step I-A: Review of Preliminary Design</b>		5.1.1
<b>Task Series 2</b>	<b>Review of Preliminary Design</b>	5.1.1
Task 2.1	Review preliminary design	5.1.1
Task 2.2	Establish detailed engineering design framework	Proposed Task
<b>Step I-B: Execution of Detailed Investigation and Detailed Engineering Design</b>		5.1.2
<b>Task Series 3</b>	<b>Execution of Additional/Supplemental Detailed Investigations</b>	5.1.2 (1)
Task 3.1	Conduct topographical survey and existing road surveys	5.1.2 (1)1
Task 3.2	Conduct geological survey	5.1.2 (1)2
Task 3.3	Conduct material sources survey	5.1.2 (1)3
Task 3.4	Conduct existing utilities survey	5.1.2 (1)4
Task 3.5	Conduct drainage analysis	Proposed Task
<b>Task Series 4</b>	<b>Execution of Detailed Engineering Design</b>	5.1.2 (2)
Task 4.1	Conduct highway design	5.1.2 (2)3
Task 4.2	Conduct bridge design	5.1.2 (2)1-2
Task 4.3	Conduct landscape design	Proposed Task
Task 4.4	Conduct traffic management system and facilities design	5.1.2 (2)4
Task 4.5	Review O&M plan	Proposed Task
Task 4.6	Conduct road safety audit	5.1.2 (2)3
Task 4.7	Study construction plan	5.1.2 (2)5
Task 4.8	Assist in reviewing and updating EMP	5.1.2 (2)6
Task 4.9	Assist in preparing existing utilities relocation plan	Proposed Task
<b>Step I-C: Preparation of Tender Documents and Project Cost Estimates</b>		5.1.3
<b>Task Series 5</b>	<b>Preparation of Tender Documents and Project Cost Estimates</b>	5.1.3
Task 5.1	Estimate project cost	5.1.3 (1)
Task 5.2	Prepare tender documents	5.1.3 (2)
<b>Step II: Tender Assistance Stage</b>		5.2
<b>Task Series 6</b>	<b>Assistance for Tendering Procedures and Awarding of the Contracts</b>	5.2.1
Task 6.1	Assist in tendering procedures	5.2.1 1)-2)
Task 6.2	Assist in preparing standards forms to construction supervision	5.2.1 3)
<b>Technology Transfer</b>		5.3
<b>Task Series 7</b>	<b>Provision of Technical Training</b>	5.3
Task 7.1	Provide on-the-job training to local experts	5.3 (1)
Task 7.2	Provide general training to local experts	5.3 (2)

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## 2 Summary of Consulting Services (the Services)

### 2.2 Work Schedule (1 of 2)

#### Work Schedule

Calendar	Calendar Year	2015												2016			
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
Stage	Calendar Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
	Cumulative Month																
	Step I: Detailed Engineering Design Stage	Step I: D/D Stage (7 months)															
	Step II: Tender Assistance Stage	Step II: Tender Assistance Stage (14 months)															
<b>Work Schedule</b>																	
<b>Common</b>	<b>14 months</b>	[Gantt chart bars for Common tasks]															
<b>Task Series 1</b>	<b>Project Management</b>	[Gantt chart bars for Project Management tasks]															
<b>Task 1.1</b>	Establish and control practical management system	[Gantt chart bar for Task 1.1]															
<b>Step I: Detailed Engineering Design Stage</b>		[Gantt chart bars for Step I tasks]															
<b>Step I-A: Review of Preliminary Design</b>		[Gantt chart bars for Step I-A tasks]															
<b>Task Series 2</b>	<b>Review of Preliminary Design</b>	[Gantt chart bars for Step I-A tasks]															
Task 2.1	Review preliminary design	[Gantt chart bar for Task 2.1]															
Task 2.2	Establish detailed engineering design framework	[Gantt chart bar for Task 2.2]															
<b>Step I-B: Execution of Detailed Investigation and Detailed Engineering Design</b>		[Gantt chart bars for Step I-B tasks]															
<b>Task Series 3</b>	<b>Execution of Additional/Supplemental Detailed Investigations</b>	[Gantt chart bars for Step I-B tasks]															
Task 3.1	Conduct topographical survey and existing road surveys	[Gantt chart bar for Task 3.1]															
Task 3.2	Conduct geological survey	[Gantt chart bar for Task 3.2]															
Task 3.3	Conduct material sources survey	[Gantt chart bar for Task 3.3]															
Task 3.4	Conduct existing utilities survey	[Gantt chart bar for Task 3.4]															
Task 3.5	Conduct drainage analysis	[Gantt chart bar for Task 3.5]															
<b>Task Series 4</b>	<b>Execution of Detailed Engineering Design</b>	[Gantt chart bars for Step I-B tasks]															
Task 4.1	Conduct highway design	[Gantt chart bar for Task 4.1]															
Task 4.2	Conduct bridge design	[Gantt chart bar for Task 4.2]															
Task 4.3	Conduct landscape design	[Gantt chart bar for Task 4.3]															
Task 4.4	Conduct traffic management system and facilities design	[Gantt chart bar for Task 4.4]															
Task 4.5	Review O&M plan	[Gantt chart bar for Task 4.5]															
Task 4.6	Conduct road safety audit	[Gantt chart bar for Task 4.6]															
Task 4.7	Study construction plan	[Gantt chart bar for Task 4.7]															
Task 4.8	Assist in reviewing and updating EMP	[Gantt chart bar for Task 4.8]															
Task 4.9	Assist in preparing existing utilities relocation plan	[Gantt chart bar for Task 4.9]															
<b>Step I-C: Preparation of Tender Documents and Project Cost Estimates</b>		[Gantt chart bars for Step I-C tasks]															
<b>Task Series 5</b>	<b>Preparation of Tender Documents and Project Cost Estimates</b>	[Gantt chart bars for Step I-C tasks]															
Task 5.1	Estimate project cost	[Gantt chart bar for Task 5.1]															
Task 5.2	Prepare tender documents	[Gantt chart bar for Task 5.2]															
<b>Step II: Tender Assistance Stage</b>		[Gantt chart bars for Step II tasks]															
<b>Task Series 6</b>	<b>Assistance for Tendering Procedures and Awarding of the Contracts</b>	[Gantt chart bars for Step II tasks]															
Task 6.1	Assist in tendering procedures	[Gantt chart bar for Task 6.1]															
Task 6.2	Assist in preparing standards forms to construction supervision	[Gantt chart bar for Task 6.2]															
<b>Technology Transfer</b>		[Gantt chart bars for Technology Transfer tasks]															
<b>Task Series 7</b>	<b>Provision of Technical Training</b>	[Gantt chart bars for Technology Transfer tasks]															
Task 7.1	Provide on-the-job training to local experts	[Gantt chart bar for Task 7.1]															
Task 7.2	Provide general training to local experts	[Gantt chart bar for Task 7.2]															

■ Rainy Season (Summer Season, Monthly Rainfall > 200mm)

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## 2 Summary of Consulting Services (the Services)

### 2.2 Work Schedule (2 of 2)

#### Reports Submission Schedule

Calendar		Calendar Year		2015							2016							
Calendar Month		Calendar Month		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
Cumulative Month		Cumulative Month		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Stage		Step I: Detailed Engineering Design Stage		Step I: D/D Stage (7 months)							Step II: Tender Assistance Stage (14 months)							
Step II: Tender Assistance Stage		Step II: Tender Assistance Stage		Step II: Tender Assistance Stage (14 months)							Step II: Tender Assistance Stage (14 months)							
Submission Schedule of Reports and Documents																		
Reports/ Documents	Proposal	Inception Report	10 copies (EN: 5,VN: 5)	▲														
TOR7.3.1(1) Proposal	Monthly Report	140 copies (EN: 5,VN: 5)*14 months	▲															
	Project Completion Report	10 copies (EN: 5,VN: 5)	▲															
	Review Report <sup>1)</sup>	10 copies (EN: 5,VN: 5)	▲															
	Draft Updated EMP	10 copies (EN: 5,VN: 5)	▲															
	Draft Final Design Report	20 copies (EN:10,VN:10)	▲															
	Final Design Report	20 copies (EN:10,VN:10)	▲															
	TOR7.3.1(2) Proposal	Draft Bill of Quantities and Cost Estimation	20 copies (EN: 5,VN: 5)*2 packages	▲														
		Bill of Quantities and Cost Estimation	40 copies (EN:10,VN:10)*2 packages	▲														
	TOR7.3.1(3) Proposal	Draft P/Q Documents and Evaluation Criteria	20 copies (EN: 5,VN: 5)*2 packages	▲														
		P/Q Documents and Evaluation Criteria	40 copies (EN:10,VN:10)*2 packages	▲														
	TOR7.3.1(4) Proposal	Draft Tender Documents and Evaluation Criteria	20 copies (EN: 5,VN: 5)*2 packages	▲														
		Tender Documents and Evaluation Criteria	40 copies (EN:10,VN:10)*2 packages	▲														
	TOR7.3.1(4) Proposal	Draft P/Q Evaluation Report	20 copies (EN: 5,VN: 5)*2 packages	▲														
		Draft Tender Evaluation Report	20 copies (EN: 5,VN: 5)*2 packages	▲														
Draft Contract Documents		20 copies (EN: 5,VN: 5)*2 packages	▲															
Standard Forms and Reporting Format (C/S)		10 copies (EN: 5,VN: 5)	▲															
Technical Reports/ Discussion Papers <sup>3)</sup>		D/D Framework <sup>2)</sup>	6 copies (EN: 3,VN: 3)	▲														
	Work Plan (4 Surveys)	24 copies (EN: 3,VN: 3)*4 surveys	▲															
	Survey Report (4 Surveys)	24 copies (EN: 3,VN: 3)*4 surveys	▲															
	Drainage Plan	6 copies (EN: 3,VN: 3)	▲															
	Geometric Design Criteria	6 copies (EN: 3,VN: 3)	▲															
	Typical Cross Sections	6 copies (EN: 3,VN: 3)	▲															
	Alignment Design	6 copies (EN: 3,VN: 3)	▲															
	Interchange Plan	6 copies (EN: 3,VN: 3)	▲															
	Pavement Design	6 copies (EN: 3,VN: 3)	▲															
	Bridge Design Criteria	6 copies (EN: 3,VN: 3)	▲															
	Bridge Plan	6 copies (EN: 3,VN: 3)	▲															
	Landscape Design	6 copies (EN: 3,VN: 3)	▲															
	O&M Plan	6 copies (EN: 3,VN: 3)	▲															
	Road Safety Audit	6 copies (EN: 3,VN: 3)	▲															
Draft Existing Utilities Relocation Plan				▲														

■ Rainy Season (Summer Season, Monthly Rainfall > 200mm)

1) Including Right-of-Way Acquisition Situation

2) Including Updated Project Implementation Program, Contract Packaging, Work Schedule of Consulting Services and List of Applicable Technical Standards.

3) List of Technical Reports/Discussion Papers will be updated with PMU Thang Long at the beginning of Consulting Services.

## 2 Summary of Consulting Services (the Services)

### 2.3 Correspondence Rule

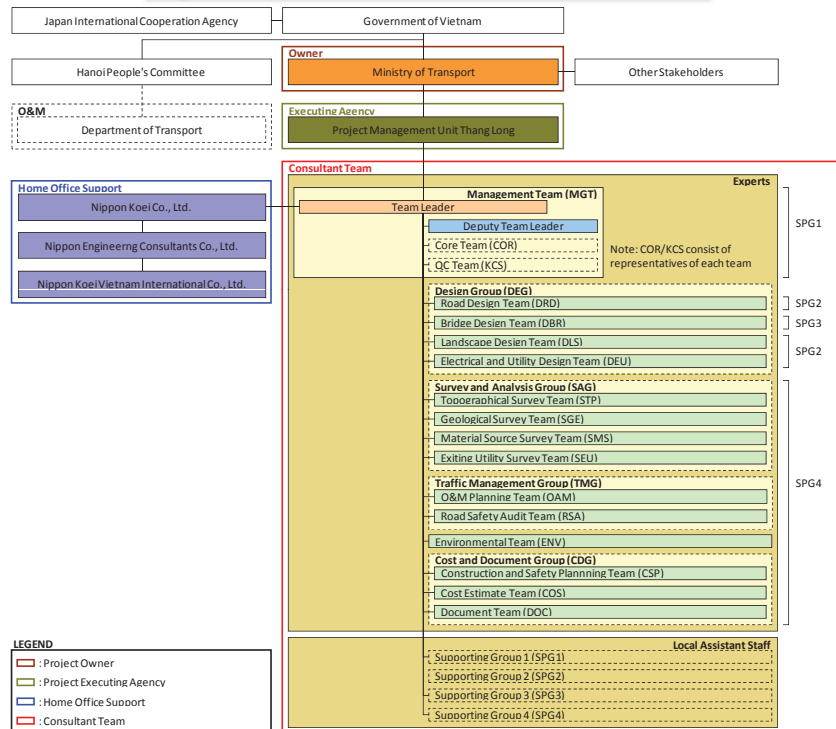
#### Proposed Correspondence Rule

No.	Item		Correspondence Rule
1	Letters	Deadline	Reply within 14 days after receiving a letter
2		Closing	Hold a closing meeting within 7 days in case of not concluded in a letter
3	Reports	Deadline	Issue comments within 30 days after receiving a report
4		Closing	Hold a closing meeting within 7 days in case of not concluded in a comment

## 2 Summary of Consulting Services (the Services)

### 2.4 Organization Structure

#### Organization Structure of Consultant Team



## 2 Summary of Consulting Services (the Services)

### 2.5 Office Arrangement

#### Office Arrangement of Consultant Team

##### Project Office 1 (PO1) at ICON4 Building

All Consultant's staff other than staffs in PO2

##### Project Office 2 (PO2) at BRITECH Head Office

B1(2): Bridge Superstructure Engineer 2 (PC)  
 B1(4): Bridge Superstructure Engineer 4 (Steel)  
 B2(1)-B2(4): Bridge Substructure Engineers 1-4  
 F1-F2: Bridge Foundation Engineers 1-2

### **3 Requests to Other Stakeholders**

**After this Kick-off Meeting, the Consultant will visit Hanoi City People's Committee and Other Stakeholders for discussing on the followings:**

- 1 Existing and Planned Cross Structures**
- 2 Traffic Management Requirements during Construction**
- 3 Construction Safety/Time Requirements**
- 4 Social and Environmental Requirements during Construction**
- 5 Existing and Planned Utilities  
(Incl. Existence and Non-existence of Unrelocatable Existing Utilities)**
- 6 Others**

**We will issue official letters to confirm date/time and agenda.**

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### **4 Meeting Agenda**

**We will report/discuss the followings with PMUTL in this Kick-off Meeting:**

- Mobilization Status of Consultant Staff**
- Draft P/Q Documents**
- Work Schedule and Progress of Survey Works**
- Key Issues on Review of F/S**
- Overall Work Schedule of Consulting Services**
- Outstanding Issues**
  - Project Name**
  - Others**

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**Thank you**