

Exhibit 4-1 – Pre-Proposal Conference Minutes Format

April 03, 2012

US Embassy Moscow
Bolsoi devyatinsky per. 8
GSo Conference Room

Minutes From Cold Water Pipe Relocation Pre-Proposal Conference of April 03, 2012

Introduction

The Contracting Officer welcomed all attendees, introduced John Sligh, OBO Project Director and Igor Veil, FAC project Manager and Mr. Dushkin from UPDK, who can help with design part of the project, if necessary.

Discussion of the Solicitation Package

Contractors were familiarized with the rules of U.S.G. contracting and received a brief explanation what each section of the solicitation means.

The following sections of the solicitation were highlighted: Pricing, Inspection and Acceptance, Deliveries and Performance, Contract Administration Data, Special Contract Requirements, Contract Clauses, Representations and Certifications, Instruction, Conditions and Notice to Offerrors and Evaluation Factors for award.

Description/Specification/ Work statement will be discussed on April 4th, 2012 at 03:00 p.m. at the U. S. Embassy Moscow, GSO Conference room.

Changes to Contract:

Proposals should be sent to the US Embassy Moscow, Attention GSO and not to Charles Krips in Washington DC.

Contract Price has to be separated as follows:

RUB amount for design,

RUB amount for permits,
RUB amount for construction.
RUB amount for insurance to cover the total cost of the project.
RUB amount for 3rd party liability insurance 10% from the total of the contract.
RUB amount for VAT;
RUB Total: XXXXX

Contractor has to indicate the time frame for each of the stage of the project – design, permits and construction.

An Attachment #4 was given to contractors. Contractor needs to add design and permits to Attachment #4.

Contractors must indicate which subcontractors they plan to use and their telephone numbers and also indicate who will be responsible for the design and who will be working on permits.

List of materials must be approved in advance

Questions:

The attached questions were asked during the conference:

Deletion of the Design part of the project: Contractors requested that the design be provided and only solicitation for the construction. The concept of design/build was discussed and they have developed an understanding of how it works and how they can tackle this turn-key project.

Possibility of advance payment: As per the contract, it is possible to process advance payments in accordance with the FAR.

No Letter of Credit (LOC): Letters of Credit is considered an up-front expense that Contractors stated is not a standard practice in Russia. Contractors requested that this be eliminated. Contractors will receive a written answer if a Bank Guarantee will be acceptable.

Conclusion:

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned. All advertised participants did attend.

Sincerely,

Karen Heimsoth
Contracting Officer