

APPENDIX C

LIST OF REQUESTED INFORMATION AND DETAILED POINTS OF DISCUSSION

I. List of Requested Information / Documents

Laws and Regulations

1. The basic laws and regulations for toll road projects to be operated by public agencies, public corporations, or private sector
2. Laws and regulations for implementing and operating toll road projects by public agencies, public corporations, or the private sector (e.g., with respect to procurement; land ownership; security arrangements; legislation to promote foreign investment; applicable tax laws; pertinent general business legislation such as laws protecting property rights and contract enforceability)
3. Documentation of comprehensive road sector legislation, or individual project acts, ordinances, guidelines pertaining to toll road projects by public agencies, public corporations, or the private sector

Contracts

1. Examples of “notable” contract documents related to BOT projects (i.e. documents for the first BOT project, a particularly successful project, a “typical” project, etc.) These documents may include: consultant agreements, preliminary consortium agreements, bidding / tendering documents, project company agreements, project or concession agreements, construction agreements, operation and maintenance contracts, insurance contracts, financing contracts. Documentation of clauses on sharing risks by the public and private sectors would be especially helpful.

Finances

1. Recent annual reports for this and all other relevant organizations
2. Documentation on the budgeting system for road development by the central government, local governments, public corporations, etc.
3. Documentation on the breakdown of the government budget for road development both by road categories and by funding sources for the last ten years
4. Detailed financial statements for all toll facilities
5. Records of actual interest rates, grace periods, repayment terms etc. for toll road debt
6. Documentation on subsidy and public support systems (i.e. low interest loans, revenue support, capital investment support, etc.) for toll road development
7. Average, maximum, and minimum construction costs, maintenance costs, and operation costs for toll road projects by public agencies, public corporations, or the private sector
8. Estimated rate of increase in construction cost per kilometer of divided four (and six) lane motorways (toll and/or non-toll) since express highways began to be built in your country
9. Documentation on the track records of principal toll road financiers, including project-specific information (such documents are often prepared by financiers for promotion and marketing purposes)

Toll Revenue

1. Description of toll collection system and rate/km structure for each toll road (i.e. uniform for network, zone, route, section?)
2. Description of toll classifications (by vehicle type), current toll tables for every toll facility, and proportion of traffic in each classification
3. “Statement of Principles” / rules and procedures for determining and revising toll rates

Planning and Management

1. List and provide a map of all existing and planned toll roads, including the actual or anticipated start of operation, overseeing agencies, principal members of consortiums, equity investors, and other important details
2. Current and/or prior organizational structures of existing and proposed toll road entities
3. Printed and other traveler information
4. Traffic forecast data from before the start of the project, and actual traffic volumes since completion (AADT)
5. Any project assessment and/or evaluation plans or reports
6. If available, provide a master plan document for toll road institutional development, and master plan documents for national, regional, or local transport infrastructure development
7. Multimodal transport corridor analysis studies
8. Environmental impact reports for toll road projects
9. Provide any general government policy documents relating to:
 - transportation infrastructure investment priorities;
 - motor fuel taxation policies;
 - road pricing/taxation policies;
 - parking and driver licensing policies;
 - public transport fare and service policies;
 - urban and regional residential, commercial, and industrial development strategies;
 - urban and regional land use/ zoning policies and design regulations; and
 - land and real property taxation policies.

Operations and Maintenance

1. Workforce statistics categorized by administration, operations/engineering staff, and toll collectors. Which activities are carried out by the concessionaire itself, and which by third parties under contract?
2. Records of costs for toll road maintenance and improvements (widening, safety improvements, etc.).
3. Examples of innovative maintenance work.
4. Toll collection cost records
5. Examples of innovative toll collection strategies (i.e. ETC)
6. Historical (annual) data on operating length and number of toll roads and tunnels, as well as traffic (veh-km and/or ADT)
7. Documentation on profitability of roadside facilities and associated real estate development
8. Explanation of organization of maintenance work

II. Points of Discussion

<i>Primary Topics</i>	<i>Key Points</i>	
General Issues	<ul style="list-style-type: none"> • Toll road development decision-making • Toll road development in historical perspective • Project costs to be redeemed • Policies on tolls, including toll-collecting (concession) period 	<ul style="list-style-type: none"> • Examples of successes and failures • “Institutional knowledge” • Roles of multilateral and bilateral agencies • Advice on study output • Project assessment and evaluation
Institutional Issues	<ul style="list-style-type: none"> • Legislation • Existing institutions • Organizational structures • Institutional planning 	<ul style="list-style-type: none"> • Incentives • Autonomy of operations • Limits of private companies • Building institutional capacity
Regulatory and Legal Issues	<ul style="list-style-type: none"> • Requirement for special legislation • Mode of government control • Rights and obligations • Clarity of authorization • Enabling legislation • Security arrangements • Legislation to promote foreign investment • General business legislation • Tax incentives and concessions • Land and other logistical facilities provided by the government • Contribution of existing assets by the government • Government guarantees and standby financing • Loan and equity contributions 	<ul style="list-style-type: none"> • Assurance of no competing projects • Completion and performance incentives and penalties • Transfer of technology and capacity building • Output specifications in bidding documents • Consultant agreements • Preliminary consortium agreements • Project company agreements • Project or concession agreements • Construction agreements • Operation and maintenance contracts • Insurance contracts • Financing contracts • Transfer of ownership
Project Financing Issues	<ul style="list-style-type: none"> • Funding sources • Financial implications of regulatory frameworks • Project financing environment • Risk management • Multilateral finance 	<ul style="list-style-type: none"> • Bilateral ODA • Public assistance • Cross subsidies • Profit • Forecasting toll revenues • Innovative financing
Planning and Design Issues	<ul style="list-style-type: none"> • Decision-making • Master planning • System implications • Existing infrastructure 	<ul style="list-style-type: none"> • Forecasting for design • Toll collection (including ETC issues) • ITS initiatives
Operations and Maintenance Issues	<ul style="list-style-type: none"> • Public control of maintenance standards • Concessionaire’s ability to attract and retain employees • Relative efficiency of public and private institutions 	<ul style="list-style-type: none"> • Innovative maintenance work that reduces costs and or congestion • Share of operating costs from maintenance and toll collection • Profits from roadside services and real estate development • Overhead costs
Environmental and Socio-Economic Issues	<ul style="list-style-type: none"> • Pollution assessment and mitigation • Community disruption 	<ul style="list-style-type: none"> • Aesthetics • Innovative pricing strategies