



THE MERU NATIONAL
POLYTECHNIC

Technology for Innovation & Development

**REQUEST FOR
EXPRESSION OF
INTEREST FOR
DESIGN AND
SUPERVISION OF
CONSTRUCTION
WORKS &
ENVIRONMENTAL
IMPACT
ASSESSMENT FOR
THE MERU NATIONAL
POLYTECHNIC
BUILDING TECHNOLOGY
FLAGSHIP CENTRE**

FEBRUARY 2020

CONTENTS

PAGE

2.0	BACKGROUND	3
3.0	PROJECT OBJECTIVES	3
4.0	PROJECT SCOPE FOR DESIGN & BUILD FIRM	4 - 8
5.0	DESIGN CRITERIA/STANDARDS/REQUIREMENTS	8
6.0	DRAWINGS & SPECIFICATIONS	8
7.0	REPORTS, DOCUMENTS AND DRAWINGS TO BE SUBMITTED	8 - 10
8.0	KEY ROLE OF VARIOUS SUB-CONSULTANTS	10
9.0	MEMBERSHIP – ROLES & RESPONSIBILITIES	10 - 11
10.0	QUORUM	11 - 12
11.0	BUDGET (COST)	12
12.0	EXPECTATIONS OF THE CHAIRPERSON AND COMMITTEE MEMBERS	12 - 13
13.0	PROBITY AND DECLARATION OF INTEREST	13
14.0	DECISION MAKING	13
15.0	KEY RELATIONSHIPS & ACCOUNTABILITY	13
16.0	REVIEW	13
17.0	MANAGEMENT AND ADMINISTRATION	13 - 14
18.0	PROFESSIONAL INDEMNITY	14
19.0	SPECIAL CONDITIONS & REQUIREMENTS	14
20.0	PROJECT PROCUREMENT METHODOLOGY	14
21.0	EXPENSES & DISBURSMENTS	15
22.0	PARTNERSHIP	15
23.0	INSURANCES & PROFESSIONAL INDEMNITY	15
24.0	LIQUIDATED DAMAGES	15 - 16
25.0	WORK PROGRAMME	16
26.0	PROJECT CONSTRAINTS	16
27.0	PROJECT SCHEDULE, FEES AND PAYMENTS	16 - 18
28.0	EVALUATION CRITERIA	18
29.0	SUBMISSION REQUIREMENTS	18 - 19
30.0	VERSION CONTROL	20

2.0 Background

The Meru National Polytechnic is a government institution under the Ministry of Education (MoE) with a core mandate to provide Technical and Vocational Education and Training (TVET). The Polytechnic is one of the key flagship training centers in Civil Engineering and Building Technology.

The training centre is envisaged to enhance research and innovation capabilities in the field of civil engineering and building technology. The government proposes to provide infrastructure that will include a series of workshops, laboratories, lecture rooms and a library among other facilities for the training centre to meet its enhanced mandate. It is further projected to be a world class high technology research facility and a centre of excellence to cater for civil engineering and building technology needs at the national, regional and international levels. It is estimated that the project will cover about 12,000 Square metres. The proposed development will be located at the Meru National Polytechnic, Meru, Kenya.

3.0 Project Objectives

The Meru National Polytechnic has been identified as one of the flagship projects for quality training and research in civil engineering and building technology. The government proposes to develop infrastructure to cater for the needs of the growing population and to improve the quality of infrastructure facilities that would ensure the best standards of training are attained.

The government therefore intends to hire a firm that will provide consultancy services for infrastructure facilities master planning, design, preparation of tender documents, carry out environmental impact assessment and supervise the construction works.

In order to achieve the above objectives, the consultant will closely collaborate with other stakeholders in order come up with a comprehensive master plan and acceptable designs and buildings that meet industry standards and needs of the population. It is expected that these design and supervision works will ensure that the facilities are designed and constructed in compliance with the National Construction Authority (NCA) standards, as well as meet required compliance to other planning and building by-laws.

4.0 Project Scope for Design & Supervise Firm

- 4.1 The firm will coordinate and carry the overall responsibility for the quality of works and performance of all the design sub-consultants for effective provision of their services.
- 4.2 The scope of Services will generally involve some or all of the following tasks and activities listed below but it is not intended to be exhaustive:

- i. Project Management
- ii. Landscaping designs
- iii. Architectural Design
- iv. Structural/Civil design
- v. Quantity Surveying
- vi. Mechanical Works
- vii. Electrical Works
- viii. Fire Detection and Alarm Systems
- ix. Environmental and social safeguards
- x. Audio visual, structured cabling and telecommunications.
- xi. Other specialized fields and services as required. E.g. Septic and soakage systems,

4.3 The firm is expected to demonstrate the methodology preferred in carrying out the said works considering time, cost [both consultancy and project management] and compliance as three major assessment strategies;

4.4 The firm is to ensure the operations of the facilities will meet the needs of the users who will utilise the facility.

4.5 All proposed works (sketch design proposals) must be submitted to the Meru National Polytechnic for approval prior to detail documentation phase. The Polytechnic has the right to add scope or reduce scope to meet the requirements and standards of technical workshops, laboratories and other facilities.

4.6 Pre design/Design Phase

This preliminary phase includes but not limited to most of the following tasks and activities:

- (a) Review the Client's brief and advise on gaps and omissions in line with emerging trends in TVET infrastructure design.
- (b) Consult key stakeholders as where necessary e.g. the Meru County Government, The National Construction Authority (NCA), Ministry of Education, Ministry of Public Works and National Environmental Management Authority (NEMA)
- (c) Undertake a preliminary site survey to confirm the existing services e.g. utility and telecommunication services.
- (d) Undertake structural investigations if required to establish the nature of substructures and project requirements
- (e) Undertake preliminary consultations with appropriate statutory and local authorities that have oversight for the project
- (f) Develop and confirm the Floor Area, fittings and furniture schedules based on the client's requirements and then review with the client.
- (g) Carry out research and analysis and produce preliminary Architectural Design/s for the Project with approximate costs.
- (h) Review the Design/s with the client and await written approval when modification

- is required.
- (i) Prepare preliminary approximate cost estimate/s based on these modified and confirmed design/s.
 - (j) Prepare and complete an Outline Design Report summarizing the results of the above tasks complete with Preliminary Design including 3D format for submission to the client.

4.7 Detailed Design and Documentation Phase

The detailed design and documentation phase shall include but not limited to the following tasks and activities:

- (a) Complete development of the design, consult stakeholders and undertake tasks to complete as required.
- (b) Prepare detailed Architectural, engineering and services drawings, schedules and specifications. Clarify specifics with the Client as needed.
- (c) Prepare detailed drawings and specifications complete with fixtures, furniture and equipment including preparatory and specialist work for the project.
- (d) Prepare a Design Report summarizing the detailed design including design loadings, assumptions, material technology and applicable standards for elements and components. The report shall be submitted to client.
- (e) Liaise and submit necessary applications and documentation with the respective regulatory authorities and agencies for permits and approvals.

4.8 Supervision Phase

The firm shall carry on the responsibility of providing and facilitation for all Project management services and supervision for the project. Construction Supervision will include some or all of the listed tasks and activities but are not limited to the following:

- (a) Revise the Construction Management Plan and the Cost estimate
- (b) Review and approve drawings prepared by the Subcontractors and equipment suppliers if required.
- (c) Inspection report of materials and equipment delivered to work sites and obtain test data as required in confirming the suitability of materials and equipment should be made available to MNP on request.
- (d) Assist with inspection report for testing the quality of construction works and equipment installation for compliance with the Clients and manufacturers requirements and drawings and specifications.
- (e) Assist with inspection of all completed works and approve as required under the Contract and assist with their checking of completed or as-built schedule of quantities.
- (f) Ensure the contractor adheres to workplace Health and Safety requirements and Environmental protection measures as well as adhering to instructions if improvement in compliance is necessary.

- (g) Maintain a record of the progress of works and the results of inspection and tests and keep the client updated. Record daily progress and submit on a monthly basis.
- (h) Follow instructions from client in connection with the construction of the works.
- (i) Follow issued instructions from client with the regards to specialized work, inspection or testing in connection with the works.
- (j) Monitor actual progress with the Work Programme and advise the client in advance of any development that could delay Project completion.
- (k) Recommend any necessary action that could be taken by the contractor to facilitate timely completion.
- (l) Note construction conditions and forecast any modification and appropriate actions for the works because of unknown /uncertainty conditions.
- (m) Anticipate and prepare any necessary design changes, change orders and facilitating actions with advanced approval of the Client.
- (n) Observe and monitor testing of all Services e.g mechanical, electrical and telecommunication including ensuring the receipt of commissioning Reports for the same.

4.12 Expected Outputs

The firm shall ensure that the following targets and documents are submitted in a timely manner (including documents not listed but may be reasonably considered important):

- (a) Preparation of preliminary investigations and design including an outline Design Report detailing parameters, proposed layout and inclusive of all engineering and associated works.
- (b) Preparation of the finalised design proposal with approximate cost and programme with a PowerPoint presentation and appropriate documentation.
- (c) Prepare complete sets of Contract Documents including detailed working drawings, relevant schedules, specifications for construction and Project Implementation programme reviewed by MNP and shall form part of the contract if required.
- (d) Prepare detailed Work Programme and Professional supervision and project management services until Project completion and commissioning.
- (e) Produce monthly Physical and Financial Progress Reports and with the milestones achieved and an assessment of actuals against goals.
- (f) Anticipate and forecast delays with recommended actions and remedial work to mitigate against these delays.

5.0 Design Criteria/Standards/ Requirements

5.1 The Project shall be designed and constructed in accordance with the KEBS standards, ISO standards, BS standards, National Construction Authority codes and good engineering practice or equivalent standards acceptable to the client.

5.2 Reference made to other standards must be endorsed by the Client and approval obtained prior to its application in the project.

6.0 Drawings and Specifications

- 6.1 The various Consultants of the firm's team will produce all drawings for reproduction at a minimum A3 size for Reports and presentation only. All Construction Drawings are to be A3 size or larger. For Contract signing, A3 format is sufficient but ensure that reduction in scale does not renders the drawings illegible.
- 6.2 If Standard Specifications are used for Contract documentation they should be thoroughly reviewed and amended to suit the specific requirements of the Project and the physical, social, economic and political environment.
- 6.3 Firm to prepare As-Built drawings of the completed works through consultation with the contractor.

7.0 Reports, Documents and Drawings to be submitted

7.1 The firm shall prepare and submit the following documents:

- (a) Monthly Physical and Financial Progress Reports and Milestones achieved.
- (b) Forecasted Delays and recommended actions to mitigate delays.
- (c) Any other matter of note, clarification etc.

7.2 Where Draft and Final Progress Reports are required, the firm shall obtain client comments on the Draft and incorporate those comments in the Final version of the document.

7.3 All documentation produced under the consultancy for the project shall be the property of the client.

7.4 Documents to be supplied during the course of the firm's engagement and the number of copies required are tabled below.

Table 1: Submission requirements

Documents	Number of Copies
Design Reports A4 with Drawings in A3 format	5
Building Permit Application Set to Local Authorities with Drawings in A3 format complete with Specification in A4 format	7

Full sets of Construction Documents in A3 format for drawings with Specification in A4 format.	5
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7.5 All documentations and designs at various phases must be submitted in the above mentioned Sets as hard copy and soft copy to the client.

7.6 The Meru National Polytechnic Building Technology Flagship Centre

The initial assessment as per annexure 1 will give insight to the proposed Building Technology Flagship Centre. Table below indicates briefly the dimensions for the proposed construction sites.

Table 2: Dimensions for proposed construction works

Description	Dimension (Meters)	Floor Area(SQM)	Scope of Works
Proposed Building Technology Flagship Centre	79 x 79 m	9,500 (5 Floors)	Construct facilities and fixed fittings and furniture.
Incubation Centre	22 x 22 m	500	Construct facilities and fixed fittings and furniture.
Men's hostel	40 x 20 m	1,600	Designed to accommodate foreign students/lecturers on exchange programmes and to host seminars and conferences for the flagship center (Incorporated in one building / site as the above)
Ladies' hostel and cafeteria	60 x 20 m	2,400	

8.0 Key Role of various Sub-Consultants

- 8.1 The firm's role mostly Design, supervision & Project Management disciplines includes the provision of all required project management and architectural design and documentation services, by engagement of all necessary secondary and specialist design sub-consultants (if required) which may be included but not be limited to:
- Project Management
 - Structural Engineers
 - Architects;
 - Electrical engineers
 - Mechanical engineers
 - Quantity surveyors
 - Landscape architects
 - Telecommunication engineers
 - Fire Detection and Alarm Systems experts
 - Environmental and social safeguards experts
- 8.2 The Sub-Consultants will be under the responsibility of the Design firm, therefore the firm must ensure that all work is to be of the best trade practice of its trade. Sub-Consultant fees and mandatory required documents to be included in the design firm's submissions.
- 8.3 The client has the right to instruct the firm to change a Sub- Consultant from the project team list.

Membership – roles and responsibilities

- 9.0 A brief description of the roles and responsibilities of the Project Steering Committee members are as follows:
- a) Project Coordinator [*Chief Principal Meru National Polytechnic*]
 - ultimately responsible for the project, 'owns' the Project and has nominated authority to represent the Polytechnic.
 - Reassures the Ministry of Education that the project is being managed effectively and delivering the desired outcomes and products by providing required technical support and guidance.
 - Ensures that the project is continuously funded in all aspects and the interests of the Polytechnic are protected.
 - b) Deputy Project Coordinator - (Centre Leader Meru National Polytechnic)
 - Provides a focal point for the project by co-ordinating information and communications to ensure that the entire project meets the required standards and structurally safe for public and client to occupy and render services.
 - directly accountable for the success of the project and must be empowered to direct the project effectively

- accountable for the quality of services delivered by the supplier, ensuring project administration and compliance from Client, delivery to plan, quality and cost.
- c) Procurement Officer – Meru National Polytechnic
- accountable for the quality of services delivered by the supplier, ensuring project administration and compliance from Client, delivery to plan, quality and cost
 - Coordinates routine/ operational project administration activities.
- d) Users [*HOD Building & Civil Engineering Department*]
- accountable for specifying the needs in the department in terms of quality, functionality and ease of use

In addition, the following roles will provide support to the Project Steering Committee:

- e) Design & Supervise Firm [*name*] – *to be confirmed later*
- manages the project on a day-to-day basis and ensures that the project produces the required products, to the required standards, taking into consideration environmental and social safeguards ensuring the project is delivered within the specified time and budget

Note: as the project gets implemented and should the above named officers get transferred or are no longer in that particular position, this Terms of Reference binds the Position and the Designation of all or any person or position affected herein and thereafter.

10.0 Quorum

Fortnightly Committee meetings should include the Project Coordinator (or Deputy project coordinator) and members of the Project Steering Committee which reflects the different roles of the management structure in order to make decisions.

This is inclusive of the following representation:

- a) Project Coordinator (Chairperson)
- b) Deputy Project Coordinator
- c) Procurement Officer
- d) Contractor or Contractor's representative
- e) HOD Building department
- f) Design & supervise firm

11.0 Budget (Cost & Time)

- 11.1 The consultancy firm will provide a cost breakdown of Design & Supervision costs for the required trades and in addition proposed work plan to cover the required works as detailed in the scope of works.
- 11.2 In accordance with the business case, the Project Proposal will detail the budgetary breakdown and if applicable any agreed cost-tolerance (permissible deviation above and below the plan's estimate). The Project Steering Committee will have the authority to authorise expenditure and the firm will work within any cost-tolerance that has been set. Any cost related project decisions should not be made in the absence of budgetary information.
- 11.3 The Project Plan will identify key milestones for each stage and the Project Brief will detail a time-tolerance to ensure deliverables meet this target.
- 11.4 When a stage plan is forecasted to exceed either cost or time tolerances, an 'Exception Plan' will be submitted to the Project Steering Committee by the Firm.
- 11.5 The Project Coordinator carries the overall responsibility/ authority for expenditure and timelines.
- 11.6 The Project Coordinator will have one standard form of contract that will be collectively discussed with the firm for consistency prior to contracting.

12.0 Expectations of the Chairperson and Committee Members

- a) It is important that all parties of the relevant business areas are represented with a commitment to the role agreed upon by both parties in terms of time (attendance at meetings and responsiveness to meeting activity) and also giving the project the priority it requires to be successful.
- b) Treat people with respect and listen to each other.
- c) Be prepared to challenge anything unrealistic or unachievable.
- d) The Chairperson must ensure that members have had the opportunity to voice their opinions, to be able to challenge and to have their questions answered.
- e) All meetings should have minutes taken and be summed up at the end with decisions, actions to be taken within a given timeframe by whom and any other feedback required. Draft minutes of the meeting should be circulated to all members whether present or
not via email and the final minutes to be ready and circulated with comments incorporated within seventy two (72) hours after any such meeting.
- f) Minutes of the monthly meetings are to be taken by the firm.

15.0 Key Relationships & Accountabilities

[Firms upon submitting the proposal must insert organisational chart of governance arrangements beyond the boundaries of the project committee]

16.0 Review

This Terms of Reference has been reviewed and finalised by the management of the Meru National Poytechnic and discussions with the Polytechnic Council and the Ministry of Education. Any further amendments must be reviewed and if acceptable, they will be approved by the Polytechnic. This document must be protected against unauthorised changes and should carry the Version Control status.

17.0 Management and Administration

- 17.1 Committee paper documentation (e.g. agenda, minutes, brief project progress reports highlighting all major milestones and activities) will be distributed [3] working days prior to the Committee meetings taking place.
- 17.2 The minutes will be sent to all members within seventy two [72] hours of the meeting taking place.
- 17.3 The Project Steering Committee will meet on a fortnightly basis. The frequency of the Project Steering Committee meetings may be subject to change by Project committee members as the project plan progresses.
- 17.4 Project documentation will be co-ordinated with information, communications, monitoring and reporting held securely in a shared file stored on MNP PUBLIC DRIVE by the Project Secretariat to ensure a clear audit and paper trail is maintained.
- 17.5 Project Logs will be regularly maintained and updated by the design & supervise firm e.g. Risks and Issues, Lessons Learned etc.

18.0 Professional Indemnity

The firm is to indemnify the Client against all proceedings, claims, demands, liabilities and expenses of any nature brought on or alleged against the Polytechnic arising directly from the negligence or bad faith of the firm, its employees or / and any of the other sub-consultants.

19.0 Special Conditions and Requirements

- 19.1 The form of contract proposed to be used for the firm selected for the Project will be according to World Bank Procurement Regulations for IPF borrowers.
- 19.2 The legal agreements with all sub-consultants are to be made between the firm and

the particular sub-consultant providing any part of the service.

19.3 The firm is notified that all works are subject to prior reviews.

20.0 **Project Procurement Methodology**

20.1 The Client intends to engage the firm to take the lead role in preparing detailed assessment, scoping, documentation, monitoring, project completion and developing the designs. The designs are to include architectural designs and construction drawings of the project to a point that the client is satisfied that it adequately describes its requirements up to the construction and expiration of the defects liability period (6 months). It is intended that the documentation is completed in its entirety in a Contract direct with the Client.

21.0 **Expenses & Disbursements**

21.1 The firm is to provide with its submission, a proposed schedule of visits/inspections to the project site. Any required inspections and the like shall also be considered. The firm shall also advise of any periods in which they propose to maintain a full time resource on site.

21.2 The proposed schedule of inspections shall be included in the Firms Design & Supervise Agreement and will form the basis for expenses and disbursements.

21.3 All other expenses and disbursements, including but not limited to the cost of phone calls, facsimile messages, printing, photocopying and travel shall be included in the firms' schedule of quantities and prices. Acquittals for such expenses must be provided to the Client.

22.0 **Partnership**

22.1 For any Joint Venture (JV) or sub-consultancy arrangements, written confirmation by all JV or sub-consultant(s) is required to be submitted with the Proposal. For locally based firms, written confirmation and consent from JV partner(s) is required to be submitted with the proposal.

22.2 In the case of the successful firm, further details of the proposed arrangements will be required at the point of entering into the Design & Supervise Contract. This will likely include evidence of "back to back" agreements between the individual entities.

23.0 **Insurances & Professional Indemnity**

The firm shall provide the following;

- I. Professional Indemnity Cover (kes. 5,000,000.00 / \$50,000.00 minimum).

24.0 Liquidated Damages

The firm will be liable for liquidated damages amounting to \$200.00 per working day should there be any approved and documented delay under delegated duties in the execution and completion of the project. The firm shall not be held liable for delays outside of the professional scope of the firm's team such as delays attributed to Statutory Authorities, Client Approvals, Latent Conditions, Weather and Political Climate.

25.0 Work Programme

25.1 The firm shall submit with the Construction Drawings a Proposed Work Programme detailing all phases of activities from award including all phases of works.

25.2 The successful firm shall be required to submit a detailed Work Programme within seven [7] days from the date of the award of the Contract. The Work Programme must be submitted in Microsoft Project Format showing all tasks and activities and Critical Path and hard copy.

26.0 Project Constraints

26.1 Constraints on the Project include but are not limited to:

- (a) Project Schedule – this shall be challenging and last minute changes and additional requests should be avoided
- (b) Project Budget – Firm to allow for 5% provisional sum for payment to relevant local authorities for lodgement of plans
- (c) The adjacent facilities and services shall remain fully operational during the construction period(s).
- (d) Safe working processes to comply with current regulations within the site for personnel, equipment and practices will be enforced.

27.0 Project Schedule, fees and payments

27.1 The following are **indicative milestones** for each of the listed project Components of review, design, documentation, pre-construction and construction preliminary assessment needs to be filled by the firm. Depending on the number of resources a particular firm has assigned towards this project, the firm can submit an alternative work programme to suit the resources and project on hand.

Item	Phase/Activity to be completed	Approximate Duration (months)	Critical Notes/ Comments
1.0	Site Assessment, Design Documentation, Approvals	3	By Firm
2.0	Tendering/ acquisition of a contractor	2	Polytechnic responsible
3.0	Project Supervision	Time Based Contract Maximum 18 months	Must commence construction by November 2020
4.0	Total Duration for Project Implementation	24 months	
	Defects Liability Period	6 months	

27.2 Fees and Payments

- a) The firm shall submit payment claim supported by evidence upon the completion of the stages of the work for this project (in Kenya Shillings). Any variations to the Terms and Conditions of Engagement including Fees between the firm and the client are to be mutually and formally agreed between both parties. The lump sum is to be broken down and progressively paid at the completion of the identified phases listed in the Summary of Prices.
- b) There shall be progressive reporting made by the firm to the project Steering Committee on the completion of the various phases as identified and summary of prices on an equivalent basis as proposed. Progressive Fee Claims are also required to be submitted at the end of each report.
- c) Further Progress Claims during the construction phase are to be submitted at equal time intervals during this phase, over the project duration with the second last claim to be submitted upon reaching the practical completion and handover milestone at the end of the project. The final claim is to be submitted at the end of the Defects Liability Period with the submission of a post construction evaluation report.

- d) Should any project involve other contractual requirements which will incur additional costs on the part of the firm, this shall be negotiated with the Client.

28.0 Evaluation Criteria

28.1 EVALUATION CRITERIA

BASIC SUBMISSIONS / COMPULSORY REQUIREMENTS

1. Firms must be registered and licensed to practice as Consulting Engineering Firms by the Engineer's Board of Kenya
2. Certified copy of certificate of registration/incorporation in Kenya and CR12
3. Certified valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
4. Certified copy of audited financial statements for the last three years for all the firms (2016,2017 & 2018).
5. Detailed company profiles including information on organization, technical and logistical capability to undertake the assignment
6. Relevant Experience in similar works in the last 10 years in similar projects funded by international funding institutions such as the World Bank, African Development Bank, and the Kenya Government demonstrating experience in similar projects.
7. General experience in design, preparation of tender documents/supervision of Large Construction Projects in the last 10 years
8. Specific experience on design, preparation of tender documents/supervision of Large Construction Projects of a value of at least kshs. 300,000,000.00 in Kenya in similar environmental and socio-economic settings in the last 10 years

It is mandatory for the bidder to provide all the requirements listed under (I –V) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per the above list their submission would NOT BE CONSIDERED for further assessment.

The EOI will be assessed on the basis of best value for money consistent with the procurement policies and guidelines applicable to this EOI. In Particular, Consultants will be assessed against the following evaluation criteria (in no particular order):

1. Company Structure & Organization	20%
2. Relevant Company Experience	20%
3. Proposed Resources	20%
4. Project Personnel	20%
5. Financial and Insurance	20%

28.2 Acceptance of Proposal

Given the importance and complexity of the project, Client shall not be bound to accept the lowest fee, or any proposal. Bidders/Proponents are required to follow

the guidelines for preparation of tender as listed below.

29.0 Submission Requirements

29.1 *Firm Structure & Organisation, Project Appreciation*

Provide number of Personnel working in your firm and personnel proposed to work on this project with attached CV. Detail your understanding of the Project and the particular key issues and constraints associated with the Project. Provide particular comments regarding the Project programme and cost constraints.

29.2 *Proposed Design Rationale and Methodology, Relevant Company Experience*

Outline the Design rationale and methodology to address any issues or constraints. Indicate any value adding that your firm will bring to the Project. Given the time constraints for the preparation of submissions, bullet points will be acceptable, together with key examples of cost and time control tools used on similar projects.

Outline your firm's relevant Project experience, with particular reference to ability to execute multiple projects or similar and in addition heritage listed buildings. Post Construction maintenance and operational cost for facilities reflect future cost savings on periodic maintenance and operational cost and give opportunity for growth in provisions of academic or physical activity provisions, hence ability towards innovative design would be an advantage.

29.3 *Proposed Resources / Project Personnel*

Provide relevant details of (and attach CVs for):

- a) Proposed Sub-Consultant/s [if any]
- b) Proposed lead consultant in active charge who will be acting as Project Manager.
- c) Proposed Technical support personnel.
- d) Proposed support personnel.
- e) Environmental and social safeguards personnel.
- f) Details should include relevant experience, proposed role statements and an organizational chart for your team showing links to the Client via the Project Manager and to the Design Consultants. Please concentrate on relevancy of information and be concise.

29.4 *Financial and Insurance*

Provide Annual value of works undertaken as Project Manager for the past two (2) years with values and pictures. State your firm's current commitment and value of work in hand in 2018 & 2019. Attach copies of your Firm's previous two years audited accounts comprising of the Assets and Liabilities and Profit and Loss Accounts statements. Also submit copy of the

Professional Indemnity Cover.

29.6 *Submission of Proposal*

Expressions of interest must be delivered in a written form to the address below

**The Chief Principal
EOI – [Design & Supervision]
The Meru National Polytechnic
P.O. Box 111-60200
Meru, Kenya**

29.7 *Contact*

All contact, queries and the like regarding this TOR shall be submitted in writing and emailed to

The Chief Principal,
Meru National Polytechnic,
P.O. BOX 111 – 60200 Meru.
+ (254) 793937581
Email: info@merunationalpolytechnic.ac.ke

29.8 *Site Visit*

A site visit for all prospective bidders will be held on **3rd March, 2020.**

30.0 Version Control

30.0

Date	Version	Status	Author	Update comments
19/02/2020	1	Final	MNP	-

ANNEXURE 1: CONCEPT PLAN

ANNEXURE 2: PROPOSED SITE PLAN

ANNEXURE 3 – SCOPE OF WORKS AND DRAWINGS

SCOPE OF WORKS

The following is the scope of work for the site but it is mandatory that the contractors visit the sites to appraise themselves with the local conditions and factor in any other requirements or issues present on site.

NOTES:

1. THESE SHOULD BE READ IN CONJUNCTION WITH THE TERMS OF REFERENCE AND DRAWINGS.
2. THIS IS A DESIGN AND SUPERVISION CONTRACT.
3. BASED ON THE CONCEPT DESIGN, THE CONSULTANT WILL PREPARE DEVELOPED DESIGNS FOR CLIENT'S APPROVAL PRIOR TO MOBILIZATION. THE CONSULTANT SHOULD ALLOW FOR A MAXIMUM OF 3 REVISIONS.
4. ONCE THE DEVELOPED DESIGN IS APPROVED, THE CONSULTANT WILL PRODUCE DETAILED ENGINEERING DRAWINGS THAT INCLUDES SERVICES IN LINE WITH THE NATIONAL CONSTRUCTION AUTHORITY (NCA). THE CONSULTANT IS RESPONSIBLE FOR THE LODGEMENT, APPROVAL AND OBTAINING BUILDING PERMIT FOR THE DEVELOPMENT AND THE NECESSARY ASSOCIATED COST.
5. THE CONSULTANT IS TO PROVIDE STAGING PLAN TO EXPEDITE CONSTRUCTION.
6. UPON COMPLETION, THE CONSULTANT IS TO PROVIDE COMPLETION CERTIFICATE TOGETHER WITH NEMA EIA REPORTS (MANDATORY).
7. ALL BIOMETRIC MACHINES INSTALLTION WORKS TO BE CARRIED OUT WITH CLIENT'S SPECIFICATIONS OR ITS EQUIVALENT.
8. OCCUPATIONAL, HEALTH AND SAFETY STANDARDS (OHS) COMPLIANCE CERTIFICATION - OHS INSPECTIONS & RECTIFICATIONS.
9. TINTING & FROSTING OF GLASS TO FRONT WINDOWS & DOORS TO CLIENTS SPECIFICATIONS.
10. ELECTRICAL WIRING WORKS TO STANDARD AND IF NEED BE, PROPOSE FOR ADDITIONAL LOADS. INCLUDE ALL ELECTRICAL WORKS, WIRING AND LIGHTS.
11. ALL CARPENTARY AND JOINERY WORK IS TO BE IN COMPLIANCE OF THE NATIONAL CONSTRUCTION AUTHORITY.
12. INSTALL NEW EXTERNAL AND INTERNAL SIGNAGE TO SPECIFICATION.
13. EXTERNAL AND INTERNAL PAINTING TO BE OF BS STANDARDS.

14. ALL AIR CON INSTALLATIONS AND PROVISIONS TO BE CHECKED BY A MECHANICAL SERVICES ENGINEER. TO DEVELOPED DESIGNS
15. FOR ALL ELECTRICAL WORKS , MECHNICAL WORKS AND BACK UP SERVICES FOR THE WORKS, CONTRACTOR TO LAISE AND WORK ACCORDING TO THE CLIENT'S SPECIFICATION.
16. WHERE EVER POSSIBLE ALL PAINTING WORKS TO BE CARRIED OUT WITH POLYTECHNIC COLOURS WITH CEILEING COLOUR TO BE WHITE.
17. ALL ELECTRICAL AND IT CABLING TO BE DUCTED PROPERLY.