



PROVISION OF ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR FIT OUT OF GLOBAL COMPACT NETWORK KENYA OFFICES IN NAIROBI

TERMS OF REFERENCE

A. INTRODUCTION

This consultancy assignment is for provision of architectural and engineering services for Global Compact Network Kenya offices at Principal Place building located on school lane, Westlands, Nairobi covering a total gross area of approximately **2824 sq. ft on 1st Floor.**

The space will be used for offices and common activities (conference rooms, etc.). Currently the designated space is shell, untilled but has the necessary infrastructure outlets (cables, ducts, pipes etc). The provision of engineering and architectural services foreseen in the context of this assignment comprises primarily the services in three categories namely:

1. The preparation of design and drawings including their approval by the relevant authorities.
2. Preparation of tender dossier including specifications, drawings, and Bill of Quantities (BOQ), required for procurement of fit out works.
3. Identification of a suitable technical contractor, interior designer, to undertake the fit out.
4. Supervision services for the completion of fit out works, which shall be executed in this tender.

B. SCOPE OF ENGINEERING AND ARCHITECTURAL SERVICES

The Engineering and Architectural Company (Consulting Company) is expected to offer a highly skilled and experienced team of experts for successful accomplishment of services in each category, and appoint a Project Manager for overall coordination, who shall serve as Global Compact Network Kenya's day to- day primary contact.

STAGE I: Preparation of Engineering -Architectural design and drawings

This first stage shall comprise though not limited to the completion and submission of the following items/deliverables.

1. Architectural Drawings (including portioning and layouts) for partitioning.
2. Mechanical and Electrical drawings

1- Guidance notes/requirements:

- The Consulting company shall produce design, drawings, with consideration to energy efficiency and upkeep with International environmentally friendly norms and standards.
- Consulting Company shall prepare all requisite documents necessary to obtain all approvals and permits from the building management and other relevant authorities.
- The set of drawings in the categories above shall be developed in compliance to the mandatory standards, capacities and norms of the existing building dictated by the specifications of the primary equipment/systems already built in the building and shall liaise this with the Building Management.

- All drawings (construction and as built) shall comply with the applicable standards of the relevant approving authorities.

2- Architectural drawings:

Architectural drawings, though not limited to following, shall include:

- Floor plans / construction plans / with all partition types and details.
- Floor plans / Furniture design with location plan
- Lighting Plan for Ceilings
- Interior elevations and sections.
- Details and design of all fixed furniture.
- Metalwork, woodwork, and joinery drawings.
- Detailed floor finish/patterns drawings.
- Miscellaneous decorative details.
- Reflected ceiling plans (showing height, materials, finishes and decorative lighting).

3- Mechanical/Electromechanical and Sanitary drawings:

Mechanical and sanitary drawings, though not limited to below, shall include:

- Heating and Cooling system drawings as maybe necessary
- Sanitary system drawing (including water, plumbing etc.) illustrating both layouts and schematics for kitchens /wall fixtures in conformity with Electrical and Architectural Plans.
- Details on fire protection and safety.

4- Electrical drawings:

Electrical drawings though not limited to below, shall include:

- Electrical layouts for ceiling and wall with defined hardware and all other equipment (to be closely coordinated with other drawings/plans), including layout plan, telephone layout plans).
- Plan of electrical and computer network to be coordinated with the client.

During Stage I, Consulting Company shall deploy, at minimum services of 1 Project Manager-Architect, 1 Mechanical/electrical engineer

STAGE II) Preparation of tender dossier including specifications, drawings, and Bill of Quantities (BOQ) required for procurement of “fit out works”.

1. Guidance and Notes:

- Consulting Company shall propose and model, capacity, and sizes for all material and equipment with due regard to environmentally friendly norms and standards.
- Tender documents shall serve as “Statement of Works” and “Technical Specifications” that shall be used during the tendering of fit out works.
- Tender documents shall comprise 4 (four) sections, namely i) “Statement of Works and Technical Specifications”, ii) “Bill of Quantities” iii) “Work Schedule” and iv) “Construction drawings”.

2. Submissions:

During this stage, Consulting Company, though not limited to below, shall comply with below and submit the following:

i) Statement of Works and Technical Specifications

- Statement of Works shall comply with relevant Kenyan Standards
- Technical Specifications of equipment and materials shall be in line with environmental standards and relevant Kenyan Standards.
- Statement of works and technical specifications shall include a schedule of items (in terms of type, colour, model, make) categorically for each office space and common areas as appropriate.
- Statement of works and technical specifications must give detailed explanation of each item of works and not to be general and vague. Standards must be provided for main items of works, materials, and products.

ii) BOQ

- A Bill of Quantities separately for each group of works (i.e. architectural & construction works; electrical/ mechanical; should be provided with estimated prices based on the current market rates.

iii) Works schedule

- Works schedule shall be developed as a Gantt chart.
- Works schedule shall include both construction, construction supervision, temporary, final acceptance, maintenance, and warranty periods.

STAGE III) Management/supervision of fit out works project.

The Consulting Company during this phase shall ensure, though not limited to below, compliance, completion and/or submission of the followings:

Tender phase:

- Provide expert opinion during the tender stage to make sure that the company identified for carrying outfitting works possesses all the required skills and experience to deliver the project as per approved design and work-schedule.
- Technical assistance for Global Compact Network Kenya during bid application process to questions addressed from potential bidders.

Construction phase:

Consulting Company during this phase, shall act as Global Compact Network Kenya's Technical Expert together with Global Compact Network Kenya Staff, as needed and, though not limited to below, carry out the following:

- Issue full package of drawings and other information to respective contractor identified to carry out the fit out works.
- Provide detailed explanations on all questions the fit-out contractor/company may have.
- Lead project site inspections/meetings, including but not limited to kick-off meetings, regular progress meetings, troubleshooting, practical completion/hand over, and final sign-off meetings!
- To ensure compliance with all design parameters, inspect the setting-out, progress and quality of work, and to resolve technical issues that may arise during the works.
- When required, review and comment on periodic financial reports including the effect of any variations on costs due to change orders
- At practical completion stage undertake joint-inspection of the works with all parties and agree a snag-list of deficiencies/outstanding works to be rectified.

- Monitor the work of the contractor company to rectify items on the snag-list.
- Review and certify Progress Payment Reports/Certificates as appropriate.

During the construction phase, consulting company is expected to provide full time services of a project manager who is familiar with office fit out works.

Post construction phase:

Prepare and provide Global Compact Network Kenya with built-in drawings below at the end of the project:

- Architectural Drawings (including portioning and layouts)
- Mechanical and Sanitary drawings
- Electrical Drawings

Provide consultancy and inspection services during the defect's liability period as required.

C. APPROVAL AND ACCEPTANCE:

- All deliverables stated under each category of work are subject to approval of Global Compact Network Kenya.
- Consulting Company shall be responsible to obtain necessary permits and approvals from the Building Management or its designated external Consultant(s), Experts, relevant authorities.
- Upon receipt of Global Compact Network Kenya's feedback on draft documents developed by the Consulting Company, the Consulting Company will have to modify all documents following the suggestions and recommendations from relevant bodies until the whole set is fully approved by Global Compact Network Kenya.
- Once the contract is awarded, Global Compact Network Kenya shall communicate its point(s) of contacts for approval and/or day to day communication.

D. INFORMATION/DOCUMENTATION PROVIDED BY GLOBAL COMPACT NETWORK KENYA

- Global Compact Network Kenya shall provide the Consulting Company with the conceptual lay-out plans for the floor.
- Consulting Company will also be provided with the basic technical specifications that need to be observed and adhered to ensure compliance of the systems and design with the existing infrastructure at the high rise.
- For better understanding of the project and its tasks, for interested offerors (acknowledging their participation in the bidding), Global Compact Network Kenya shall arrange a "site visit" that shall be followed with a clarification meeting.

E. DURATION

The timeframe for I) the preparation of design and drawings including their approval and II) preparation of tender dossier including specifications and Bill of Quantities (BOQ) required for procurement of "refurbishment works" is **maximum 1.5 weeks and III) supervision services for the completion of refurbishment works is within 6 weeks.**

F. MINIMUM QULIFICATION

The Company needs to demonstrate a high degree of technical expertise in the preparation of documents for the project by referring to previous similar projects completed during last 5 years. The company shall conform to existing laws, regulations, and professional codes.

The following minimum requirements will be sought, and the bidders must provide relevant official documentation as regard to their eligibility to meet these requirements in their offers:

- The company involved in the project should have highly qualified architects and have access to other professional – engineers, designers with professional competency in the interior design, broadly in building fit out. CVs of personnel suggested by the company to be assigned to this project should be provided.
- All experts, architects, and other engineers, involved in the project must be licensed/registered experts in their field of expertise, with a minimum of 7 years of experience in profession.
- The company must submit a list of selected projects from the last 5 years, with at least three interior design (or broadly in building fit out) projects in (minimum area of 2000 sq. m). Presented projects must be on a high level in the field of aesthetics, functionality, and flexibility.
- The company should provide the list of its clients during the last 3 years – Global Compact Network Kenya reserves the right to contact any of the clients for references and feedback on company’s performance.
- Additional key documents to be screened are the NCA certificate,EPRAcertificate (for the electrical works) and recommendation letters from similar / previous jobs.

Note: to ensure proper independent oversight over the construction works the company selected as a result of this tender or its personnel/experts can’t be affiliated in any way with the construction company to avoid any conflict of interest.

G. EVALUATION OF PROPOSALS

Proposals from the bidders shall be evaluated through a quality and cost-based approach.

- Any Offeror that does not meet the minimum requirements, set forth above, shall be disqualified and shall not be considered for evaluation.
- The Proposals of the Offerors that meet the minimum requirements set forth above shall be evaluated in the following order.

Technical Evaluation Criteria

Summary of Technical Evaluation Criteria		Points Obtainable
1	Expertise of the Firm, submitting Proposal	20 pts
2	Proposed Work Plan and Approach	20 pts
3	Personnel (summary of CVs)	30 pts
Total		70 pts

- Only the bidders who would secure the minimum of 70% technical score shall be evaluated further.

FINANCIAL PROPOSALS

The financial proposal shall provide a detailed cost breakdown (with Items, Unit of measure, Unit Price and Estimated Cost). The price will include all items - design, management and quality control costs, taxes, and costs to meet Public Authorities' requirements.

N/B

Technical and Financial proposals will have 70% and 30% ratings respectively, in determining the overall evaluation.

H. PAYMENT

Payments to Consulting Company once contracted using the standard Global Compact Network Kenya contract for professional services shall be made on the basis of successful completion of each stage against payment certificate as appropriate.

I. TIME FRAME FOR SUBMISSION OF TENDERS AND CLARIFICATION

Interested companies /consultancies should submit their proposal including technical and financial to Global Compact Network Kenya on the email address below with subject line `**TOR for provision of Architectural and Engineering Services`.**

info@globalcompactkenya.org

To be received on or before **Tuesday May 14, 2024**, midnight Kenyan time

Late submissions shall be disqualified.