

# REPUBLIC OF KENYA



## COUNTY ASSEMBLY OF KISUMU

**TENDER NO. CAK/EOI/UMCAC/2020/2021/10/01**

**TENDER NAME: EXPRESSION OF INTEREST**

**FOR**

**PROVISION OF CONSULTANCY SERVICES FOR DESIGN AND SUPERVISION  
OF CONSTRUCTION OF ULTRA – MODERN KISUMU COUNTY  
ASSEMBLY CHAMBERS / OFFICES AND ASSOCIATED WORKS**

**IN**

**KISUMU CITY (KISUMU COUNTY)**

**DATE OF NOTICE: Wednesday 18<sup>th</sup> November, 2020**

**CLOSING DATE: Friday 27<sup>th</sup> November, 2020 at 11:00a.m**

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## **SECTION 1: INTRODUCTION**

### **1.1 OVERVIEW**

#### **(a) BACKGROUND**

The Constitution of Kenya 2010 under Article 176 established, for each County in Kenya, a County Assembly as an organ of the County Governments for the purpose of delivery of devolved services at the County level, and whose major roles include Legislation, Representation and Oversight.

Kisumu County Assembly is governed by County Assembly Service Board and has a total of 48 members of assembly (Elected and nominated) together with 86 staff members including subordinate and interns.

Since the onset of devolution, the Kisumu County Assembly has been operating in the then County council chamber alongside Education blocks as Assembly chambers and offices respectively. The chamber and offices as they are, are squeezed and cannot accommodate all staff members and MCAs. There is also not enough space for both public and speakers gallery.

#### **(b) OBJECTIVE**

The main objective is therefore to have a design followed by construction of an Ultra-Modern Assembly chambers / offices and associated works alongside associated works for both staff and MCAs. It's hoped that the design and construction of the complex will be executed through eco-architecture and environmentally sensitive designs, with very low impact on the environment.

An innovative approach to the design must also be incorporated to accommodate future increase in personnel of Kisumu County Assembly while the design of the Chambers / offices and associated works must take into consideration the fact that Kisumu is a regional city and county.

#### **(c) CONCEPTUAL DESIGN AND PLAN**

A conceptual design and plan shall be prepared by the consultant in consultation with the client. Kisumu County Assembly does not guarantee that any data available at the onset of the project is fully correct, updated, and applicable to the project at hand. The winning bidder is responsible for the accuracy and applicability of all data.

Prospective bidders may introduce an entirely new concept subject to the design parameters, performance standards and space requirements set by this TOR.

#### **(d) PROJECT DESCRIPTION AND LOCATION**

The project is to be implemented in two (2) stages namely the design stage and construction stage. In the design stage, the consultant shall be required to prepare and submit design plans that is compliant with the design parameters and performance specifications set by this TOR. The construction stage shall commence after all clearances and/or permits from Kisumu County assembly and approving authorities are issued to the consultant.

The complex building shall be designed for three (3) storeys with basement and will be constructed on approximately two acre parcel within Milimani of Kisumu city. Situated on this parcel is an old structure which will be demolished on commencement of construction. Prospective bidders shall be required to submit a construction schedule incorporating the above-mentioned arrangement.

The design shall be prepared to meet applicable requirements of the Laws, Codes and Standards relating to; Buildings, Fire, Occupational safety and Health standards as well as other laws covering environmental concerns and regulations

In cases where there are conflicts in the provisions of the above stated Laws, Codes and Standards, the most stringent provision shall apply.

The services will be carried out in Kisumu City. The Consultant shall therefore be based in Kisumu or at least in Kenya during this period and should maintain regular contact with the Client.

In furtherance of this endeavor, the County Assembly seeks to engage consultant(s) in designing and construction supervision of the said facility. Interested firms/consortia/joint ventures must include the following disciplines/consultants in the design team:

- a) Architectural (Lead Consultant)
- b) Civil /Structural Engineer
- c) Quantity Surveyors
- d) Electrical/Electronic Engineer
- e) Mechanical Engineer.
- f) Landscape Architect
- g) Interior Designer
- h) Environmental Expert

The **consultant firm, Consortium or joint venture** selected will render services which include all activities, whether explicitly named or not, deemed relevant for the successful completion of the design, preparation of bid documents and supervision of construction of the ultra modern Kisumu County Assembly Chambers / Offices and Associated Works.

### **1.2 Clarifications**

Interested and eligible firms, consortia or joint ventures may obtain further information or clarifications and inspect detailed submission requirements at the office of the Director – Supply Chain Management located at Mega Plaza, Oginga Odinga Street, Wing ‘A’, 9<sup>th</sup> floor during normal working days between 0900hrs to 1600hrs except on Weekends and Public Holidays or Email your enquiries through [kisumuassembly@gmail.com](mailto:kisumuassembly@gmail.com).

The document can also be accessed online via (County Assembly of Kisumu Website; [www.kisumuassembly.go.ke](http://www.kisumuassembly.go.ke)) and can be downloaded free of charge. Bidders who download the tender document must arrange to register with County Assembly of Kisumu and for the purposes of receiving any further clarification and/or addendums if need be. Clarifications can be sought up to *five (5) days before the EOI submission date*.

### **1.3 Submission of the Expression of Interest**

Completed serialized/paginated expression of interest documents, one original and a copy in plain sealed envelopes clearly marked on top with the tender Number and description addressed to:

The Clerk,  
County Assembly of Kisumu,  
P.O. Box 86-40100  
Kisumu.

and must be deposited in the Tender Box situated at the County Assembly Administration Wing, Ground Floor next to the Deputy Clerk's Office so as to be received on or before Friday, 27<sup>th</sup> November, 2020 at 11:00a.m.

EOI documents will be opened promptly in public and in the presence of bidders or representatives who choose to attend the opening at the Kisumu County Assembly Chambers. Late bids will be rejected.

## **SECTION 2: SCOPE OF ASSIGNMENT**

### **2.1 General Scope**

The scope of works for the proposed facility includes structural design and construction supervision of Ultra-Modern Kisumu County Assembly Chambers / Offices and associated works in Kisumu County.

### **2.2 Detailed scope**

The main activities include but not limited to; carry out investigations, surveys, consultations, estimates, conceptual design, detailed design, construction drawings, carry out Environment Impact Assessment study, preparation of specifications and tender documents, tendering, and participation in selection of contractor (Bid Evaluation), construction supervision reports and production of as-built drawings to meet the specific requirements for all separable parts of the works.

The interested consulting firm, consortia or Joint venture should note that the services will be provided in two stages (Pre and Post contract services). However the detailed requirements/activities to be provided in each stage will be highlighted at the proposal stage for those who will have met the Expression of Interest (EOI) requirements.

### **2.3 Brief Description of the Land**

The land in which the Ultra – Modern Kisumu County Assembly Chambers / Offices and associated works is going to be constructed is located within Milimani Estate of Kisumu City, in Kisumu County precisely.

### **2.4 Deliverables:**

- a) Environmental Impact Assessment Report
- b) Drawings and Plan of the Ultra-Modern County Assembly Chambers / Offices and Associated Works
- c) Detailed specifications
- d) Conceptual design
- e) Bills of Quantities
- f) Construction Cost Estimate
- g) Complete construction works Bid Document.
- h) Selection of the contractor.
- i) Construction Supervision Reports.

## SECTION 3: ELIGIBILITY CRITERIA

Applicants who submit their Expression of Interest (EOI) shall be evaluated on the following minimum requirements:

### 3.1 Specific Mandatory Requirements:

Consulting firms/consortia/Joint Ventures must provide the following mandatory requirements:

- (a) Certified Copies of Incorporation/Registration certificates.
- (b) Certified Copy of valid Tax Compliance Certificate from KRA.
- (c) Certified Copies of certified Audited Accounts for years 2017, 2018 and 2019.  
(Note that the accounts should be signed by a certified Public Accountant).
- (d) Certified Copies of CR 12 for registered companies and copies of National IDs for partnerships & sole proprietors.
- (e) The firms must attach certified copies of valid practicing licenses from relevant professional bodies.
- (f) Detailed Company profiles including information on organization, technical and logistical capability to undertake the assignment.
- (g) Attach written agreement that clearly specifies the lead partner and their roles (for joint ventures and consortia)

### 3.2 Technical requirements:

#### **a) Experience of the firm:**

- i) Provide a list of at least three (3) corporate clients that you have offered assignments of similar nature/magnitude undertaken by the firm/Consortium/JV together with their values, references and contact details.
- ii) Attach copies of LSOs/Completion certificates from the above three (3) corporate clients.
- iii) Attach reference letters with official letter head, from the above corporate clients.
- iv) Attach proof of existence for at least ten (10) years as a consulting firm in the relevant area.

#### **b) Technical Team:**

##### **Academic and Professional Qualification:**

- i) At least a degree in the relevant area for all proposed technical experts e.g. BSs in Mechanical Eng. for a Mechanical Engineer.
- ii) Certified copies of registration certificates of all the proposed technical experts from their relevant professional bodies e.g. EBK, BORAQS etc.

- **Experience (Attach CVs):**

- i) At least 10 years relevant working experience in the relevant field involving building design and construction supervision assignments for all the proposed experts save for Landscape Architect, Interior designer and Environmental Expert which must have a minimum of 5 years' experience.
  
- ii) At least 10 years' experience in preparation of tender construction works documents.

**NOTE:**

1. Members or partners of Joint Ventures will be evaluated individually on the above criteria.
  
2. Each proposed technical team member will be evaluated individually on the above minimum technical requirements.
  
3. Failure to meet the above minimum requirements will lead to automatic disqualification.
  
4. The resultant contract (in case of a joint venture or consortium) will be signed by the specified Lead partner.



#### SECTION 4: NOTES ON THE CONSULTANTS TECHNICAL TEAM

The Consulting firm shall provide a team who are registered/ accredited with a body officially recognized in the country of origin of the individual consultant. As a minimum, the team indicated above will comprise professional staff with the following qualifications and competencies:

- i) **Team Leader:** The Team Leader shall be an architect with a recognized university degree in Architecture and having post registration experience of at least 15 years. The Team Leader must be registered/ accredited by a professional/official body.
- ii) **Project Architect:** The Project Architect shall be an architect with a recognized university degree in Architecture and having post registration experience of at least 10 years. The Project Architect should be registered/ accredited by a professional/official body.
- iii) **Civil/Structural Engineer:** The Civil/structural Engineer shall be required to have a recognized university degree in Civil Engineering and having post registration experience of at least 10 years. The Civil/structural Engineer should be registered/ accredited by a professional/official body.
- iv) **Quantity Surveyor:** The Quantity Surveyor shall be required to have a recognized university degree in Building Economics/ Quantity Surveying and having post registration experience of at least 10 years. The Quantity Surveyor should be registered/ accredited by an official body.
- v) **Electrical Engineer:** The Electrical Engineer shall be required to have a recognized university degree in Electrical Engineering and having post registration experience of at least 10 years. The Electrical Engineer should be registered/ accredited by a professional/official body.
- vi) **Mechanical Engineer:** The Mechanical Engineer shall be required to have a recognized university degree in Mechanical Engineering and having post registration experience of at least 10 years. The Mechanical Engineer should be registered/ accredited by a professional/official body.
- vii) **Landscape Architect:** The Landscape Architect shall be required to have a recognized university degree in Landscape Architecture and having proven work experience of at least 5 years.
- viii) **Interior designer:** The Interior designer shall be required to have a recognized university degree in design/Interior design and having proven work experience of at least 5 years.
- ix) **Environmental Expert:** The Environmental Expert shall be required to have a recognized university degree, having proven work experience of at least 5 years and licensed by the relevant body.

**Note:**

Further details will be availed in the RFP documents to be given to the qualified firms/consultants who meet all the criteria above, after the EOI Evaluation.