

REQUEST FOR EXPRESSION OF INTEREST (EOI)

**CONSULTANCY SERVICES FOR DETAILED MASTER PLAN, DESIGN AND
SUPERVISION OF CONSTRUCTION OF NAIROBI WALDORF SCHOOL KAREN CAMPUS NAIROBI.**

REF: NWST/EOI/01/2021-2022

The Nairobi Waldorf School Trust started in 1999 with two campuses. The Karen campus has kindergarten, primary and High School, while the Lavington campus has kindergarten and primary grades 1-4.

We have over 70 staff members in both campuses, comprising teaching support staff, musicians, games coaches, groundskeepers, full-service kitchen staff, security teams, and administration. Our school offers Waldorf education relevant to solving the increasing demands of modern life and its related social, political, and economic issues.

Our school has established a nurturing and growing community that shares the vision of raising and educating children holistically, in true consciousness and love, to enable them to contribute toward establishing a more peaceful and sustainable world.

We are connected to the global Waldorf community and are part of the growing Waldorf movement in East Africa. Our school is proud to host mentors and teachers worldwide, offering a diverse experience for our children and community members alike.

An elected Board of Trustees governs the Nairobi Waldorf School Trust. We offer both Kenyans and Foreigners residing in the country an exclusive opportunity to raise competent, capable, and happy human beings.

The NWST Board of Trustees is seeking the services of a consultant to draw a master plan, design, and supervision of construction of the Nairobi Waldorf School Karen campus Nairobi. The consultants should be able to use sustainable and green methods to build.

The NWST now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

NAIROBI WALDORF SCHOOL TRUST.

EXPRESSION OF INTEREST (EOI)

Nairobi Waldorf School Trust wishes to invite interested eligible candidates to express their interest in the following;

Tender No.	Tender Description.	Site Visit and Time	Closing Date and Time.	Applicants.
REF: NWST/EOI/01/2021- 2022	ARCHITECTURAL AND RELATED CONSULTANCY SERVICES FOR DETAILED MASTER PLAN, DESIGN, AND SUPERVISION OF CONSTRUCTION OF NAIROBI WALDORF SCHOOL KAREN CAMPUS NAIROBI.	16 th August 2021 at 10.00 am.	18 th August 2021 at 5.00 pm.	Open to the general public.

1. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to provide Consultancy Services for the detailed master plan and design and construction supervision of Nairobi Waldorf School Karen Campus.

2. SCOPE OF WORK

The scope of the assignment will include;

Phase I: Master Plan and Design Stage

- i. Detailed master plan and design of the Nairobi Waldorf School on the new site.

- ii. Preliminary & detailed building design and preparation of related drawings, including structural, electrical, and mechanical.
- iii. Preparation of technical specifications.
- iv. Preparation of detailed bill of quantities.
- v. Application for county approvals.
- vi. Preparation of tender documents for contractors.
- vii. Tendering document review, interview, and recommendation for appointment of a general contractor.

Phase II: Construction Stage

- i. Site handover to contractor and initiation of building works.
- ii. Supervision of construction works.
- iii. Periodic inspection of works to control quality, schedule & cost.
- iv. Handover of tested, commissioned, and complete Project to the NWST board of Trustees.
- iv. Provision of post-construction services during Defects Liability Period

3. QUALIFICATION REQUIREMENTS

- i. Interested consultants must provide the information required and meet the following minimum qualifications (mandatory) to be shortlisted:
 - a. Provide Company Profile of the firm, including names and addresses;
 - b. Provide statutory documents, namely
 - Certificate of registration
 - Tax compliance certificate
 - I-tax Pin Certificate
 - c. The Company must have been registered for five years from the date of submission of the EOI.
 - d. The Company should demonstrate the financial capability to carry out the works with a minimum average annual turnover of over Ksh 10 Million for the last three years. Provide Audited accounts for the last 3 (three) consecutive years (2018,2019,2020);
 - e. Provide Curriculum vitae of key personnel with over ten years relevant experience, registered by the relevant professional bodies in Kenya. Include an

experienced team leader, Quantity surveyor, civil engineer, structural engineer, etc. electrical engineer, mechanical engineer, and environmental expert.

f. Demonstrated experience in school design., Provide evidence of one school design carried out; relevant experience in concept design, design development, and supervision of school construction by providing details of similar assignments giving the name and contact address of the Client, the value of the assignment, and period covered to undertake the assignment.

g. The Company should demonstrate that they have resources to support the work, such as an equipped office and relevant equipment.

h. Consultants may associate to enhance their qualifications. A firm submitting the EOI in a joint venture will be required to submit a duly signed and certified Joint Venture Agreement stating the responsibility of each partner in the Joint Venture and the name of authorized signatories through a power of attorney signed by each joint venture.

4. EVALUATION PROCESS

The evaluation process will be in two steps;

Step I: Eligibility requirements

A preliminary evaluation to assess the eligibility of the firms submitting the EOI shall be carried out.

The mandatory requirements are listed below. The evaluation at this stage will be on a "pass" or "fail" basis. A consulting firm must achieve a "pass" on all the criteria to proceed. Any consulting firm not achieving a 'pass' in any criterion will be disqualified and not be evaluated further.

No.	Requirements.	Pass/Fail
1.	Company Profile submitted.	
2.	<p>STATUTORY DOCUMENTS</p> <ul style="list-style-type: none"> • The Board of Registration of Architects and Quantity Surveyors (BORAQS) Membership and current practicing certificate. • Engineers Board of Kenya (EBK) membership and current practicing certificate. • Audited financial statement for the last preceding three years • Certificate of Registration • NCC County Business License 	

	<ul style="list-style-type: none"> ITAX Pin VAT Certificate Valid Tax Compliance certificate Documentary evidence of Tax submission for the year 2020. 	
3.	<p>Consulting firms should not be blacklisted by PPRA or any funding agency.</p> <p>Provide self-declaration of the same.</p>	
4.	<p>Signed staff C.V.s with copies of academic and professional certificates</p> <p>Submitted.</p>	
5.	<p>Signed joint venture Agreement signed where applicable; Name of Authorized signatories signed by both parties and authorized through a power of Attorney.</p>	
6.	EOI Submission letter	

Step II: Evaluation Criteria for the EOI

The Consulting firms that fulfill the requirements in the eligibility criteria above will be evaluated further. A scoring system will be used to rank the firms. The list of firms qualified in EOI processes will be notified of the time for RFP submission.

S/N	Description	Marks Awarded.	Maximum Marks
1	Firm's capability and organization strength.		10

a.	Years of experience of the firm from the date of registration to the date of submission of EOI;		6
b.	Physical resources;(owned 100%, leased 70%) • Equipped office (provide physical Address)		4
2.	Professional staff with over ten years of experience • permanent 100%; contract 70% Signed CV , Attached academic and professional certificate Over ten years.' Experience.		40
	Architect with professional bodies certification		
	Quantity surveyor with professional bodies certification		
	Civil engineer with professional bodies certification		
	A structural engineer with professional bodies certification		
	Electrical engineer with professional bodies certification		

	Mechanical engineer with professional bodies certification		
3.	Relevant Work experience of the firm in Master Planning for schools.		50

Expressions of interest must be returned in sealed plain envelopes marked as;

CONSULTANCY SERVICES FOR DETAILED MASTER PLAN, DESIGN AND

SUPERVISION OF CONSTRUCTION OF NAIROBI WALDORF SCHOOL KAREN CAMPUS NAIROBI. and addressed to:

The School Manager.

The Nairobi Waldorf School Trust.

Miotoni Road.

P.O. BOX 13732, NAIROBI 00800, KENYA

The EOI should be submitted not later than 5.00 pm (East African Time) on 17th August 2021.

A Request for Proposal (RFP) will be issued to successful applicants.

Interested Consultants may seek further clarification or information by sending an email to manager@nairobiwaldorfschool.ac.ke.

APPENDIX A: INFORMATION & GUIDANCE TO APPLICANTS FOR COMPLETING EOI

1. DEFINITIONS

'Similar Project': means a project or Studies or Assignments undertaken for schools or new school infrastructure.

"Related Projects": means assignments related to the required specialization and experience of the Team Leader indicated in Table 1.

"Lead Firm" If in consortium, firm that will assume leadership of the consortium for and on behalf of the consortium and submit the EOI on their behalf.

2. FORMAT FOR THE SUBMISSION OF LEAD FIRM'S TURNOVER (FORM 1)

(Information provided should be extracted from audited financial statements submitted)

YEAR				
TURN OVER (KSH)				

Signature of the authorized representative of the firm: _____

Full name of authorized representative: _____

Date: _____

NOTARY PUBLIC/ COMMISSIONER OF OATHS

NAME:

STAMP:

DATE:

3. FORMAT FOR THE SUBMISSION OF LEAD FIRM'S EXPERIENCE (FORM 2)

Using the format below, provide information on EACH similar assignment for which the lead firm, either individually, as a corporate entity, or in the association, was legally contracted [see item (v) of the EOI]

Form 2: Firm's Experience

Assignment name:	Country:
Location of assignment within the country:	Professional Staff provided by Your Firm entity (Profiles)

Name and reference of Client:	Client's contact person for the assignment:
Address of Client:	No. of staff-months; Duration of the assignment (months):
Start date (month/year): Completion date (month/year):	Approximate value of Services provided (KSH):
	The magnitude of Project; (contract value.)
Name of associated Consultants, if any	No. of Months of Professional Staff provided by the Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and functions performed:	
Narrative description of Project:	

Description of actual services provided by your staff within the assignment:

Signature of the authorized representative of the firm: _____

Full name of authorized representative: _____

Date: _____

NOTARY PUBLIC/ COMMISSIONER OF OATHS

NAME:

STAMP:

DATE:

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4. FORMAT FOR THE SUBMISSION OF CURRICULUM VITAE (CV) FOR EACH OF THE PROPOSED TEAM LEADERS (FORM 3)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned:

Key Qualifications & Experience:

(Give an outline of a staff member's experience and training most pertinent to tasks on assignment. Describe the degree of responsibility staff members hold on relevant previous assignments and give dates and locations).

Education:

(Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degree[s] obtained.)

Employment:

(Starting with the present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.)

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience

(Signature of staff member): _____

Date: _____

(Signature of the authorized representative of the firm): _____ Date: _____

Full name of staff member: _____

Full name of authorized representative: _____

5. FORMAT FOR THE DECLARATION OF STAFF AVAILABILITY FOR TEAM LEADERS (FORM

4)

I, the undersigned, certify that should we be awarded the contract for the **CONSULTANCY SERVICES FOR DETAILED MASTER PLAN, DESIGN, AND SUPERVISION OF CONSTRUCTION OF NAIROBI WALDORF SCHOOL KAREN CAMPUS NAIROBI**, I shall be available for the Project as _____

(State position)

(Signature of staff member): _____ Date: _____

(Signature of the authorized representative of the firm): _____

Date: _____

Full name of staff member:

Full name of authorized representative: _____

6. FORMAT FOR THE ADDRESS & CONTACT DETAILS FOR THE CONTACT PERSON (FORM 5)

I, the undersigned being the Authorized Representative of the Lead Firm, certify that the undersigned of details given below shall be our contact person for this

EOI.

Name of Contact Person:

Physical Address or Post Office Box of Contact Person:

Telephone:

Email:

Fax:

Name & Signature of the Authorized Representative of the firm

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Date: