



Kenya National Highways Authority

Quality Highways, Better Connections

REQUEST FOR PROPOSALS

FOR

**CONSULTANCY SERVICES FOR CONSTRUCTION
SUPERVISION**

OF

MAKUPA BRIDGE AND APPROACH ROADS (A8)

TENDER No. KeNHA/2319/2020

JULY 2020

**DIRECTOR (HIGHWAY PLANNING AND
DESIGN)
KENYA NATIONAL HIGHWAYS AUTHORITY
P.O. BOX 49712-00100
NAIROBI**

**DIRECTOR GENERAL
KENYA NATIONAL HIGHWAYS
AUTHORITY
P.O. BOX 49712-00100
NAIROBI**

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SECTION A:

LETTER OF INVITATION



Kenya National Highways Authority

Quality Highways, Better Connections

To: Consultant

9th July 2020

[Name and address of Consultant]

Dear Sir,

RE: CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION OF MAKUPA BRIDGE AND APPROACH ROADS (A8)

The Director General, Kenya National Highways Authority invites proposals from eligible Engineering Consultancy firms to provide the following consulting services:

CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION OF MAKUPA BRIDGE AND APPROACH ROADS (A8)

More details on the services are provided in the attached Request for Proposal.

The RFP includes the following documents:

- Section A – Letter of Invitation
- Section B – Information to Consultants
- Section C – Technical Proposal – Standard Forms
- Section D – Financial Proposal – Standard Forms
- Section E – Terms of Reference
- Section F – Standard Form of Contract.
- List of Appendices

The following **MUST** be submitted together with the proposal:-

The following are mandatory requirements that **must** be submitted together with the proposal

- Copy of certificate of Incorporation
- Copy of recent CR 12 Form inclusive of copies of National IDs or Passports for all Directors (Issued within the last 12 Months from Tender Opening Date)
- Curriculum vitae (CVs) of the proposed key staff **duly signed** by the proposed individual
- Copy of valid Tax Compliance Certificate
- Copies of certificates and testimonials of the proposed key staff
- Letters of availability for the assignment **signed by the proposed key staff**.
- Copy of Proof of Registration with the **Engineers Board of Kenya (EBK)** as an Engineering Consulting Firm
- Firm's Current work load
- Current Sworn Affidavit on Litigation History
- Duly filled Confidential Business Questionnaire
- Client satisfaction on previous and current assignments. **Must** attach Substantial/Final certificate as evidence of completed design/construction supervision of a bridge/road project as a firm.
- All pages of the bid document to be submitted **MUST** be sequentially serialised

NOTE:

- 1. Certificates/Licenses may be verified from or with the Issuing Authorities or Agencies.**

NOTE: Bidders with two or more currently on-going road/bridges construction supervision Contracts with Road Agencies in Kenya that are not on substantial/final Completion need not to apply. (Attach Substantial or Final Completion Certificate)

Pursuant to Section 157 of the Public Procurement and Asset Disposal Act of 2015, the tender has exclusively been reserved for Kenyan Citizens Consulting Firms.

Any Addendum / Clarification thus issued shall be part of the bidding documents pursuant to Sub-Clause 2.1 and shall be communicated through Kenya National Highways Authority website: www.kenha.co.ke

A complete set of tender documents may be obtained by interested tenderers from the Kenya National Highways Authority website: www.kenha.co.ke or www.tenders.go.ke free of charge OR from the offices indicated below during normal working hours upon payment of a non – refundable fee of Kshs. 1,000 (One thousand shillings only) in form of banker’s cheque only payable to Kenya National Highways Authority.

Completed tender documents are to be enclosed in plain sealed envelope clearly marked with tender name, reference number and submitted to:-

**Deputy Director (Supply Chain Management),
Kenya National Highways Authority,
Barabara Plaza, Block C, 2nd Floor, Jomo Kenyatta International Airport (JKIA),
Off Airport South Road, along Mazao Road
procurement@kenha.co.ke
P.O. Box 49712 – 00100
NAIROBI, KENYA**

Please note that bulky tenders which do not fit in the Tender Box shall be delivered to the Supply Chain Management office at Barabara Plaza, Block C, 2nd Floor, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road.

All interested bidders are required to continually check the Kenya National Highways Authority website: www.kenha.co.ke for any tender addendums or clarifications that may arise before the submission date.

The bids should be received on or before **Wednesday 12th August, 2020 at 11.00am, East African Time.**

Electronic bidding will **NOT** be permitted. Late bids will be rejected.

Opening of the bids will take place immediately thereafter at Barabara Plaza, Block C, 2nd Floor Board Room, in the presence of Tenderers/Representatives who wish to attend.

**Deputy Director - Supply Chain Management
For: DIRECTOR GENERAL**

SECTION B: -

INFORMATION TO CONSULTANTS

- 1. Introduction**
- 1.1 The Client named in Annex “A” will select a firm among the bidders, in accordance with the method of selection detailed under this section.
- 1.2 The Consultants are required to submit both a Technical Proposal and a Financial Proposal, as specified in Annex “A” for consulting services required for the assignment named in the said Annex. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 1.3 The Consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, Consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. Consultants should contact the officials named in Annex “A” to arrange for any visit or to obtain additional information. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will provide the inputs specified in Annex “A”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated in Annex “A”. The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited Consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by the bidding firm, amend the RFP. Any amendment shall be issued in writing through Tender Notice. Tender Notice shall be sent by mail, cable, telex or facsimile to all invited Consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.
- 3. Preparation of Technical**
- 3.1 The Consultant’s proposal shall be written in English language.

Proposal

- 3.2 In preparing the technical proposal, Consultants are expected to** examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:
- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Consultant(s) and/or other firms or entities in a joint venture or sub consultancy as appropriate.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in Annex "C". Any costs associated with any other staff required on the project shall be factored in the staff itemised under Annex C.
 - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
 - (iv) Proposed professional staff must as a minimum, have the experience indicated in Annex "A", preferably working under conditions similar to those prevailing in Kenya.
 - (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;
- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
 - (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
 - (iii) A description of the methodology and work plan for performing the assignment.
 - (iv) The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member and their timing.
 - (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Annex “A” specifies training as a major component of the assignment.
- (viii) Any additional information requested in Annex “A”.

3.5 The Technical Proposal shall not include any financial information.

1.0 Financial Proposal

3.6 In preparing the Financial Proposal, Consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the Consultants, the sub-Consultants and their personnel, unless Annex “A” specifies otherwise.

3.8 Consultants shall express the price of their services in **Kenya Shillings**.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Submission Form.

3.10 The Proposal must remain valid for 90 days after the submission date. The Consultant shall include in his submissions a declaration confirming the 90 days validity period. During this period, the Consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (Technical Proposal and Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person authorised to sign the proposals.

- 4.2 For each proposal, the Consultants shall prepare the number of copies indicated in Annex “A”. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in Annex “A” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**”
- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in Annex “A”. Any proposal received after the closing time for submission of proposals shall be returned to the respective Consultant unopened.
- 4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department until all submitted proposals are opened publicly.

5. Proposal Evaluation General

- 5.1 From the time the bids are opened to the time the Contract is awarded, if any Consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in Annex “A”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the Consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

- 5.3 The Evaluation Committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

	Points
i. Specific experience of the consultant related to the assignment	10
ii. Adequacy of the proposed work plan and methodology	10
iii. Comments on Terms of Reference	5
iv. Training Program of Graduate Engineers	5
v. Qualifications and competence of the key staff for the assignment	70

Total Points **100**

Each responsive proposal will be given a technical score (*St*). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in Annex “A”.

**Public
Opening and
Evaluation of
Financial
Proposals**

- 5.4 After Technical Proposal evaluation, the Client shall notify those Consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the Consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those Consultants who choose to attend. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend.
- 5.6 The name of the Consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.7 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the Consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 5.8 While comparing proposal prices between local and foreign firms participating (where applicable) in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 5.9 The formulae for determining the Financial Score (*Sf*) shall, unless an alternative formulae is indicated in Annex “A”, be as follows:-

$$Sf = 100 \times \frac{FM}{F}$$
where *Sf* is the financial score; *FM* is the lowest priced financial proposal and *F* is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal; *T* + *p* = 1) indicated in the Appendix. The combined technical and financial score, *S*, is calculated as follows: - $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in Annex “A”. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 6.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract.
If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

7. Award of Contract

- 7.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those Consultants who did not pass the technical evaluation.
- 7.2 The selected firm is expected to commence the assignment on the date and at the location specified in Annex “A”.

9. Confidentiality

- 9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

ANNEX “A”

Clause

Reference

1.1 & 2.1 The name of the Client is:
Director General,
Kenya National Highways Authority

1.2 & 6.2 Technical and Financial Proposals are requested: **Yes**

A Technical Proposal only is requested: **No**

The name, objectives, and description of the assignment are:

**CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION OF
 MAKUPA BRIDGE AND APPROACH ROADS (A8)**

1.3 A pre-proposal site visit will be held: **No**

The name(s), address(es) and telephone numbers of the Client’s official(s) are:

Eng. S. O. Omer
Director (Highway Planning and Design)
Kenya National Highways Authority
P.O. Box 49712
NAIROBI
Tel: (+254) 20 495 4103
Fax:(254) 20 271 5483
Email: samuel.omer@kenha.co.ke

Eng. C.N. Makau
Director (Head of Structures)
Kenya National Highways Authority
P.O. Box 49712
NAIROBI
Tel: (+254) 20 495 4103
Fax:(254) 20 271 5483
Email: cleophas.makau@kenha.co.ke

3.3

- i). The Consultant will be responsible for determining the number of professional staff months to be assigned for any activity.
- ii). The duration required to complete the assignment is Forty Eight (48) months broken down as follows:

Phase 1: Construction Supervision	- 36 Months
Phase 2: Defects Liability Period	- 12 Months
- iii). The minimum required experience in years of proposed professional staff and the points assigned to each is as shown hereunder:-

	Years	Points
Project Director	15	15
Resident Engineer/Structural Drainage Engineer	15	10
Surveyor	10	10
Bridge Inspector	8	9

Roads inspector	8	9
Materials Technologist	8	9
Graduate Engineers	0-5	8
Total		70

All other required staff must be listed and their remuneration to be included in the rates for staff listed above.

An Evaluation grid is attached (Appendix B).

3.4 (i) Training of client Engineers is a specific component of this assignment: **Yes**

3.7 Taxes:

The Consultant shall be liable to pay all taxes, duties and levies including VAT in accordance with the laws of Kenya and the Client shall not reimburse any amount paid in this context.

4.2 Consultants must submit 1 (*one*) original and 2 (*Two*) additional copies of each proposal. Soft copy of the proposal should also be submitted in CD-ROM or Flash drive. The soft copy should simply be *a full scan of the completed/serialized original proposal* from cover to cover. The soft copy should NOT contain the financial proposal.

The proposal submission address is:

**Deputy Director (Supply Chain Management),
Kenya National Highways Authority,
Barabara Plaza, Block C, 1st Floor, Jomo Kenyatta International Airport (JKIA),
Off Airport South Road, along Mazao Road
P.O. Box 49712 – 00100
NAIROBI, KENYA**

The outer envelope shall also be clearly marked:

“CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION OF MAKUPA BRIDGE AND APPROACH ROADS (A8)”

TENDER NO: KeNHA/2319/2020

4.3 Proposals must be submitted no later than the following date and time:

Wednesday 12th August, 2020 at 11.00am, East African Time.

5.1 The address to send information to the Client is:

Eng. S. O. Omer
Director (Highway Planning and Design)
Kenya National Highways Authority
P.O. Box 49712
NAIROBI
Tel: (+254) 20 495 4103
Fax:(254) 20 271 5483
Email: samuel.omer@kenha.co.ke

Eng. C.N. Makau
Director (Head of Structures)
Kenya National Highways Authority
P.O. Box 49712
NAIROBI
Tel: (+254) 20 495 4103
Fax:(254) 20 271 5483
Email: cleophas.makau@kenha.co.ke

- 5.2 The minimum technical % score required to pass is 75%.
- 5.9 Alternative formulae for determining the financial scores is the following: **None**
The assignment is expected to commence *immediately after signing of the contract by all parties. The weights are as follows:* Technical Proposal, T = 80;
Financial Proposal, P = 20.
- 6.0 Commencement of Assignment: **Fourteen days after order to commence**

ANNEX “B”

EVALUATION GRID

METHODOLOGY AND ORGANISATION

Firm’s Experience and Organisation	10
Methodology and Work plan	10
Comments on Terms of Reference	5
Training Program of Graduate Engineers	5
Total score for Methodology and Organisation	30

KEY PERSONNEL

1. Project Director (max. 15 points)	
a. Qualification and Skills	5
b. General professional experience	5
c. Specific professional experience	5
2. Resident Engineer/Structural Drainage Engineer (max. 10 points)	
a. Qualification and Skills	4
b. General professional experience	3
c. Specific professional experience	3
3. Surveyor (max. 10 points)	
a. Qualification and Skills	4
b. General professional experience	3
c. Specific professional experience	3
4. Bridge Inspector (max. 9 points)	
a. Qualification and Skills	3
b. General professional experience	3
c. Specific professional experience	3
5. Roads Inspector (max. 9 points)	
a. Qualification and Skills	3
b. General professional experience	3
c. Specific professional experience	3
6. Materials Technologist (max. 9 points)	
a. Qualification and Skills	3
b. General professional experience	3
c. Specific professional experience	3
7. 2 Graduate Engineers (max. @4 points Each)	
a. Qualification and Skills	2
b. General professional experience	1
c. Specific professional experience	1
Total Score for Key Personnel	70

ANNEX “C”

MODEL LETTER OF DELEGATION OF POWERS TO ASSISTANT EMPLOYER’S REP.



Kenya National Highways Authority

Quality Highways, Better Connections

**Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
P.O Box 49712 - 00100 Nairobi, Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke**

Ref. No.

Date:

Addressee

DELEGATION OF THE POWERS OF THE EMPLOYER’S REPRESENTATIVE/ APPOINTMENT AS ASSISTANT EMPLOYER’S REPRESENTATIVE

I write to confirm that you are hereby appointed as Assistant Employer’s Representative to perform the duties of the Employer’s Representative as stipulated in the EPC/Turnkey Conditions of Contract on the above road project with the following specific limitations on the powers and authority.

The **Employer’s Representative** in this Contract shall be the **Director (Highway Planning and Design)**

- Clause 2.1 **Right of Access to the Site**
You are authorized to receive, review and forward to us the Contractor’s proposals as regards programme affecting possession of the site.
- Clause 4.4 **Opportunities for other Contractors**
- Clause 4.5 **Payments to Nominated Sub-Contractors**
You are authorized to demand from the Contractor proof of payments to nominated Sub-Contractors and to make recommendations to us accordingly.
- Clause 5 **Documents mutually Explanatory**
- Clause 6.8 **Contractor’s Superintendence**
With the reservation of approval by us of the Contractor’s Agent, or any subsequent change thereof, you are authorised to deal with any relative matters concerning superintendence.
- Clause 6.9 **Contractor’s Personnel**
Within the limitation given in Clause 6.8 above.
- Clause 7 **Inspection**
Within the limitation given in Clause 5 above.

- Clause 7.6 **Remedial Work**
Subject to our approval, you are authorised to issue instructions to the Contractor to carry out urgent repairs. Any dispute concerning the liability for the urgent repairs shall be referred to the Employer's Representative.
- Clause 6.10 **Returns of Personnel and Equipment**
- Clause 7 **Quality of Materials and Workmanship**
Within the limitations given in Clause 13 below.
- Clause 10.1 **Taking-Over Certificate**
It is your duty to arrange for substantial completion inspection and prepare minutes of the same. Taking over certificates shall be issued by this office.
- Clause 11.9 **Performance Certificate**
It is your duty to arrange for inspection of the site at the end of the Defects Notification Period and prepare minutes of the same. The Performance Certificate shall be issued by this office.
- Clause 11.11 **Clearance of Site on Completion**
- Clause 13.1 **Variations and Orders for Variations to be in Writing**
Our approval must be obtained prior to any Variation being authorized.
- Clause 13.3 **Valuation of Variations and Power of Employer to Determinations**
Subject to our final approval you are authorized to enter into negotiations on the value of Variations, to a limit of 25% of the Contract Price. You are also authorised to receive notification of Contractor's intention to claim and to inform the Contractor of Engineer's approval of the value of Variations and determinations.
- Clause 13.5 **Use of Provisional Sums and Production of Quotations**
You are authorized to order expenditure against provisional sums subject to individual limit of Kshs. 25,000 (Twenty Five Thousand Shillings only).
- Clause 13.6 **Dayworks**
You are authorized to order minor works to be carried out on a daywork basis. Minor works in this case are regarded as those estimated to be less than Kshs. 25,000/= (Twenty Five Thousand Shillings). You are also authorized to receive receipt of other vouchers. You must closely monitor Dayworks Expenditure against the scheduled cost.
- Clause 13.8 **Variation of Price**
You are authorised to deal with requests for Variation of Price within the limits of this Clause and subject to our approval.
- Clause 14.6 **Interim Payments**
You are authorized to receive the statement referred to in Sub-Clause (6) hereof and

to evaluate the amount of the interim certificate therein referred to. The evaluation made by you is subject to our approval.

Clause 17.2 **Cares of Works**

Clause 20.1 **Contractor's Claims**

Subject to our approval you are authorized to receive details of claims and examine matters of fact and such like with the Contractor.

In addition, it should be noted that the Resident Engineer has authority to act as described in the following Clauses: -

Clause 3.2 **Employer's Personnel**

Requirements for assigning duties and delegated Authority

Clause 4.7 **Setting Out**

Clause 4.8 **Safety, Watching and Temporary Works**

Clause 4.9 **Quality Assurance**

Clause 4.24 **Fossils**

Clause 6.5 **Restriction on Working Hours**

Authorisation of work at night, on public holidays or locally recognized days of rest.

Clause 8.3 **Programme**

Receipt of programme. Approval of programme will be given by us.

Clause 18 **Insurance etc.**

Receipt of Insurance

You should operate strictly within your delegated powers and authority, as you will be held liable for any ultra vires actions.

By copy of this letter, the Contractor is being informed of your appointment as the Assistant Employer's Representative under the Contract.

Eng. XXXXXX

DIRECTOR (HIGHWAY PLANNING & DESIGN)

CC: Director General

Kenya National Highways Authority (KeNHA)

P. O. Box 49712

NAIROBI.

Contractor XXX

P.O. Box

NAIROBI.

SECTION C: -

TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm's references.
- iii) Comments and suggestions of Consultants on the Terms of Reference and on data, services and facilities to be provided by the Client.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Firm's Current Workload
- vii) Format of curriculum vitae (CV) for proposed professional staff.
- viii) Time schedule for professional personnel – short term experts
- ix) Time schedule for professional personnel – construction period
- x) Time schedule for professional personnel – defects liability period
- xi) Activity (work) schedule.
- xii) Confidential Business Questionnaire

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your Request
for Proposal dated _____ [Date] and our Proposal. We are hereby submitting
our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a
separate envelope-where applicable].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

(ii). FIRM’S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm either individually as a corporate entity or in association, was legally contracted (**attach letters of awards or completion certificates as proof of evidence**).

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	No. of Staff:
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs) and Value of Works (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by 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:	

Firm’s Name: _____

Name and title of signatory; _____

(iii) COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**(iv) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

(v) **TEAM COMPOSITION AND TASK ASSIGNMENTS**

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

(vi). FIRM'S CURRENT WORKLOAD

Using the format below, provide information on each assignment for which your firm either individually as a corporate entity or in association, is legally contracted to carry out (attach letters of award of contracts).

Assignment Name:	Country	
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):	
Name of Client:	No. of Staff:	
Address:	No of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Expected date of Completion (Month/Year):	Approx. Value of Services and Value of Works (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by 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:		

Firm's Name: _____

Name and title of signatory; _____

(vii). FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Current Engagement: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member 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 authorized representative of the firm] Date: _____

Full name of staff member: _____

Full name of authorized representative: _____

(viii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL – (Short Term Experts)

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	815

Reports Due: _____
Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(ix). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL – Construction period

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
------	----------	----------------------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

Reports Due: _____
Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(x). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL – Defects liability period

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
------	----------	----------------------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

Reports Due: _____
Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(xi). ACTIVITY (WORK) SCHEDULE

(a). Supervision Activities

[M0, M1, M3 are months from the start of assignment)

	M1	M2	M3	M4	...Mn	M(n+1)	M(n+2)	M(n+3)
Activity (Work)								

(xii). CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 - General:

Business name.....

Location of business premises
.....

Plot No..... Street/Road.....

Postal Address..... Tel No.....

Nature of business.....
.....

Current Trade Licence No. Expiring Date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your Bankers.....

Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2(a) - Sole Proprietor:

Your name in full.....

Age.....

NationalityCountry of origin.....

*Citizenship details.....

Part 2(b) - Partnership:

Give details of partners as follows:

Name	Nationality	Citizenship Details*	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2(c) - Registered Company:

Private or public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details*	Shares
1.....			

2.....

3.....

4.....

5.....

Part 2(d) - Interest in the Firm:

Is there any person / persons in the Kenya National Highways authority who has interest in this firm?
Yes /No**

.....

.....

Date

Signature of Bidder

*** Attach Proof of Citizenship**

** Delete as necessary

SECTION D:-

FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of price per activity.
- iv) Breakdown of remuneration per activity.
- v) Reimbursables per activity.
- vi) Miscellaneous expenses.

FINANCIAL PROPOSAL SUBMISSION FORMS

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

(i) SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal 1		
Add 10% Contingency		
Sub Total 2		
Add VAT (14% of Sub Total 2)		
Total Amount of Financial Proposal		<hr/>

(ii) BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable Expenses	
Miscellaneous Expenses	
Subtotal	<hr/>

(iii) BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____					
Activity Name: _____					
Names of Staff	Position	Input (Staff months, days or hours Rate as appropriate.)	Remuneration	Amount	
Grand total		<hr/>			

(iv). REIMBURSABLES PER ACTIVITY

Activity No: _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Road travel	Kms			
2	Subsistence Allowance	Day			
	etc				
	Grand Total				_____

(v) MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Training of 2 No. KeNHA Graduate Engineers	No.	72 man-months	72,800.00	5,241,600.00
2.					
3.					
4.					
	Grand total				_____

SECTION E: -

TERMS OF REFERENCE

1.0 BACKGROUND

1.1 General

The Government of Kenya's (GoK) vision is to enhance and sustain economic growth by provision of physical infrastructure through rehabilitation, improvement and effective management of existing infrastructure activities. The Government has earmarked funds through the Development Budget for use in design and construction of the Makupa Bridge Project through an EPC/Turnkey Contract framework.

The Government of Kenya, through its implementing agency, the Kenya National Highways Authority shall require the Consultant to render all technical support services which may be deemed relevant to the above work. The detailed description of the consulting services to be performed is described in these Terms of Reference (TOR). Pursuant to Section 157 of the Public Procurement and Asset Disposal Act of 2015, the tender has exclusively been reserved for Kenyan Citizens Consulting Firms.

1.2 Selection Criteria

The Consultant selected to undertake the Supervision Consultancy shall have had extensive experience in the Construction Supervision of road projects. The Consultant shall have specific experience in undertaking design and build (EPC/Turnkey) contracts.

1.3 Overall Project Description

The main purpose of the project is to provide safe, efficient, effective and environmentally friendly vehicular and railway crossing to replace the currently existing Makupa Causeway.

The Works will include all field works, detailed engineering design and construction of a vehicular and railway line crossing to replace the existing causeway and act as a link to the Mombasa Island and Kenya Mainland to facilitate the movement of traffic to and from the Mombasa Island.

Broadly the Contractor shall: -

- 1) Undertake hydrographic, geological, geotechnical, topographical and cadastral surveys, preparation of Resettlement Action Plan if needed), Estimation of valuation of properties for compensation along the proposed approaches and banks to facilitate necessary approvals and gazettelement from the Lands Commission;
- 2) Conduct an Environmental and Social Impact Assessment (EIA) study detailing the positive and negative effects on the environment with proposed mitigation measures for seeking approvals from NEMA;
- 3) Undertake design and construction of the approved Makupa Bridge and approach roads and prepare 'as built drawings' and operations and maintenance manuals for post construction management of the facility by the client;
- 4) Demolish of existing concrete structures and removal of mangrove trees on the alignment for replanting elsewhere
- 5) Protection works and erosion protection on sections of Tudor Creek
- 6) Replanting of mangroves and natural vegetation
- 7) Relocation and accommodation of trunk services and utilities on the bridge.

- 8) Operation and maintenance of the facility for twelve (12) months post construction.
- 9) Seek for review, comment and approval of (a) to (d) above, by the Employer as the Works proceed.

2.0 SCOPE OF THE WORKS CONTRACT

The scope of the EPC Contractor consists of the design and construction of the Makupa Bridge.

The summary of the Works to be carried out is as follows;

- a) Detailed Engineering design of the bridge and approaches,
- b) Construction of the engineered bridge and approaches as per the approved Detailed Engineering Designs
- c) Facilitation of the Employer's representative as per the Employer's requirement
- d) Management and control of traffic during construction period
- e) Provision and erection of bridge furniture and markings, signage and other miscellaneous bridge works
- f) Demolition of existing structures and removal of mangrove trees on the alignment for replanting elsewhere
- g) Protection works and erosion protection
- h) Replanting of mangroves and natural vegetation.
- i) Relocation and accommodation of trunk services and utilities on the bridge.
- j) Any other Works as may be instructed by the Employer's Representative or as agreed between the Contractor and the Employer.

Project Coordination

The project environment requires various stakeholders to be involved at various stages of the project implementation, if and when the need arises. It will be prudent to engage the stakeholders from the inception of the project for effective and efficient smooth running of the project. The following stakeholders have been identified and it's the responsibility of the Contractor, with assistance from the Consultant, to coordinate as a technical committee:

1. Kenya National Highways Authority
2. Ministry of Finance and National treasury
3. State Department of Infrastructure, Ministry of Transport, Infrastructure, Housing and Urban Development and Public Works
4. Kenya Railway Corporation
5. Kenya Pipeline Corporation
6. Kenya Maritime Services
7. Kenya Coast Guards
8. Mombasa County Government
9. Kenya Transport Association
10. Kenya Private Sector Alliance

3.0 OVERALL OBJECTIVES OF THE CONSULTANCY SERVICES

The concept of this Consultancy Services is formulated to achieve the following key objectives of the execution of the Project.

- The Consultant shall thoroughly fulfil, to the highest professional standards, the role of the delegated powers by the Employer's Representative to supervise the construction of the works and to ensure that they are executed in accordance with the Conditions of Contract, Employer's requirements, Specifications and any amendments thereto; and to ensure that so far as is reasonably possible, within the Contract Price and Contract Period allowed under the Contract or any agreed amendments thereto.
- The Consultant shall advise the Employer on important matters regarding contract management, contract administration, instructions/variations and including but not limited determinations.

4.0 SCOPE OF CONSULTANCY SERVICES

The Consultant will be appointed as the Assistant Employer's Representative and shall provide services, based on FIDIC EPC/TURNKEY Conditions of contract, to include but not be limited to the following:

Preparation of Project Feasibility Report

The Consultant will be required to prepare a project feasibility report for the Construction of the Makupa Causeway Replacement Bridge and submit the same to the Employer within the first month of the Consultancy Contract.

EPC Contractor's Detailed Engineering Designs

- Review and submit for Engineers approval EPC Contractor's detailed engineering designs, material investigation report, pavement design report, structural report, hydrological report, as built drawings and project completion report, Land acquisition plans, Environment and Social Assessment Report and specifications, book of drawings and process
- Provide necessary guidance to formulate (i) Drawing Classification System and (ii) Plant Identification System and review the systems proposed by the EPC Contractor.
- Examine and review all drawings, procedures, documents and detail designs submitted by or requested from the EPC Contractor. These include drawings and designs requiring approval from regulatory bodies as well. Such drawings and documents cover all technical aspects relevant to the Project.
- Review and check the detailed engineering designs of the Project to ensure its compliance with the Environmental Impact Assessment (EIA) requirements.

Construction Supervision and Management

- Be stationed at the site office/s provided under the Works contract with counterpart personnel to supervise the construction, erection and consequently commissioning of the Project on full time basis.
- Establish a system acceptable to the Client for project management including documentary control system and administration of the control system. The Consultant shall establish acceptable internal quality management plan.
- Review all documents submitted by the EPC Contractor with respect to planning, scheduling and progress during the project execution period.

- Act on behalf of the Client within the delegated authority in carrying out his duties including project management & related functions in accordance with Clause 3.3, Conditions of Contract for EPC/ Turnkey Projects, FIDIC First Edition (1999) in the implementation of the Project.
- Preparation and submission of monthly and quarterly progress reports and other ad hoc reports or project briefs.
- Quality Control of the construction works, ensuring that the Works are constructed in accordance with the Contract and are implemented within the Contract sum and period.
- Issue site instructions on behalf of the Client to the EPC Contractor and undertake supervision of all aspects of civil, structural works and related works, testing during incorporation into the works, commissioning and assist the Client during performance tests and provisional acceptance.
- Review, evaluate and approve construction method statements and additional site works of the EPC Contractor, in compliance with the technical and environmental requirements.
- Monitor the Project in every stage of the Project and take appropriate corrective measures.
- Provide accurate and timely feedback to the Client about the various aspects of the Project including schedule, design, cost implications and trouble shooting.
- Provide technical assistance during the Defects Notification Period and final acceptance of the Works.
- Organize and conduct periodic and special meetings to support contract administration
- Checking and reviewing monthly progress and final reports before submission to the Engineer
- Checking and revising the Contractor's programme to ensure completion of works within the time for completion
- Monitoring of Contractor's milestones
- Considering and certifying the amount of interim and final payments from the Contractor

Determinations

- Maintain records of contractual claims, if any by the EPC Contractor.
- Assist the Client in contractual matters with the EPC Contractor (guarantees, performance bonds, insurance, claims, etc.)
- Evaluate contractual claims and forward recommendations to the Employers for determination

Quality Management

- Evaluate and approve the EPC Contractor's Quality Control and Quality Assurance Plans. The quality management system shall comply with ISO 9001:2001 and shall cover all stages of the Contract including design, procurement, execution, construction, completion, testing, commissioning and activities during the Defects Notification Period.

- Inspection and testing at the manufacturer 's works and monitor delivery according to the Employer 's Requirements (Ref. Clause 1.1.1.3, Conditions of Contract for EPC/ Turnkey Projects, FIDIC First Edition (1999) and Technical Specifications.
- Assist the Client during taking over stage of the project including coordinating of taking over meetings.
- Perform or witness as required under the Contract, all tests on all materials and workmanship performed by the Contractor, both at the site and outside the site, to ensure that the materials and workmanship conform to the specifications. Notify the Contractor and the Employer immediately on the rejection of any non-compliance, followed by details in writing. Maintain files of all testing data, to be available for review on a daily basis.
- Prepare and submit the Taking over Certificates and other Acceptance Certificates as defined in the contract specifications subjected to the prior approval of the Client.
- Review, evaluate and approve the EPC Contractor's Taking Over start up and the testing procedures including that of performance tests to verify the guarantees. The test procedures shall comply with the internationally accepted relevant standards.
- Ensure that quality control and engineering standards are consistently maintained throughout the project duration within cost and time constraints. Supervise and ensure that all tests are carried out in accordance with the approved procedures.
- Review and monitor quality control, health and safety procedures/manuals for the Project.
- Supervise the final acceptance tests and test operation of the road and certify the final acceptance test reports prepared by the EPC Contractor.
- Witness the commissioning and acceptance tests with the participation of the Client and submit a detailed completion report to the Client.

Technology Transfer and Training of Client's Staff

The Client will assign his engineers and other key personnel as Counterpart Personnel to work with the Consultant 's and Contractor's team and they will work closely with the Consultant in the Work phases of design, construction, and other related project works in order to make use of the opportunity for technology transfer.

These Counterpart Personnel will work under the supervision and management of the Consultant. However, the administrative matters and the payments of the Counterpart Personnel is the responsibility of the Client or as spelt in the Works Contract.

The Consultant will train the graduate Engineers with a goal of having them ready for Professional Registration at the end of the assignment.

A detailed training program should be prepared by the Consultant and will be subject to evaluation.

Upon completion, the graduate Engineers shall be expected to submit their reports to the relevant registration bodies for Professional registration.

Environmental and Social Management Aspects

The Consultant shall be responsible for the following regarding Environmental and Social Management aspects of the project road.

- To ensure that the envisaged Environmental and Social mitigation measures specified in the Environmental and Social Impact Assessment (EIA) study report and NEMA license, are implemented and complied by the EPC Contractor during the Contract Period of the Project.
- To establish and report on the Environmental and Social monitoring and evaluation procedures.
- Assist the client in land acquisition and implementation of the Resettlement Action Plan (RAP)
- To ensure the design and construction works are undertaken in accordance with NEMA Environmental Guidelines, including social and resettlement guidance, Kenyan Laws on Gender Policy, and environmental requirements of the Government of Kenya as well as Site-specific Environmental Management Plan (“EMP”).

5.0 DELIVERABLE REPORTS

All reports to the Client will be delivered to the following address:

**To Director (Highway Planning & Design)
Kenya National Highways Authority
Barabara Plaza, Block A, 3rd Floor,
Jomo Kenyatta International Airport (JKIA),
Off Airport South Road, along Mazao Road
P.O. Box 49712-00100
NAIROBI**

The reports shall be written in English, and shall be submitted in the number of copies tabulated below. In their Methodology Statement, the Consultant shall provide a fixed layout for these reports. The reports shall be submitted as follows:-

Report	No. of Hard Copies	No of Soft Copies
Project Feasibility Report	3	3
Monthly Progress Reports	3	3
Quarterly Progress Summary Reports	3	3
Provisional Completion Report	3	3
Provisional Accounts	3	3
Final Project Completion Report	3	3
As build drawings (hard and soft copies)	3	3

a) Project Feasibility Report

A feasibility study of the proposed Makupa Causeway Bridge shall be carried out and a report submitted within the first four (4) weeks from commencement.

The feasibility study should include at least two different cases or scenarios involving one ‘base’ or ‘without investment’ case and at least one ‘Project’ or ‘with investment’ case.

In the ‘with investment’ case, estimates of benefits include dis-benefits during the construction period, and include the direct impact on all users of the facility (including motorized and non-motorized modes) and indirect impact on the community, environment and business establishments served by the bridge project.

b) Inception Report

An inception report shall be submitted within eight (8) weeks from the commencement of the Consulting services. It shall include the proposals on how the Objectives and Scope of the services are to be achieved.

c) Implementation Schedule of the Project

An implementation schedule shall be prepared by the Consultant, taking as an input basis, the Time Program of the EPC Contract. This implementation schedule shall be submitted along with the Inception Report. It is required to highlight in particular the milestones to be met in order that the Project can be executed smoothly.

d) Design Audit Reports

The Consultant shall prepare design audits and or design review memoranda as required during the implementation phase, depending on the needs to address specific points related to the EPC Contractor’s design.

e) Design Review Comments

The Consultant shall prepare design review reports as required during the implementation phase, depending on the needs to address specific Employer’s requirements related to the EPC Contractor’s design.

f) Monthly Progress Reports

A progress report shall be submitted every month by the Consultant to the Client, addressed to the Director (Highway Planning & Design), within 5 days after the end of the reporting month. The report shall cover the following items:

1. Status reports on design services, plant, Contractor’s equipment and personnel mobilization status, construction progress until taking over of the works.
2. Engagement of different personnel of the Consultant’s team in the works and Utilization of man-months.
3. Description of delays and steps to be taken to overcome them.
4. Any other project aspect considered necessary by the Engineer

g) Quarterly Progress Reports

The Consultant shall submit to the Client the Quarterly progress reports covering the following items:

1. A chronological listing of significant project events.
2. A concise summary of the major highlights of the report.

3. Action on items, comprising a list of significant items on the Project which require resolution by either the Client or the Consultant.

h) Inspection Reports

The Consultant shall submit for each test, a formal inspection report including test details of each inspection/test conducted, in the month the inspection is done.

i) Site Inspection Reports

The Consultant shall prepare and submit site inspection reports for key activities as defined during the implementation phase of the inspection. They shall also include related documents and/or comments with results or suggested remedial actions (if deemed to be necessary).

j) Disbursement Schedules

The Consultant shall monitor and review the Project cost and expenditure and prepare the periodic statements in close co-ordination with the Client's relevant divisions. The main activities are as follows;

1. Regular reviewing of the status of the Project cost and comparison of scheduled disbursements with actual progress.
2. Preparation and regular updating of disbursement schedules.
3. Review total project cash flow, establish an early warning system, and prepare projections to track unfavourable cost trends pro-activity, draw action plans and advise the Client.
4. Prepare S-curve depicting cost and schedule, reports for budgeted cost for EPC works scheduled, actual cost for works completed and budget cost for works performed, cost variation, schedule variation, total project estimate to completion.

k) Updating of Consultants Assignment Schedule

Consultant shall prepare and submit the updated consultancy schedule as necessary due to the change of the status and conditions of the Project according to the progress of the Project.

l) Commissioning Reports

The Consultant shall review and approve in consultation with the Client the relevant completion reports with enclosed test results for the particular work sections submitted by the EPC Contractor. These reports shall address all —Tests on Completion and —Tests after Completion including their results. The approval of the completion reports shall be a pre-condition for issue of any Taking-over Certificate and Tests after Completion.

m) Final Inspection Report, Minor Outstanding Work and Defects List with Enclosed Test Results

The final inspection report of the Consultant shall address the status of the work items at the time of Taking-over by the Client. The minor outstanding works, defects, failures, shortcomings are to be listed and compiled. Possible remedial actions by the EPC Contractor as needed, are to be listed and noted, including the given period of time the EPC Contractor is to rectify. The material handed over by the EPC Contractor to the Client will be checked and listed for status and completeness.

n) Operation & Maintenance Manuals

The Consultant shall review and approve in consultation with the Client, the Operation & Maintenance procedures and manuals submitted by the EPC Contractor, within four (4) weeks before the commencement of the commissioning.

Furthermore the Consultant shall prepare and submit a —Reference Manual for the Project providing recommendations of the Consultant with cross references to related documents along with the approved Operation & Maintenance manual.

o) Taking Over Certificate

The Taking-over certificate shall be prepared and issued by the Consultant in consultation with the Client, following the successful completion of the works provided that Consultant is satisfied that the defects or deficiencies have been successfully rectified. The issue of the Taking-over Certificate shall be subjected to;

1. The EPC Contractor having provided the operating and maintenance manuals, as well as all the drawings and documents handled over to the Client requested in the Contract.
2. No major deficiencies are found and minor deficiencies are listed in the defects list by the Consultant.
3. Items specified as reverting to the Employer revert accordingly

p) Plant Performance Evaluation Reports

1. The Consultant shall witness the works performance tests carried out under Test after Completion. They will analyze, evaluate and approve the final performance tests with the concurrence of the Client.
2. The analyses, results and conclusions with recommendations shall be compiled in the performance evaluation report to be submitted to the Client.

q) Performance Certificate

The Consultant shall prepare for the final inspection and acceptance meeting, thereafter prepare the Performance Certificate with the approval of the Client and submit after the expiry date of the Defects Notification Period, to the Client who will issue the Performance Certificate to the Contractor.

r) Final Certificate of Payment

A written statement shall be prepared by the Consultant, to be signed by both parties, the Client and the EPC Contractor that all financial obligations by both parties are fulfilled. This final payment certificate shall be prepared and issued in accordance with the relevant clauses of the FIDIC guidelines, —Conditions of Contract for EPC/Turnkey Projects, first edition 1999.

6.0 PROJECT MANAGEMENT, CONTRACTUAL FRAMEWORK AND RESPONSIBILITIES

1. The Employer for both works and supervision contracts will be the Director General, Kenya National Highways Authority (KeNHA) whereas the Employer's Representative will be the Director (Highway Planning and Design), KeNHA.
2. The Consultant selected for the supervision of the Works, hereinafter called the Consultant, will be the **Assistant Employer's Representative** for the Works Contract. The Employer's Representative will delegate certain of his responsibilities for the implementation of the works contract to the Assistant Employer's Representative within the framework of the FIDIC EPC /TURNKEY BASED Conditions of Contract.
3. Responsibilities that the Employer's Representative will retain with respect to the works contract will include all legal and financial issues arising from claims and disputes by third parties relating to land tenure, national planning, damage caused to commercial interests and issues of similar nature. The Employer's Representative will also retain the responsibilities for the project budget and the management of the financial allocations to the contracts, conclusion of these contracts and issuing of commencement orders and variation orders. In these matters he will closely liaise with the Employer's Representative.
4. The Employer's Representative shall identify a **Project Engineer**, who will facilitate decision making in matters pertaining to the supervision and the works contracts that are either not covered by the delegation of powers to the Consultant or that need a decision by the Employer's Representative once the Consultant has fulfilled all his obligations under these Terms of Reference. The Project Engineer will be the Consultant's day-to-day contact person in the Kenya National Highways Authority. The Consultant will keep the Project Engineer informed in a detailed way of all developments on site. The Project Engineer will visit the site regularly and will attend all site meetings.
5. A model letter setting the Delegation of Powers is attached in Annex B to these RFP document.

7.0 LOGISTICS AND TIMING

7.1 Project location:

The project is situated in Mombasa County. The existing Makupa Causeway currently separates the waters that surround Mombasa Island into Tudor Creek to the east and Port Reitz Creek to the west, hindering the free movement of water and marine life, and decaying ecosystem.

7.2 Project period:

The Contract period shall be 48 months, including:-

Phase 1: Construction Supervision	- 36 Months
Phase 2: Defects Liability Period	- 12 Months

8.0 STAFF REQUIREMENTS

The Consultant shall provide the following staff required for the performance of the duties described above:

S/No	Staff	Effective Man-months	
		Construction Period	Defects Liability Period
1)	Project Director	9	2
2)	Resident Engineer/ Structural Engineer	36	6
3)	Surveyor	36	6
4)	Bridge Inspector	36	12
5)	Road Inspector	36	6
6)	Materials Technologist	36	0
7)	Graduate Engineers (2No.)	72	2
	TOTAL	297	34

The Works Contract shall provide for the attendance to the Resident Engineer only in the categories of Assistant Inspectors, labourers, chainmen and office messengers/assistants.

Remuneration for all other Support Staff such as Survey Assistants, Laboratory Technicians and a Secretary and any other expenses required for proper functioning of the site supervision or backstopping shall be factored in the rates for listed staff.

The profiles of the key experts to be provided by the Consultant for this Contract are as follows:

Project Director (Short term input)

(i) Qualifications and skills

Must possess University Degree BSc (Civil Engineering) or equivalent and be a Registered Engineer and Registered Consulting Engineer with Engineers Registration Board of Kenya or equivalent such as Member of the Institution of Civil Engineers (U.K.) etc. A Masters Degree will be an added advantage.

(ii) General professional experience

A minimum of 15 years practical post-qualification experience in road and bridge projects.

(iii) Specific professional experience

Must have extensive broad experience in highway design works contract administration, evaluation of contractor's claims for at least 10 years and more specifically have recent service

as a Project Director on at least two highway construction contracts of comparable magnitude. Knowledge of FIDIC contract procedure is mandatory. Previous experience on road/bridges projects in East Africa will be an advantage.

Resident Engineer (Structural/Drainage Engineer)

- (i) ***Qualifications and skills***
Must possess University Degree BSc (Civil Engineering) or equivalent and be a registered engineer with Engineers Board of Kenya or equivalent such as Member of the Institution of Civil Engineers (U.K.) etc. A Masters Degree will be an added advantage.
- (ii) ***General professional experience***
A minimum of 15 years practical qualification experience
- (iii) ***Specific professional experience***
Must have extensive broad experience in structural analysis and design and construction of bridges and minor road drainage structures including urban drainage systems. Should be familiar with the latest Computer Aided Design applications. Must also have experience in highway design works, contract administration and evaluation of Contractor's claims for at least 10 years and more specifically have recent service as a resident engineer on at least one Highway or Bridge construction contract of comparable magnitude. The Resident Engineer must demonstrate knowledge of FIDIC, particularly Design and Build FIDIC EPC/Turnkey based contracts. Previous experience on road projects in East Africa will be an advantage.

Project Surveyor

- (i) ***Qualifications and skills***
Must possess BSc. Degree or equivalent in Survey & Photogrammetry or related field and must be a Registered with Institute of Surveyors of Kenya or equivalent.
A Masters Degree will be an added advantage.
- (ii) ***General professional experience***
A minimum of 10 years practical post-qualification experience
- (iii) ***Specific professional experience***
He/She must have served in similar capacity in at least three road/bridge projects of similar magnitude and complexity. He/She must familiar with the latest electronic survey equipment including GPS, Total Stations and associated computer applications. Previous experience on road projects in East Africa will be an advantage. Familiarity with electronic survey equipment will be an advantage.

Bridge Inspector

- (i) ***Qualifications and skills***
Must possess a KNEC Diploma in Civil Engineering from Kenya Polytechnic or its equivalent.

(ii) *General professional experience*

A minimum of 8 years practical post-qualification experience in road and bridge projects.

(iii) *Specific professional experience*

Must be experienced on-site inspection and works measurement of bridge construction contracts.

Roads Inspector

(i) *Qualifications and skills*

Must possess an Ordinary Diploma in Civil Engineering from Kenya Polytechnic or equivalent.

(ii) *General professional experience*

A minimum of 8 years practical post-qualification experience in road and bridge projects.

(iii) *Specific professional experience*

Must be experienced on-site inspection and works measurement of road construction contracts.

Materials Technologist

(i) *Qualifications and skills*

Must possess a Higher National Diploma in Civil Engineering from Kenya Polytechnic or equivalent.

(ii) *General professional experience*

A minimum of 8 years practical post-qualification experience on road projects.

(iii) *Specific professional experience*

Must be experienced on soils and materials sampling and testing for large road construction contracts. Particular experience with laboratory testing of stabilised mixes, bituminous mixes and surface dressing is essential.

Assistant/Graduate Engineers (2No.)

(i) *Qualifications and skills*

Must possess University Degree BSc (Civil Engineering) or equivalent and be registered as a **graduate engineer** with Institution of Engineers of Kenya (IEK) and Engineers Board of Kenya (EBK).

(ii) *General/Specific professional experience*

Should be a graduate engineer with zero or up to a maximum of 5 years post-qualification experience in road and bridge projects.

Staff Training of KeNHA Engineers

The Consultant shall engage at least two (2) No. Graduate Engineers from KeNHA during the whole Contract period.

Training of the Graduate Engineers is a key part of this Consultancy. The Consultant should prepare an adequate training plan/program to ensure that the Graduate Engineers are sufficiently trained and equipped to register as Professional Engineers.

9.0 WORK SCHEDULE

The Consultant shall propose a schedule of activities and corresponding deployment of manpower, which will ensure that all duties entrusted to him, will be adequately performed. This schedule, together with a comprehensive statement justifying the proposed deployment will be incorporated in the methodology statement.

9.1 Facilities To Be Provided By The Employer

Under the Terms and Conditions of the Works Contracts, the Consultant shall be provided with:

- Fully furnished and equipped site office.
- Fully equipped site laboratory (The Consultant can utilise the Contractor's lab).
- Furnished site housing accommodation (or housing allowance)
- Site transport in the form of supervisory vehicles
- Other site facilities, survey and drawing office equipment, computers and utilities necessary for the execution of the services, including office consumables, and office operating expenses.

It shall be the responsibility of the Consultant to supervise the supply and provision and maintenance of the said buildings, furniture, equipment and vehicles by the Works Contractor in accordance with the Works contract. The Consultant shall ensure that any items designated to revert to the Employer after completion of the Works Contract are officially handed over to the Employer in good condition as soon as they are no longer required on the Works Contract.

10.0 MONITORING AND EVALUATION

10.1 Definition of Indicators

In his Technical Proposal (Organisation and Methodology), the Consultant shall propose relevant key indicators for monitoring project progress, results, activities and assumptions and show how these will be monitored.

As a minimum, the Consultant will regularly review the physical work progress in terms of milestones achieved in the bridge construction and completed to various levels in compliance with the drawings and specifications in relation to the Contractor's approved work programme and cash flow projections, schedule of plant and manpower resources.

The Consultant will regularly appraise this information in his Progress Reports and in Site Meetings and discuss them with the Contractor and the Employer's representative.

10.2 Reviews and Evaluations

Project reviews and evaluation applying monitoring indicators will be presented in the regular progress reports and the Final Project Completion Report will contain an overall assessment.

SECTION F:

STANDARD FORMS OF CONTRACT

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Special notes

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II General Conditions of Contract

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 - Appendix K: The request for proposals

Special Notes

1. The Contract price is arrived at on the basis of inputs – including rates – provided by the Consultant. The Client agrees to pay the Consultant as stipulated under clause 6.4 of Special Conditions of Contract.
2. The Contract includes four parts: Form of Contract, the General Conditions of Contract, the Special Conditions of Contract and the Appendices.

CONTRACT FOR CONSULTANT’S SERVICES

between

[name of the Client]

AND

[name of the Consultant]

Dated: _____ *[date]*

I. FORM OF AGREEMENT

This Agreement (hereinafter called the “Contract”) is made the _____) day of the month of _____ [month], [year], between _____, [name of client] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the “Client”) of the one part AND _____ [name of consultant] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the “Consultant”) of the other part.

WHEREAS

the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);

the Consultant, having represented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

The General Conditions of Contract;

The Special Conditions of Contract;

The following Appendices: [*Note: If any of these Appendices are not used, they should be deleted from the list*]

Appendix A: Letter of Award and Acceptance

Appendix B: Terms of Reference

Appendix C: Comments on Terms of Reference

Appendix D: Description of the Methodology and Work plan for performing the assignment.

Appendix E: Time schedule for professional Personnel

Appendix F: Team Composition and Task assignments

Appendix G: Curriculum Vitae (CV) for proposed professional staff

Appendix H: Activity (Work plan) Schedule

Appendix I: Breakdown of Contract price in Kshs

Appendix J: Other submissions

➤ Technical proposal submission form

- Firm's References
 - Financial proposal submission form
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2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:

The Consultant shall carry out the Services in accordance with the provisions of the Contract;
and

The Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ *[name of client]*

[full name of Client's authorised representative] _____

[title] _____

[signature] _____

[date] _____

For and on behalf of _____ *[name of consultant]*

[full name of Consultant's authorized representative] _____

[title] _____

[signature] _____

[date] _____

II. GENERAL CONDITIONS OF CONTRACT

1.0 GENERAL PROVISIONS

- 1.1 Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:
- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
 - (b) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
 - (c) “Contract Price” means the price to be paid for the performance of the Services in accordance with Clause 6 here below;
 - (d) “Foreign Currency” means any currency other than the Kenya Shilling;
 - (e) “GC” means these General Conditions of Contract;
 - (f) “Government” means the Government of the Republic of Kenya;
 - (g) “Local Currency” means the Kenya Shilling;
 - (h) “Member”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract;
 - (i) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;
 - (j) “Personnel” means persons hired by the Consultant or by any Sub-Consultant as employees and assigned to the performance of the Services or any part thereof;
 - (k) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented;
 - (l) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and

- (m) “Sub-Consultant” means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.3 Language

This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

1.7 Taxes and Duties

The Consultant, Sub-Consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.

- 2.4 Modification** Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension Of Time** Any period within which a Party shall, pursuant to this Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4 Payments** During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.
- 2.6 Termination**
- 2.6.1 By the Client** The Client may terminate this Contract by not less than thirty (30) days’ written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;
- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
 - (b) if the Consultant becomes insolvent or bankrupt;
 - (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) if the Consultant, in the judgement of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

(e) For the purpose of this clause;

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among Consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

(f) if the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the Consultant

The Consultant may terminate this Contract by not less than thirty (30) days’ written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or
- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and

economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub-Consultants or third parties.

3.2 Conflict of Interests

- 3.2.1 Consultant Not to Benefit from Commissions, Discounts, Etc.**
- (i) The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub-Consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.
 - (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub-Consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.
 - (iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.
- 3.2.2 Consultant and Affiliates Not to be Otherwise Interested in Project**
- The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any SubConsultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 3.2.3 Prohibition**
- Neither the Consultant nor his

of Conflicting Activities	<p>subConsultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:</p> <ul style="list-style-type: none">(a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or(b) after the termination of this Contract, such other activities as may be specified in the SC.
3.3 Confidentiality	<p>The Consultant, his sub-Consultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.</p>
3.4 Insurance to be Taken Out by the Consultant	<p>The Consultant (a) shall take out and maintain and shall cause any sub-Consultant[s] to take out and maintain, at his (or the sub-Consultants’, as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client’s request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
3.5 Consultant’s Actions Requiring Client’s Prior Approval	<p>The Consultant shall obtain the Client’s prior approval in writing before taking any of the following actions;</p> <ul style="list-style-type: none">a) entering into a subcontract for the performance of any part of the Services,b) appointing such members of the personnel not listed by name in Appendix C (“Key Personnel and Sub Consultants”).
3.6 Reporting Obligations	<p>The Consultants shall submit to the Client the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.</p>
3.7 Documents prepared by the Consultant to Be the Property	<p>All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultant in accordance with Clause 3.6</p>

of the Client

shall become and remain the property of the Client and Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4. CONSULTANT'S PERSONNEL

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub Consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

4.2 Removal and Replacement Of Personnel

- (a) Except as the Client may otherwise **and/or** agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel; the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Client finds that any of the Personnel have
 - (i) committed serious misconduct or have been charged with having committed a criminal action, or
 - (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions

The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

5.2 Change in the Applicable Law

If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Client shall make available to the Consultant the Services and Facilities listed under Appendix E.

6. PAYMENTS TO THE CONSULTANT

6.1 Monthly Remuneration

The Consultant’s total remuneration shall not exceed the Contract Price and shall be based on monthly payments including all approved staff costs and Sub Consultants’ costs. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2 Contract Price

The price payable is set forth in the Special Conditions.

6.3 Payment for Additional

2.4, a breakdown of the Contract price is provided in Appendices D.

For the purposes of determining the remuneration due for additional services as may be agreed under Clause **Services**

6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment schedule stated in the “Special Conditions of Contract”.

6.5 Interest on Delayed Payment

Payment shall be made within thirty (30) days of receipt of invoice and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond ninety (90) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya’s average rate for base lending.

7. SETTLEMENT OF DISPUTES

7.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

7.2 Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of and Supplements to Clauses in the General Conditions of Contract
1.1(i)	The Member in Charge is the Director (Highway Planning and Design) for the Client and the Project Director for the Consultant.
1.4	<p>The addresses are:</p> <p>Client: Director General, Kenya National Highways Authority Barabara Plaza, Block A, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road, P.O. Box 49712-00100 NAIROBI, KENYA</p> <p>Telephone: +254 20 8013842 Email: dg@kenha.co.ke</p> <p>Consultant: _____ Attention: _____ _____ Telephone; _____ Telex: _____ _____ Facsimile: _____ _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Client: Director (Highway Planning & Design), Kenya National Highways Authority Barabara Plaza, Block A, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road, P.O. Box 49712-00100 NAIROBI, KENYA</p> <p>For the Consultant _____</p>
2.1	The contract shall come into effect immediately after execution by all parties.
2.2	The date for the commencement of Services is _____ [date]
2.3	The period shall be forty eight (48) months comprising of: Phase 1: Construction Supervision - 36 Months

3.4 The risks and coverage shall be:

- (i) Professional Liability: **Full amount of this contract excluding taxes and contingency amount.**
- (ii) Loss of or damage to equipment and property: **Kshs 10,000,000**
- (iii) Third party Liability: **Kshs 10,000,000**
- (iv) Employer's Liability and workers compensation: **Kshs 10,000,000**

6.2(a) The amount in local Currency is _____ *[Insert amount]*

6.4 Payments shall be made on monthly basis.

Payments in Kshs shall be made to the following Account

Account Number: _____

Account Name: _____

Bank: _____

Address: _____

6.5 Payments will be made within 90 (ninety) days of receipt of the invoice and relevant documents

IV. APPENDICES

APPENDIX A: LETTER OF AWARD AND ACCEPTANCE (to be inserted)

APPENDIX B: TERMS OF REFERENCE (to be inserted)

APPENDIX C: COMMENTS ON TERMS OF REFERENCE (to be inserted)

**APPENDIX D: DESCRIPTION OF THE METHODOLOGY AND
WORKPLAN FOR PERFORMING THE ASSIGNMENT
(to be inserted)**

**APPENDIX E: TIME SCHEDULE FOR PROFESSIONAL PERSONNEL
(to be inserted)**

**APPENDIX F: TEAM COMPOSITION AND TASK ASSIGNMENTS
(to be inserted)**

**APPENDIX G: CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF (to be inserted)**

APPENDIX H: ACTIVITY (WORKPLAN) SCHEDULE (to be inserted)

APPENDIX I: FINANCIAL PROPOSAL

APPENDIX J: OTHER SUBMISSIONS

- *Technical proposal submission form*
- *Firm's References*
- *Financial proposal submission form*

APPENDIX K: REQUEST FOR PROPOSALS (to be inserted)