

**TERMS OF REFERENCE**

**FOR CONSULTANCY SERVICES ON THE PREPARATION OF MASTER PLAN FOR VETLAB SPORTS CLUB**

**Closing on 10th February 2023 @1700hours**

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# **OVERVIEW**

The Veterinary Laboratory Sports Club commonly referred to as Vet Lab and widely revered as a golf club has been in existence since 1923.

Vet Lab Sports Club prides itself in being the bedrock on which great golfing talent is identified, nurtured and grown. In keeping with its reputation as “The Friendliest Club”, whether social or golf-playing members, members’ guests or visitors, you are assured a warm welcome at Vet Lab sports club.

Today the Club is one of the leading golfing and recreational facilities in Kenya. The 18-hole Golf course consists of well-constructed greens with a careful choice of hybrid blend bent-grass which is compatible with the weather at VETLAB. The greens have been constructed in line with the USPGA recommendations. The total putting surface of all 18 greens is over 10,000 square meters. Factors concerning smoothness, speed and receptiveness were a major consideration during the construction.

Vet Lab is currently the only golf course in Kenya constructed on public land and therefore its membership is open to every Kenyan within the provisions of the club’s constitution. The club has continued to grow and is unmatched due to the following key attributes:

* Vetlab offers a challenging and decent golf course.
* Diversity in membership and a growing young membership.
* Good security since we are in a controlled environment
* Affordability
* Adequate land

# **LOCATION AND BACKGROUND**

The Club is located inside The University of Nairobi Upper Kabete, Off Kapenguria Road. The Club is approximately 4Kilometres from Waiyaki Way which makes the location favorable and with easy proximity to the club. With the new express way, it takes about 15 minutes to get to the club from the airport and the environs of the UN in Gigiri and the larger Westlands, Kyuna and Loresho suburbs. The total putting surface of all 18 greens is over 10,000 square meters.

The Club invites competent & eligible firms to submit their applications for the Masters Plan Consultancy Services whose details are outlined below.

The Application process shall be completed online via SRM eProcurement Portal- [www.srmhub.com](http://www.srmhub.com). Upon a payment of a tender fee of three thousand shillings (Kes 3,000) via paybill number 4095233.

The Club reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

# **GOAL**

The dynamic environment, highly competitive space, and the quest for growth have necessitated the development of this plan premised on Vet Lab’s long-term goals and strategic objectives. This plan should outline new strategies VetLab will adopt to increase revenue, profit and enhance the club's brand. It is specifically to:

* Establish direction and make effective decisions in key policy and functional areas.
* Provide a basis for rationally aligning resources to address the critical issues facing VetLab.
* Make VetLab more responsive to the needs of the stakeholders (members, suppliers, partners and employees).
* Be more focused as we sustain growth, build a solid financial foundation and prepare for current and other future challenges.

# **SCOPE OF WORK**

The objectives of the master plan are:

* To define/interpret a vision for future growth and development over the next 25 years.
* To provide an overall integrated physical framework for growth.
* To provide a basis for coordinated programming of projects and budgets, thereby serving as a downstream management tool.
* Provide a basis for development control and environmental conservation/management
* To produce accurate existing up-to-date digital full-colour site map(s) of the club.
* To undertake land use suitability analysis for the land, incorporating the existing structures.
* To conduct participatory planning exercises in the preparation of the Master Plan.
* To prepare 25-year Master Plan, showing current and proposed development and conservation (land use, infrastructure, power, water, and sewerage services distribution, circulation, open areas, environmental conservation).
* To prepare an action plan(s) (showing zoning and development control) and monitoring and evaluation strategy.
* To advise on the implementation and governance framework for the Master Plan.

# **DELIVERABLES**

1. Prepare a draft Master Plan drawing  informed by, and as a synthesis of, the alternative concept plans
2. Refine and elaborate on the draft plan; this should be developed into a strategic framework plan incorporating a zoning proposal, design guidelines for key action areas, environmental management, and infrastructure standards. The proposals should include a phasing plan
3. Prepare detailed physical and land use plans for the expounding on different thematic areas of the Master Plan and a programme of accommodation for all projected uses
4. Assess the need for and propose any land banking necessary and it's land acquisition framework
5. Prepare a schematic representation of the form and structure of the master plan in 3D form.
6. Prepare a strategic environmental statement for the proposed master plan in accordance with relevant laws and regulations.
7. Prepare an implementation framework for the  Master Plan indicating:
8. Development control and institutional/governance structure for professional management of the  land and properties
9. Phased programme for implementation

Capital Investment Plan, showing phased implementation with detailed costing for phase I and indicative (projected) costing for subsequent phases.

# **QUALIFICATIONS OF CONSULTANCY FIRM**

**The consultancy team will include the following professional expertise of good standing:**

a) Architect (Team Leader) with 15 years of Experience

b) Physical Planner with 10 years of Experience

c) Civil/Structural Engineer with 10 years of Experience

d) Mechanical Engineer with 5 years of Experience

e) Electrical Engineer with 5 years of Experience

g) Quantity Surveyor with 10 years of Experience

h) Environmental Management Expert with 5 years of Experience

i) Land Economist with 10 years of Experience

j) Landscape Architect with 5 years of Experience

h) Financial Analyst with 7 years of Experience

**The Team leader shall have the following expertise and competencies:**

1. Degree in Architecture be registered with the relevant registration board, hold valid registration and practising licences, be in good standing with the relevant Professional bodies
2. Familiarity with the preparation of physical and land use plans with at least 15 years of professional experience
3. Ability to coordinate a team of specialists in the following disciplines: architecture/urban design, infrastructure engineering, quantity survey, geospatial engineering (including GIS expertise) and environmental management
4. Where the project team takes the form of a consortium, it shall be led by a registered and practising architect, while the other experts shall have the prerequisite registrations from their respective professional/statutory bodies.

# **SUBMISSION OF PROPOSAL**

## **Mandatory Requirements**

The Request for proposal MUST be submitted with the following mandatory requirements: -

1. Provide Company Registration Certificate- attach copy
2. PIN Certificate - attach copy
3. CR12 or Search certificate
4. Proof of physical location by way of Lease/tenancy agreement, title deed or utility bill
5. Provide Valid Tax Compliance Certificate or proof of exemption- attach copy
6. Professional & Practicing Certificates/Licenses - attach Copies
7. Duly completed a self-declaration that the bidder/person will not engage in any corrupt or fraudulent practice - Download the attached Template
8. Firms which have a joint venture agreement MUST attach a duly executed joint agreement, specifying rights and obligation of each party to the joint venture
9. Written confirmation of authorization of the person signing the tender on behalf of the Tenderer
10. Validity of the tender will be 90 days.

## **Technical Evaluation Criteria**

|  |  |
| --- | --- |
| **CRITERIA** | **MARKS** |
| **A. Experience of the Firm** |  |
| Provide description of the firm (company profile) including organizational Chart | **5** |
| Provide completion certificates and or purchase orders from at least 4 entities that the consultant have been in developing master plans and land use development plans (5 marks each) | **20** |
| Adequacy of the proposed work-plan and methodology to be applied - A Proposed methodology, Work Plan and schedule of activities with clear procedures and timeline. Firms may also use their creativity and knowledge to suggest the ideal structure and content to attain the objective of the project. a) Overall Project approach, including stakeholder consultations, reporting and data gathering.b) Structure and content.c) Timetable.d) Enumeration and qualifications of project team members.1. Activity Schedules
2. Reporting
 | **30** |
|   |  |
| **B. Human Resource Capacity** |  |
| **The Team leader shall have the following expertise and competencies:**  |  |
| a)      Degree in Architecture be registered with the relevant registration board, hold valid registration and practising licences, be in good standing with the relevant Professional bodies  | **2.5** |
| b)      Familiarity with the preparation of physical and land use plans with at least 15 years of professional experience   | **2.5** |
| c)      Has undertaken at least 4 Master plan development projects in last 5 years | **5** |
|   |  |
| **The consultancy team will include the following professional expertise of good standing: (attach copies of CVs’ & Certificates)(2 marks each)** | **20** |
| a) Architect (Team Leader) with 15 years of Experience |
| b) Physical Planner with 10 years of Experience |
| c) Civil/Structural Engineer with 10 years of Experience |
| d) Mechanical Engineer with 5 years of Experience |
| e) Electrical Engineer with 5 years of Experience |
| g) Quantity Surveyor with 10 years of Experience |
| h) Environmental Management Expert with 5 years of Experience |
| i) Land Economist with 10 years of Experience |
| j) Landscape Architect with 5 years of Experience |
| h) Financial Analyst with 7 years of Experience |
|   |  |
| **C. Financial capability** |  |
| Must demonstrate financial capability in carrying out the Consultancy work- (Attach certified Audited Accounts for the last two (2) (2020 &2021) years or equivalent) | **10** |
| Average Annual Turnover- Kshs 5 million and above.  | **5** |
| Average Annual Turnover- below Kshs 5 million | **2.5** |
|   |  |
|   | **100** |

# **CLARIFICATIONS**

Interested parties may request for clarification before the submission deadline and directed to the General Manager on the contacts mentioned herein below:

**The General Manager**

**Vetlab Sports Club**

**P.O BOX 29105-006025**

**Nairobi, Kenya.**

**Tel: 0722** **730549**

**E-mail-** **generalmanager@vetlabsc.com**