



REQUEST FOR EXPRESSION OF INTEREST (EOI) TO PARTICIPATE IN A LIMITED ARCHITECTURAL DESIGN COMPETITION FOR A NEW CLUB HOUSE FOR LIMURU COUNTRY CLUB

TENDER NO. LCC/CHDC/001/2025

ISSUED ON: Monday, 17th November 2025

CLOSING DATE: Tuesday, 16th December 2025

TIME: 10: 30AM

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- I. This document is issued by the procuring and contracting entity;

**LIMURU COUNTRY CLUB
P.O. Box 10 -00217
Limuru- Kenya**

- II. Section A: Expression of Interest requirements
- III. Section B: Terms of Reference for performing the assignment
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Section A:

The Limuru Country Club (LCC) intends to construct a new Club House that is modern, functional, and that significantly enhances membership experience, particularly in areas of sports, leisure, and family amenity. This new & modern Club House must create a balance between respect for the Club's historic heritage and a commitment to environmental sustainability.

LCC therefore invites **Expressions of Interest** (EOI) from qualified, competent and registered firms, forming a consortium, to participate in a Limited Architectural Design Competition. The consortium should comprise Architects, Engineers (Civil, Structural, Mechanical, Electrical and Geotechnical), Landscape Architects, Quantity Surveyors, Interior Designers, Environmental Design consultants / Green Building Designers, and Environmental Impact Assessors. The Consortium shall be led by the Architect.

The Lead Architect shall submit only one application for the Consortium, either in their own name or as a member of a Joint Venture (JV) with other architectural firms. That is, two or more architectural firms are free to form a Joint Venture for the Expression of Interest (EOI). If an Applicant (including any JV member) submits or participates in more than one application, the specific applications shall be rejected.

Interested qualified consortia comprising the above disciplines are invited to apply for prequalification, indicating the consortium's respective areas of competency, qualifications and experience by submission of the following mandatory documents and information.

- a) Company profiles for all members of the consortium, including certified copies of respective Certificate of Incorporation / business registration, alongside current statutory forms CR-12 or CR-13 not older than 3 months.
- b) Certificate of Registration and valid practicing licenses for all key experts of the project team issued by the statutory professional body (certified copy);
- c) Current membership with a recognized and relevant Professional Business Membership Organization.
- d) Professional indemnity insurance cover of at least ten (10) million Kenya shillings for the lead firm of the consortium (certified copy);
- e) Valid Tax Compliance Certificate from Kenya Revenue Authority;
- f) Audited financial statements for the last three years.
- g) Letter of intent to form a consortium signed by all members.
- h) A copy of the Joint Venture (JV) Agreement entered into by all members OR A letter of intent to execute a Joint Venture (JV) Agreement (where applicable), signed by all members

For more information, download the detailed Terms of Reference from <https://limurucountryclub.co.ke/rfq-rfp/>

Mandatory documents / information Evaluation Checklist

No	Item	Evaluation	
		Pass	Fail
a	Company profiles for all members of the consortium, including certified copies of respective Certificate of Incorporation / business registration, alongside current statutory Forms CR-12 or CR-13 not older than 3 months).		
b	Certificate of Registration and valid practicing licenses for all key experts of the project team issued by the statutory professional body (certified copy)		
c	Current membership with a recognized and relevant Professional Business Membership Organization.		
d	Professional indemnity insurance cover of at least ten (10) million Kenya shillings for the lead firm of the consortium (certified copy)		
e	Valid Tax Compliance Certificate from Kenya Revenue Authority		
f	Audited financial statements for the last three years.		
g	Letter of intent to form a Consortium signed by all members.		
h	A copy of the Joint Venture (JV) Agreement entered into by all members OR A letter of intent to execute a Joint Venture (JV) Agreement (where applicable), signed by all members.		

Note:

1. The above criteria will be evaluated on a "Pass or "Fail" basis.
2. A submission shall be disqualified if it "Fails" any of the above criteria.
3. Those who pass the mandatory requirements will be subjected to a detailed evaluation.

The Expression of Interest (EOI) submission of documents shall be in two formats, as below:

A. Hard copy submission:

One bound document placed in a plain sealed envelope marked **"Expression of Interest for Architectural Design Competition for "A NEW CLUB HOUSE FOR LIMURU COUNTRY CLUB"** delivered to:

THE DEVELOPMENT OVERSIGHT COMMITTEE

c/o THE GENERAL MANAGER

LIMURU COUNTRY CLUB

P.O. Box 10 – 00217 Limuru Kenya

The Expression of Interest (EOI) Documents must be placed inside the Tender Box at the General Manager's office by **10:30am** on or before **Tuesday, 16th December 2025**.

B. PDF file submission:

A pdf file named **LCC CH EOI – *Name of Consortium Lead*** shall be sent via email to

<stephen.mugo@limurucountryclub.co.ke> to be received no later than **10:30am** on **Tuesday, 16th December 2025**.

Opening will be done immediately thereafter in the presence of consortia who choose to attend. Late submissions will be rejected and returned unopened.

Only the top **EIGHT (8)** consortia will be selected and invited for the competition.

The Limuru Country Club reserves the right to reject any EOI. Any form of canvassing will lead to automatic disqualification.

Section B:

TERMS OF REFERENCE FOR THE PREQUALIFICATION OF CONSORTING FOR LIMITED ARCHITECTURAL DESIGN COMPETITION FOR "A NEW CLUB HOUSE FOR LIMURU COUNTRY CLUB"

1. Professional Capability

The teams shall submit adequate information to demonstrate their technical capability in terms of qualification and experience of the staff to cover all the disciplines included. The information which should be in brief summaries should contain:

- a) Statements of qualifications, competence and relevant experience of key staff proposed for the assignment.
- b) Statements of any specific experience of the consultants in design of recreation, sports, leisure, hospitality and institutional buildings in the last fifteen (15) years.
- c) Any other relevant information in support of professional capability.
- d) Minimum required experience of the professional staff proposed for the project shall be:
 - i. Twelve (12) years' post-registration for the Lead Architect.
 - ii. Ten (10) years' post-registration experience in relevant area of discipline for other key experts.
 - iii. Five (5) years' post-registration experience in relevant area of discipline for any other professional staff proposed as assistants.

2. Team's Capability

The team's professional capability to undertake the assignment shall be evaluated on the basis of the following criteria.

The Client regards the following pointers to the professional strengths and competencies as essential to success of the work.

Specific qualification, experience and competence of key staff proposed for the assignment, shall be assessed according to the criteria here below.

a. Lead Architect [Maximum points 12]

This position will entail both management and co-ordination skills as well as technical skills. The Lead Consultant must possess a professional degree in Architecture. Must be registered as an Architect by the Board of Registration of Architects and Quantity Surveyors and with at least twelve (12) years post-registration experience. Five (5) of which should be in a senior position e.g. principal partner/director or equivalent.

b. Project Architect [Maximum points 7]

The position will entail both contract administration and architectural design aspects. The Architect must possess a professional degree in Architecture, be registered by the Board of Registration of Architects and Quantity Surveyors and with at least ten (10) years post-registration experience.

c. Project Quantity Surveyor [Maximum points 6]

The Quantity Surveyor must possess a degree in Building Economics or Quantity Surveying and be registered as a Quantity Surveyor by the Board of Registration of Architect and Quantity Surveyors and with at least ten (10) years post-registration experience.

d. Project Civil/Structural Engineer [Maximum points 6]

The Engineer must possess a degree in civil/structural engineering and be registered as an engineer by the Engineers Board of Kenya and with at least ten (10) years post-registration experience.

e. Project Electrical Engineer [Maximum points 6]

The Engineer must possess a degree in electrical engineering and be registered by the Engineers Board of Kenya and with at least ten (10) years post registration experience.

f. Project Mechanical Engineer [Maximum points 6]

The Engineer must possess a degree in mechanical engineering and be registered by the Engineers Board of Kenya and with at least ten (10) years post-registration experience.

g. Environmental Design Consultant [Maximum points 7]

The Environmental Design Consultant must possess a degree in Architecture, civil/structural engineering or mechanical engineering and a post graduate degree or diploma in environmental design and be a registered architect or engineer respectively with at least five (5) years working experience as an environmental design consultant.

i. Landscape Architect [Maximum points 5]

The Landscape Architect must possess a professional degree in Landscape Architecture and be a member of a recognized / relevant Professional Organization with at least ten (10) years working experience.

j. Interior Designer [Maximum points 6]

The Interior Designer must possess a degree in Interior Design and be a member of a recognized / relevant Professional Organization with at least ten (10) years working experience.

k. Other Professionals Relevant to the Project [Maximum points 9]

Other professionals brought to the project must be relevant and a detailed explanation of their role in the project must be clearly shown including their experience. These professionals may include NEMA expert, Geo-technical Engineer, Hospitality Specialist, Sport and Leisure Management Specialist etc.

3. Contract and Conditions of Engagement

The consortium that authors the winning design will be invited to provide individual professional services based on *Republic of Kenya Conditions of Engagement and Scales of Fees for Professional Services for Building and Civil Engineering Works, 2nd edition 1989*.

4. DETAILED EVALUATION CRITERIA

No	Technical Evaluation Criteria	Points
1	Consortium's Professional Experience	30
2	Individual Professional's Qualifications and Experience	70
	Total	100 Points

Evaluation Criteria		Points
Item		
Consortium's Professional Experience	Architectural firm's general experience in design & supervision of buildings (above 5,000 m²)	5
	Architectural firm's experience in design & supervision of recreation, sports, leisure, hospitality and institutional buildings.	10
	Architectural firm's experience in design & supervision of green or environmentally conscious buildings.	5
	Architectural firm's experience in design & supervision of a Club house building.	3
	Other firms of the Consortium's experience in design & supervision of recreation, sports, leisure, hospitality and institutional buildings.	7
	Sub - Total	30

	Item	Points
Lead Consultant's Qualifications and Experience within the last 12 years	Lead Architect (Lead Consultant)	12
Professional qualifications and experience within the last 10 years	Project Architect	7
	Project Quantity Surveyor	6
	Project Civil/Structural Engineer	6
	Project Mechanical Engineer	6
	Project Electrical Engineer	6
	Sub - Total	43
Professional qualifications and experience within the last 5 years	Environmental Design Consultant	7
	Landscape Architect	5
	Interior Designer	6
	Sub - Total	18
Participation of other Professionals Relevant to the Project (minimum of 3 other professionals)	NEMA Expert	
	Geotechnical Engineer	
	Hospitality Specialist	
	Sports & Leisure Management Specialist	
	Any other Professional	
	Sub - Total	9
	GRAND TOTAL	70

4.1 CONSORTIUM'S PROFESSIONAL EXPERIENCE

Classification	Points	Evaluation Criteria			
Architectural firm's general experience in design & supervision of buildings (above 5,000 m ²)	5	The number of building projects successfully completed or on-going within the last 12 years with gross built up area exceeding 5,000m ² .			
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1	N = 0
		5	3	1	0
Architectural firm's experience in design & supervision of recreation, sports, leisure, hospitality and institutional buildings.	10	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 12 years			
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1	N = 0
		10	5	3	0
Architectural firm's experience in design & supervision of green or environmentally conscious buildings.	5	The number of green or environmentally conscious projects completed or on-going within the last 12 years			
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1	N = 0
		5	3	1	0
Architectural firm's experience in design & supervision of a Club house building	3	The number of Club house buildings completed or on-going within the last 12 years			
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1	N = 0
		3	2	1	0
Other firms of the Consortium's experience in design & supervision of recreation, sports, leisure, hospitality and institutional buildings.	7	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years			
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1	N = 0
		7	4	1	0

4.2 INDIVIDUAL PROFESSIONAL'S QUALIFICATIONS AND EXPERIENCE

Lead Architect (Lead Consultant) (12 Points)					
Classification	Points	Evaluation Criteria			
General qualifications	1	Professional qualification			
		Licensed Architect & Bachelor of Architecture degree		Unlicensed Professional	
		1		0	
	3	The number of post registration years of experience in the construction industry			
		N ≥ 12		12> N ≥ 9	9> N ≥ 0
		3		1	0
Adequacy for the Services	3	The number of building projects successfully completed or on-going within the last 12 years with gross built up area exceeding 2,500m ²			
		N ≥ 5		5 > N ≥ 3	3 > N ≥ 1
		3		1	0
	3	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 12 years			
		N ≥ 5		5 > N ≥ 3	3 > N ≥ 1
		3		2	1
	2	The number of construction projects executed within the highlands climate (2000m - 2500m above sea level)			
		N ≥ 5		5 > N ≥ 3	3 > N ≥ 1
		2		1	0
Project Architect (7 Points)					
Classification	Points	Evaluation Criteria			
General qualifications	1	Professional qualification			
		Licensed Architect & Bachelor of Architecture degree		Unlicensed Professional	
		1		0	
	2	The number of post registration years of experience in the construction industry			
		N ≥ 10		10> N ≥ 6	6> N ≥ 0
		2		1	0
Adequacy for the Services	2	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m ²			
		N ≥ 3		3> N ≥ 1	N = 0
		2		1	0

	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 2	2 > N ≥ 0	
		1	0	
	1	The number of construction projects executed within the highlands climate (2000m - 2500m above sea level)		
		N ≥ 0	N = 0	
		1	0	
Project Quantity Surveyor (6 Points)				
Classification	Points	Evaluation Criteria		
General qualifications	1	Professional qualification		
		Licensed Quantity Surveyor & Bachelors degree in Building Economics or Quantity Surveying		Unlicensed Professional
		1	0	
	2	The number of post registration years of experience in the construction industry		
		N ≥ 10	10> N ≥ 5	5 > N
		2	1	0
	1	Assistant to Project Quantity surveyor: The number of post registration years of experience in the construction industry		
		N ≥ 5	5> N ≥ 3	3 > N
		1	0.5	0
Adequacy for the Services	1	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m ²		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 5	5 > N ≥ 3	3 > N ≥1
		1	0.5	0

Project Civil/Structural Engineer (6 Points)					
Classification	Points	Evaluation Criteria			
General qualifications	1	Professional qualification			
		Licensed Civil/Structural Engineer & Bachelors degree in Civil/Structural Engineering		Unlicensed Professional	
		1		0	
	2	The number of post registration years of experience in the construction industry			
		N ≥ 10		10> N ≥ 5	5 > N
		2		1	0
	1	Assistant to Project Civil/Structural Engineer: The number of post registration years of experience in the construction industry			
		N ≥ 5		5> N ≥	3 > N
		1		0.5	0
Adequacy for the Services	1	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m ²			
		N ≥ 5		5 > N ≥ 3	3 > N ≥ 1
		1		0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years			
		N ≥ 5		5 > N ≥ 3	3 > N ≥1
		1		0.5	0
Project Electrical Engineer (6 Points)					
Classification	Points	Evaluation Criteria			
General qualifications	1	Professional qualification			
		Licensed Electrical Engineer & Bachelors degree in Electrical Engineering		Unlicensed Professional	
		1		0	
	2	The number of post registration years of experience in the construction industry			
		N ≥ 10		10> N ≥ 5	5 > N
		2		1	0
	1	Assistant to Project Electrical Engineer: The number of post registration years of experience in the construction industry			
		N ≥ 5		5> N ≥	3 > N
		1		0.5	0

Adequacy for the Services	1	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m ²		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
Project Mechanical Engineer (6 Points)				
Classification	Points	Evaluation Criteria		
General qualifications	1	Professional qualification		
		Licensed Mechanical Engineer & Bachelors degree in Mechanical Engineering	Unlicensed Professional	
		1	0	
	2	The number of post registration years of experience in the construction industry		
		N ≥ 10	10> N ≥ 5	5 > N
		2	1	0
	1	Assistant to Project Mechanical Engineer: The number of post registration years of experience in the construction industry		
		N ≥ 5	5> N ≥ 3	3 > N
		1	0.5	0
Adequacy for the Services	1	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m ²		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0

Project Environmental Design Consultant [Maximum points 7]					
Classification	Points	Evaluation Criteria			
General qualifications	2	Professional qualification			
		Bachelors degree in Architecture, civil/structural engineering or mechanical engineering and a post graduate degree or diploma in environmental design and be a registered architect or engineer respectively		Unlicensed Professional	
		2		0	
	1	The number of post registration years of experience in the construction industry			
		N ≥ 5	5> N ≥ 3	2 > N ≥ 0	
	1	0.5	0		
Adequacy for the Services	2	The number of green or environmentally conscious building projects successfully completed or on-going within the last 10 years.			
		N ≥ 4		4 > N ≥ 2	2 > N ≥ 0
		1		0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years			
		N ≥ 4		4 > N ≥ 2	2 > N ≥1
		1		0.5	0
	1	The number of construction projects executed within the highlands climate (2000m - 2500m above sea level)			
		N ≥ 2		2 > N ≥ 1	N=0
		1		0.5	0
Project Interior Designer [Maximum points 6]					
Classification	Points	Evaluation Criteria			
General qualifications	1	Professional qualification			
		A degree in Interior Design and membership in a recognized / relevant Professional Organization		Unlicensed Professional	
		1		0	
	2	The number of post registration years of experience in the construction industry			
		N ≥ 10		10> N ≥ 5	5 > N
2		1	0		

	1	Assistant to Project Interior Designer: The number of post registration years of experience in the construction industry		
		N ≥ 5	5> N ≥ 3	3 > N
		1	0.5	0
Adequacy for the Services	1	The number of building projects successfully completed or on-going within the last 10 years with gross built up area exceeding 2,500m²		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 5	5 > N ≥ 3	3 > N ≥1
		1	0.5	0
Project Landscape Architect [Maximum points 5]				
Classification	Points	Evaluation Criteria		
General qualifications	1	Professional qualification		
		A professional degree in Landscape Architecture and be a member of a recognized / relevant Professional Organization	Unlicensed Professional	
		1	0	
	2	The number of post registration years of experience in the construction industry		
		N ≥ 10	10> N ≥ 5	5 > N
		2	1	0
Adequacy for the Services	1	The number of projects successfully completed or on-going within the last 10 years.		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1	0.5	0
	1	The number of recreation, sports, leisure, hospitality and institutional projects successfully completed or on-going within the last 10 years		
		N ≥ 5	5 > N ≥ 3	3 > N ≥1
		1	0.5	0

Other Professionals Relevant to the Project [Maximum points 9] [minimum of 3 different professionals - each profession maximum points 3]				
Classification	Points	Evaluation Criteria		
General qualifications	1	Professional qualification		
		A professional NEMA expert, Geo-technical Engineer, Hospitality Specialist, Sport and Leisure Management Specialist etc.		Unlicensed Professional
		1 each		0
	1	The number of years of experience in the construction industry		
		N ≥ 10	10> N ≥ 5	5 > N
		1 each	0.5 each	0
Adequacy for the Services	1	The number of projects successfully completed or on-going within the last 10 years.		
		N ≥ 5	5 > N ≥ 3	3 > N ≥ 1
		1 each	0.5 each	0

ANNEXURE

The following annexures are a part of the Terms of Reference.

- i. Annexures 1: Form I Submission Letter
- ii. Annexures 2: Form II Firms' References
- iii. Annexures 3: Form III Format of CV for professional staff

FORM 1

Annexure 1

SUBMISSION LETTER

TO:

Dear Sir,

RE: PROVISION OF PROFESSIONAL CONSULTANCY SERVICES

We the undersigned offer to participate in the Architectural Design Competition for the Proposed **"NEW CLUB HOUSE FOR LIMURU COUNTRY CLUB"**

We herewith submit our Capability Statement.

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

We remain,
Yours faithfully,

.....

Lead Consultant's signature / Key consultants in the other professions

Name:.....

Title:.....

Name of the Firm:

.....

(*To be signed by all key consultants of all professions in the consortium)

FORM II

Annexure 2

FIRM'S REFERENCES

This Form II shall be used as format for recording the Firms Relevant experience for the last fifteen (15) years that illustrates the firm's qualification for the assignment.

Each member firm of the associating consortium is to file its firm's reference according to these forms. A minimum of five projects may be filled.

Name of Project	Country/Place:	
Client:		
Address:		
Start Date (Month/Year)	Completion Date (Month/Year)	Approximate value of work in current Kshs.
Name of Associating Consulting firm(s)		
Name of staff (e.g. Project Quantity Surveyor) involved and functions performed		
Project description		
Description of Services provided:		

Name of Firm:

Up to five projects may be filled

FORM III

Annexure 3

FORMAT OF CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF PROPOSED FOR THE ASSIGNMENT

Proposed assignment e.g. Project Architect:
Name of the Firm:
Name of the professional staff:
Professional discipline e.g. Architect.
Registration by BORAQS or EBK
Detailed task assignment:
.....

Key Qualifications

Give brief outline of educational qualification and training, giving university, colleges, degree obtained, training attended etc.
Give professional training and qualifications.

Use not more than a quarter A4 page.

Experience and tract record

Give outline of staff members experience most pertinent to the assignment describing degree of responsibility held and relevant previous assignments performed in the last ten years.

For experience in the last ten years, give type of activity performed.
Use not more than one A4 page.

Employment record

Starting with present employment list in reverse order every employment held.
List all positions held by professional staff members since graduation.
Use not more than half A4 page.

Certification

I the undersigned do hereby certify that to the best of my knowledge and belief, the data given herein correctly describe my qualification and experience.

Signed professional staff member

Date

Full name of professional staff member _____