



**REQUEST FOR PROPOSAL**

**PROJECT MANAGEMENT(PM) SERVICES FOR A DEVELOPMENT PROJECT**

**Release Date: 25<sup>th</sup> March 2026**

**Last Date for Receipt of bids: 2<sup>nd</sup> April 2026, 5:00 PM EAT**

**ADDENDUM 001**

No	Question	Response
1	Please confirm the location of the proposed development.	The proposed development is located in Nairobi, Kenya. Detailed site information will be shared with the successful bidder under NDA.
2	Under Clause 3.9 of the Conditions of Contract, kindly clarify the limit of delay damages. Additionally, please confirm whether these damages apply to overall project delays or to delays in individual deliverables.	Delay damages apply to overall project delivery milestones, not individual deliverables. The intent is to ensure timely completion of the project as a whole. The cap on delay damages shall be clarified in the draft contract (typically 10% of contract sum).
3	We note that certain information requested in the Declaration Form, such as credit period, delivery lead times, and delivery to central stores, appears more relevant to the supply of goods and may not apply to PM services. Please confirm.	The PM shall provide oversight of the supply chain with respect to the procurement of furniture fixtures and equipment (FF&E) as well as operating supplies and equipment (OS&E).
4	To allow us to quote percentage fees appropriately, could you provide an order-of magnitude cost estimate for the development?	The project cost shall be determined at a later stage. The construction shall be on approx. 1.6 Acres of land.
5	Please advise on the anticipated start date of the assignment.	The anticipated start date is Q2 2026, subject to completion of procurement and contract finalization.
6	The proposed composition of the hotel (number of rooms/keys)	The development is anticipated to have approximately 120 – 150 keys, subject to final design optimization with the PM.
7	Details of F&B outlets and facilities	Ditto 7 above
8	Banqueting and MICE facilities, if any	Ditto 7 above

9	Area statement or facility list	Ditto 7 above
10	The intended hotel category/positioning	The client intends to develop a brand-named Hotel Apartment as an upper midscale to upscale serviced apartment with a rating of 3* (stars) and above.
11	Clarification on whether the project is a greenfield or brownfield development	This is a greenfield project.
13	<b>Penalties for delayed damages</b> – Please clarify whether the penalties for delayed damages [2.5% per day of the Contract Price] specified in the RFP are applicable to the consultant?	The stated 2.5% per day is not applicable to the PM consultant. Revised delay damages applicable to the consultant will be aligned to industry norms and clarified in the contract (typically capped and milestone-based). The risk is, if enforced as is no serious bidders or inflated pricing.
14	<b>Liquidated Damages</b> - Please clarify whether the liquidated damages specified in the RFP are applicable to the consultant?	Liquidated damages will apply to the PM only in relation to failure to perform contractual obligations, and will be reasonable, capped, and proportionate to the consultancy scope. PM liability must be linked to professional negligence, not construction delays. Eg: PM cannot be liable for contractor delays beyond advisory role.
15	<b>As-Built Drawings</b> – We note these are not Project Management deliverables – Kindly confirm if this will be applicable to this scope?	Confirmed. As-built drawings are not a PM deliverable. The PM will be required to review and verify completeness of as-builts prepared by the contractor/consultants.  Misallocation leads to scope dispute.
16	<b>10% Performance Bond</b> – Please confirm if this is applicable to the project manager?	Consultancy contracts typically require Professional Indemnity Insurance (PII) instead. Eg: PM firms usually carry PII rather than performance bonds.

17	<p><b>Contract Template</b> - We kindly request a copy of the draft contract template for preliminary review.</p>	<p>The draft contract will be shared with shortlisted bidders during the next stage of procurement. Protects the client while allowing refinement post-shortlisting. This is a common stage 2 procurement approach.</p>
18	<p><b>HSE Requirements</b> - Please confirm whether the project requires the deployment of a dedicated HSE Manager or have the HSE scope as undertaken by the Main contractor Monitored by our team.</p>	<p>The PM shall monitor the HSE as undertaken by the main contractor. It is crucial that the PM demonstrates technical capability on this.</p>
19	<p><b>Consultant Engagements</b> - Please confirm whether any other consultants have already been engaged on the project, to help us quantify the extent of our role in procurement support.</p>	<p>The client has onboarded some design and specialist consultants may already be engaged or in procurement. The PM will be expected to support coordination, gap identification, and remaining procurement as required.</p>
20	<p><b>Project Commencement Timelines</b> - Kindly confirm the expected project start date and any key milestones we should be aware of.</p>	<p>The PM together with the client and the operator shall work on the project plan/timetable.</p>
21	<p><b>Land Due Diligence and Change of User</b></p> <ol style="list-style-type: none"> <li>1. Is the Project site/ Property legal documentation (location/county, plot size, ownership/title deed status, access rights well aligned?</li> <li>2. Have the County planning approvals been sought?</li> <li>3. What is the Target scale of the development in terms of levels, Basements vs heights?</li> <li>4. Is there a detailed Concept design, architectural brief?</li> <li>5. Has an operator brand been identified or this is to be supported by the project management team?</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Physical planning, including change of use, has not been initiated.</li> <li>3. The PM together with the client as well as the Operator shall onboard the design team to develop the project. It is the desire of the Client to optimize the land which is approx. 1.6 Acres</li> <li>4. The design process shall be initiated at a later stage.</li> <li>5. The Client has signed a management agreement with an Operator.</li> <li>6. Yes, the successful bidder shall be briefed by the Client and the Operator.</li> <li>7. The Client has not initiated any investigation that relates to the development of the project.</li> </ol>

	<p>6. Have the Operator and Hotel standards been defined (e.g., specific international hotel brand or independent)?</p> <p>7. Have geotechnical &amp; Soil reports for Multi - storey building been taken?</p> <p>8. Has the status of utility infrastructure feasibility (power, water, sewer, ICT, roads access at the site)?</p> <p>9. Has a traffic impact assessment been undertaken?</p>	<p>8. The property is fully serviced. Development needs shall dictate all upgrades that might be required.</p> <p>9. No, the client has not undertaken any traffic impact assessment.</p>
22	<p><b>Financial &amp; Timeline Information</b></p> <p>1. Is there a tentative Cost plan for the development?</p> <p>2. What is the intended development timeline? a. Design Stage ? (Months)</p> <p>b. Tender &amp; Procurement Stage (Months)</p> <p>c. Construction (Months)</p> <p>d. Operator Fitout (Months)</p>	<p>The successful bidder together with the Client and the Operator shall develop the project timetable as well as the project budget once the relevant consultants have been onboarded.</p>
23	<p><b>Project Overview &amp; Scale</b></p> <p>Kindly confirm the estimated construction value, project location(s), and indicative scale (e.g. number of keys/rooms and/or built-up area).</p>	<p>Ditto 22 &amp; 6 above</p>
24	<p><b>Design Status &amp; Consultant Engagement</b></p> <p>Kindly confirm the current status of design development, including any completed design stages, approvals, or ongoing consultant appointments.</p>	<p>The Client has not onboarded any consultants nor generated any designs at this point.</p>

25	<p><b>Programme &amp; Key Milestones</b> Please confirm the anticipated project timeline and any key milestone dates.</p>	Ditto 22 above
26	<p><b>Scope Interfaces</b> Kindly clarify the extent of PMC responsibilities relative to other consultants, particularly in relation to cost control, quality assurance, and certification.</p>	As per the brief in the tender document.
27	<p><b>Procurement Strategy</b> Kindly advise whether a preferred procurement/contracting approach is currently being considered, or if this is expected to be fully developed as part of the PMC scope.</p>	The PM together with the Client and the Operator shall develop the procurement process which shall fit into the effective implementation of the project and in keeping with Britam's procurement guidelines.
28	<p><b>Construction Value Basis for Fee Proposal</b> Kindly confirm the estimated construction value to be used as the basis for the percentage-based fee proposal.</p>	Ditto 4 above.
29	<p><b>Hospitality Operator / Brand Standards</b> Please confirm whether a hotel operator or brand has been identified, and if so, whether their standards should be incorporated into the project.</p>	The Client has already signed a Management Agreement with an Operator. The successful bidder shall be briefed by the Client and the Operator with respect to the standards and other salient features to be incorporated into the project.
30	Request for clarification deadline is 25 <sup>th</sup> March 2026.	Latest date is 25 <sup>th</sup> March 2026.