

THE REPUBLIC OF KENYA

**PARLIAMENT
OF KENYA
LIBRARY**

**THE KENYA NATIONAL ASSEMBLY PARLIAMENTARY SERVICE
COMMISSION**

**DESIGN AND CONSTRUCTION SUPERVISION OF
BUILDING WORKS TO IMPROVE LIBRARY SERVICES
AND ESTABLISH LEGAL AND RESEARCH SERVICES
FOR THE KENYA NATIONAL ASSEMBLY**

STAGES 1 & 2

**CLIENT BRIEFING, MOBILIZATION, DATA
COLLECTION AND PROJECT DEFINATION**

AND

PREPARATION OF WORKING DRAWINGS

27TH DECEMBER 2005

MUTISO MENEZES INTERNATIONAL

In Association with

**S.C.M. WAFULA AND ASSOCIATES
FERADON ASSOCIATES
WANJOHI CONSULTING ENGINEERS**

27 December 2005

2276(A3r)/DKN/jnm

The Clerk of National Assembly
Kenya National Assembly
P.O. Box 41842
Nairobi

Attn: Mr. P. M. Kioko

Dear Sir,

RE: **DESIGN AND CONSTRUCTION SUPERVISION FOR
THE IMPROVEMENT OF LIBRARY SERVICES AND
ESTABLISHMENT OF LEGAL AND RESEARCH SERVICES
FOR THE KENYA NATIONAL ASSEMBLY**

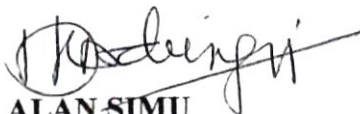
SUBMISSION OF STAGES 1 AND 2

We are pleased to submit 3 copies of Stage 1: (Client Briefing, Modernization, Data Review and Project Definition) and stage 2: (Preparation of Working Drawings) for your approval/comments.

The submission comprises of the design report, cost estimates and Layout Plans for the proposed improvement works.

We shall be available to discuss the proposal at your earliest convenience.

Yours faithfully



7 ALAN SIMU
MUTISO MENEZES INTERNATIONAL

Encls.

1.0 INTRODUCTION

The Parliamentary Services Commission (PSC) intends to improve the existing library services and establish a legal and research services department for the Kenya National Assembly (KNA). To achieve this objective, the Kenya National Assembly intends to carry out construction works to modify the existing library space, refurbish the existing fixtures and fittings, refurbish and partition the extra space provided to house a new library, create an archive and establish a Legal Research Department. The construction works will be under taken in the Main Parliamentary Library, the first floor in Continental House and the basement of County Hall.

The Consultants task includes the architectural and engineering designs necessary for the implementation of the works, preparation of tender documents supervision of the construction implementation after award of the construction contract.

2.0 CLIENT'S BRIEF

The Clients brief is documented in the Terms of Reference (TOR) and was clarified in the clients/consultant briefing meeting held on site on 1st November 2005.

2.1. Main Parliamentary Library, Parliament Buildings

The Main Library shall be the Parliamentary Resource Centre and comprises of:

- Head Librarian's office.
- Newspaper and periodicals reading area.
- Enclosed quiet reading room.
- Space for photocopying and TV.
- 5 Workstations for library staff.
- A cyber Café with 4 internet ready terminals.
- Books shelving area.

2.2 Continental House First Floor

The Library comprises of:

- 2 Offices for librarians.
- 1 Audio Visual Room.
- Cyber Café with 3 internet ready terminals.
- Reading area.
- Shelving area.
- 5 Workstations for library staff.

2.3 County Hall Archives

The space shall be converted into a suitable area for archives

3.0 THE DESIGN PROPOSAL

3.1 Main Parliamentary Library

The requirements of the brief have been provided as per attached Layout Plan. In addition, the space shall be refurbished by providing the following:

- New carpet flooring on the existing woodblock floor.
- New acoustic ceiling suspend on the existing concrete slab.
- New lighting to achieve adequate lighting levels for a library
- Air conditioning the space.
- Providing a new power supply and data network
- Providing new furniture
- Providing new curtains.

The existing wooden shelving with a historic value shall be maintained but re-organized to fit the proposed new layout. The existing metal shelving shall be removed.

3.2 Continental House First Floor

The requirements of the brief have been provided as per attached layout plan. The following refurbishment shall be provided in addition:

- Additional lighting to provide the required lighting levels
- Air conditioning
- Power supply and data network
- New furniture
- New curtains

In our design and cost estimates, we have allowed for a complete set of new furniture. However, some new furniture already exists at Continental house and 'savings' may be realized once a decision is made with the client as to which of the new furniture shall be used.

3.3 County Hall Archives

The space is currently in a state of disrepair due to the persistent problem of underground water penetration into the floor. We propose to carry out the following in order to remedy the problem:

- Remove the existing woodblocks floor finish
- Carry out a comprehensive water and permanent water proofing treatment to the floor.
- Finish the floor with Saj Ceramic tiles.

In addition, the space shall be air conditioned and lighting improved. We propose to use a compact mobile racking system which is highly efficient for archive purposes.

4.0 ELECTRICAL ENGINEERING SERVICES

4.1 Introduction

In order to achieve client objective, the consultant proposes to incorporate into the

design electrical and mechanical engineering services systems to the existing Main Library at Parliament Buildings, the new library on first floor of Continental House and the proposed archives in the basement of County Hall. The proposed mechanical engineering system is described under sub-section 5.0. The proposed electrical engineering system is described in detail hereafter:

- Sub-Mains power distribution
- Lighting
- Small Power outlets
- Communication & Security
- Fire detection and alarm system
- Electrical services for Mechanical Engineering

4.2 Sub-Mains Power Distribution

4.2.1 Main Library

In view of the proposed library services upgrade, consideration will be given to introducing a three phase distribution board for the library. The board is proposed as three phase to assist with load balancing and will take lighting, small power and supplies for the proposed air conditioning plants.

An armoured cable shall then be run in trunking in ceiling void to feed the distribution board. All the cables shall be sized in accordance with IEE Wiring Regulation, 16th Edition, and the relevant Kenyan standards.

4.2.2 Continental House Library

The existing sub-distribution boards in the electrical services ducts have sufficient spare capacities and will be utilized.

4.2.3 County Hall Archives

In view of the proposed archives services upgrade, consideration will be given to introducing a three phase distribution board for the library. The board is also proposed as three phase to assist with load balancing and will take lighting, limited number of small power and supplies for the proposed ventilation/air conditioning plants.

An armoured cable shall then be strategically run in surface/concealed trunking to feed the distribution board. The cable shall be sized in accordance with IEE Wiring Regulation, 16th Edition, and the relevant Kenyan standards.

4.3 Lighting

4.3.1 Main Library

The present lighting levels are low and require upgrade and consist of surface mounted lighting fittings. We propose to provide new recessed lighting. The aim will be to design

an artificial lighting system which is adequate for library use without harming the eyes of the users due to glare, over – or under-provision.

All the light-fittings to be high power factor (HPF) type, with internal capacitor units fitted to ensure the power factor is kept at a value of 0.9 or more.

In addition, we propose to provide “EXIT” emergency lights with permanently illuminated signs exit and fire escape routes.

4.3.2 Continental House Library

The present lighting consist of recessed 600 x 600 mm fluorescent fittings which are in reasonable condition. However the number is low and lighting levels are generally inadequate. Further more the present layout will not be congruent with the proposed library layout.

We propose to provide additional lighting fittings to supplement the existing and to re-arrange/re-wire the lighting fittings to match the proposed library layout.

4.3.3 County Hall Archives

The present lighting levels are low and require upgrade. We propose to provide new lighting.

All the light-fittings to be high power factor (HPF) type, with internal capacitor units fitted to ensure the power factor is kept at a value of 0.9 or more

4.4 Small Power Outlets

4.4.1 Main Library

A perimeter trunking system will be proposed at window seal level to carry power outlets. The trunking will be specified to have adequate capacity for power cables/outlets, and communication cables/ outlets. The trunking will be made from SWG 16 galvanised mild steel, with a powder –coating finish of an appropriate colour. The socket outlets will comply with the provisions of BS 1363.

Floor standing power outlet boxes will also be considered as appropriate.

4.4.2 Continental House Library

A perimeter trunking system exists at Continental Library however the number of power outlets is very low. We proposed to provide additional power outlets to adequately serve the Cyber Café area.

4.4.3 County Hall Archives

This being an archives area where use of power is very limited, only limited socket outlet will be provided for the reception desk area.

4.5 Communication & Security

We are advised that all telephone, structured cabling and security services are being dealt with separately by Parliamentary Service Commission under a project called SMS Project and are to be out of our scope of our design

4.6 Fire Detection and Alarm System

4.6.1 Main Library & County Hall Archives

We propose to provide fire alarm panels to the existing library and the County hall archives. The fire detection and alarm system will be designed to BS: 5839 Part 1: 1988 standards and shall comprise automatic smoke/heat detectors, manual call points, audible/visual hearing devices and a fire alarm panel with remote indication capabilities.

The system shall be divided in zones to enable rapid identification of a fire. A fully addressable, system shall be proposed which enables the control panel to point out the exact location of the fire and also "interrogates" the system routinely for purposes of testing and regular maintenance.

4.6.2 Continental House Library

Continental House has an existing fire alarm system. We are advised that any work on the fire alarm system, i.e testing and rectification of any defects, is covered under SMS Project.

4.6.3 Electrical Services for Mechanical Engineering

The power requirements of all mechanical equipment such as ventilation/air-conditioning equipment etc will be assessed and all the necessary provisions such as protection gear, cables, local isolators etc made at the preliminary design stage.

5.0 MECHANICAL ENGINEERING SERVICES

5.1 Main Library

The main library at the moment is neither mechanically ventilated nor air-conditioned. To maintain the indoor air in a healthy and comfortable temperature-humidity ratio, we shall propose an Air-conditioning system to cover both the entire library space. In our proposal, we shall ensure that the building does not end up with haphazard and unsightly air conditioning equipment appearing on its exterior finish. We shall therefore propose a system consisting of a single circuit refrigerant piping system (Variable Refrigerant Flow System). The outdoor unit shall be located at the front part of the building, hidden behind the flowers at the ground level. The refrigerant pipe shall be run along the wall up to the suspended ceiling. The indoor units shall be cassette type recessed into the ceiling.

5.2 Continental House Library

We propose similar system as in the Main Library except that the outdoor unit shall be mounted with brackets on the external wall.

5.3 County Hall Archives

Because most of the materials in the archive may not be used for a long time, consideration shall be made for proper aeration and extraction to discourage the growth of moulds and fungi. An Air Handling Unit with an expansion coil shall be install to supply, extract and re-use part of the air. The ducts shall be suitably sized to run along the walls on both supply and extraction routes. Standard air changes and temperatures shall be observed in sizing the entire system and plant.

6.0 Cost Estimates

6.0 COST ESTIMATES

NO	DESCRIPTION	AMOUNT (KSHS)	% OF TOTAL
<u>MAIN CHAMBER LIBRARY</u>			
A	Demolitions	21,025.00	0.18%
B	Partitioning	168,000.00	1.44%
C	Windows	547,071.00	4.69%
D	Doors	62,796.00	0.54%
E	Floor Finishes	325,339.00	2.79%
F	Wall Finishes	47,858.00	0.41%
G	Ceiling Finishes	249,600.00	2.14%
H	Joinery Installations	22,315.00	0.19%
I	Furniture	1,593,375.60	13.65%
J	Mechanical installations	3,734,000.00	32.00%
K	Electrical Installations	4,926,325.00	42.22%
L	Credit for Materials	(28,130.00)	-0.24%
Total Estimate		<u>11,669,574.60</u>	100.00%

NO	DESCRIPTION	AMOUNT (KSHS)	% OF TOTAL
<u>COUNTY HALL</u>			
A	Demolitions	34,283.00	0.36%
B	Waterproofing	1,073,500.00	11.29%
C	Doors	62,517.00	0.66%
D	Floor Finishes	278,100.00	2.93%
E	Wall Finishes	49,260.00	0.52%

F	Ceiling Finishes	46,000.00	0.48%
G	Staircase Finishes	32,300.00	0.34%
H	Furniture	5,289,944.75	55.65%
I	Mechanical installations	879,000.00	9.25%
J	Electrical Installations	1,760,000.00	18.52%
Total Estimate		<u>9,504,904.75</u>	100.00%

NO	DESCRIPTION	AMOUNT (KSHS)	% OF TOTAL
<u>CONTINENTAL HOUSE</u>			
A	Demolitions	1,500.00	0.02%
B	Windows	193,260.00	2.99%
C	Wall Finishes	23,460.00	0.36%
D	Joinery	79,005.00	1.22%
E	Furniture	1,533,180.40	23.74%
F	Mechanical installations	2,969,000.00	45.97%
G	Electrical Installations	1,664,000.00	25.76%
H	Credit for materials	(4,550.00)	-0.07%
Total Estimate		<u>6,458,855.40</u>	100.00%

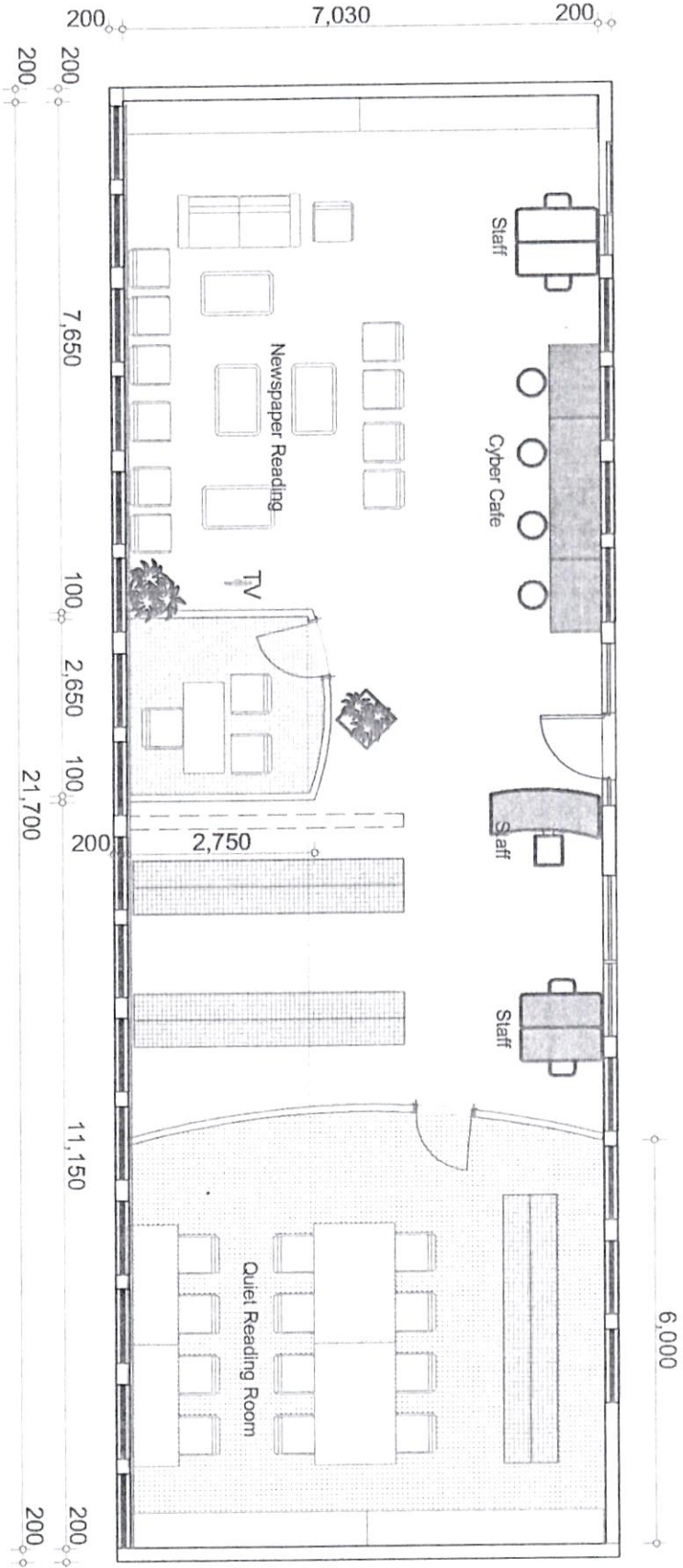
NO	DESCRIPTION	AMOUNT (KSHS)	% OF TOTAL
<u>GRAND SUMMARY</u>			
A	Preliminaries	500,000.00	1.72%

B	Main Chamber Library	11,669,574.60	40.06%
C	County Hall	9,504,904.75	32.63%
D	Continental House	6,458,855.40	22.17%
	Sub Total	28,133,334.75	
	Add Contingencies	1,000,000.00	3.43%
	Total Estimate (Incl. VAT)	<u>29,133,334.75</u>	96.57%

7.0 Preliminary Working Drawings

BUILDING WORKS TO IMPROVE LIBRARY SERVICES.

Job No. 2276
 date: DEC 2005

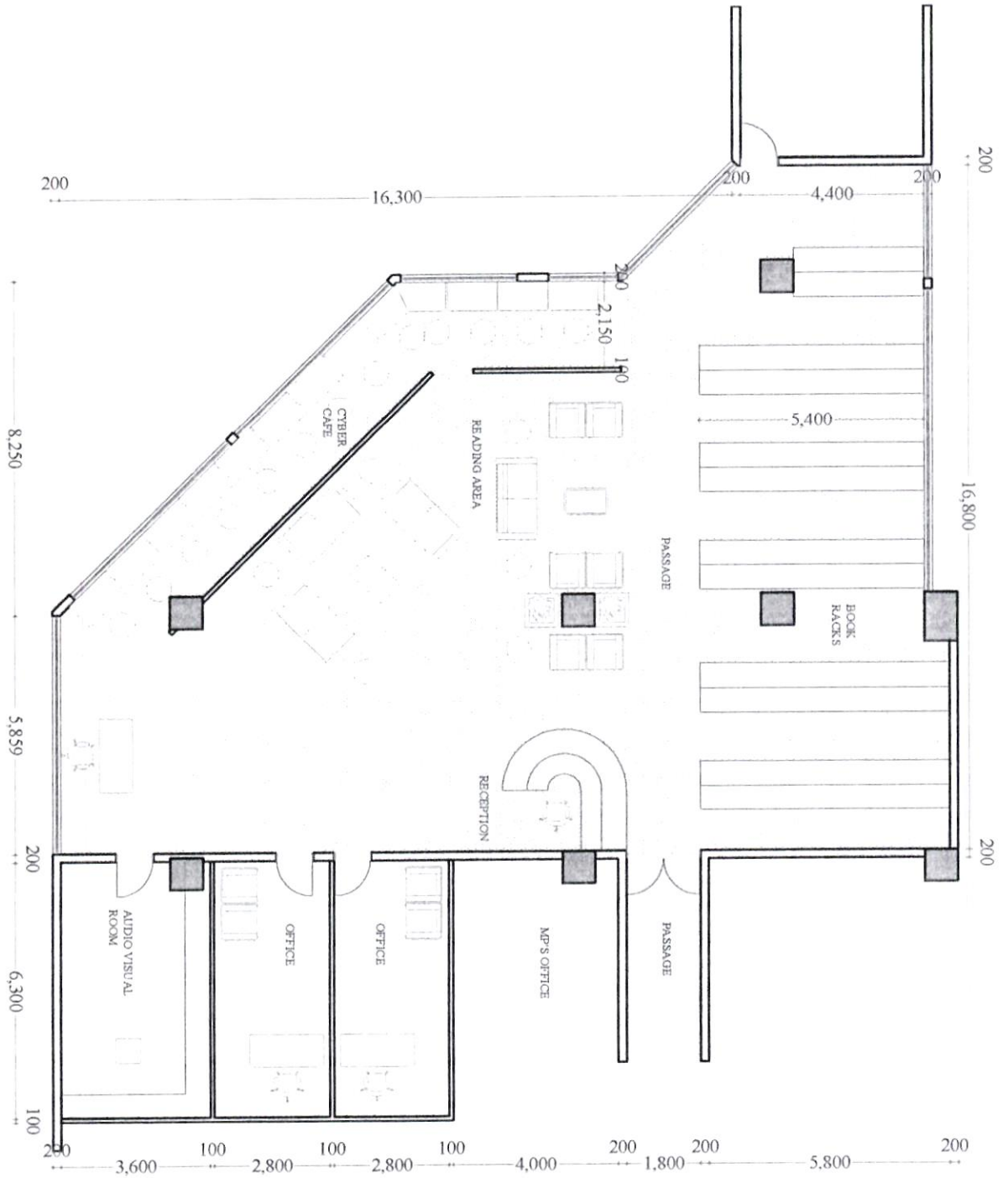


mutiso menezes international
 architectural, planning and interior design consultants



BUILDING WORKS TO IMPROVE LIBRARY SERVICES.

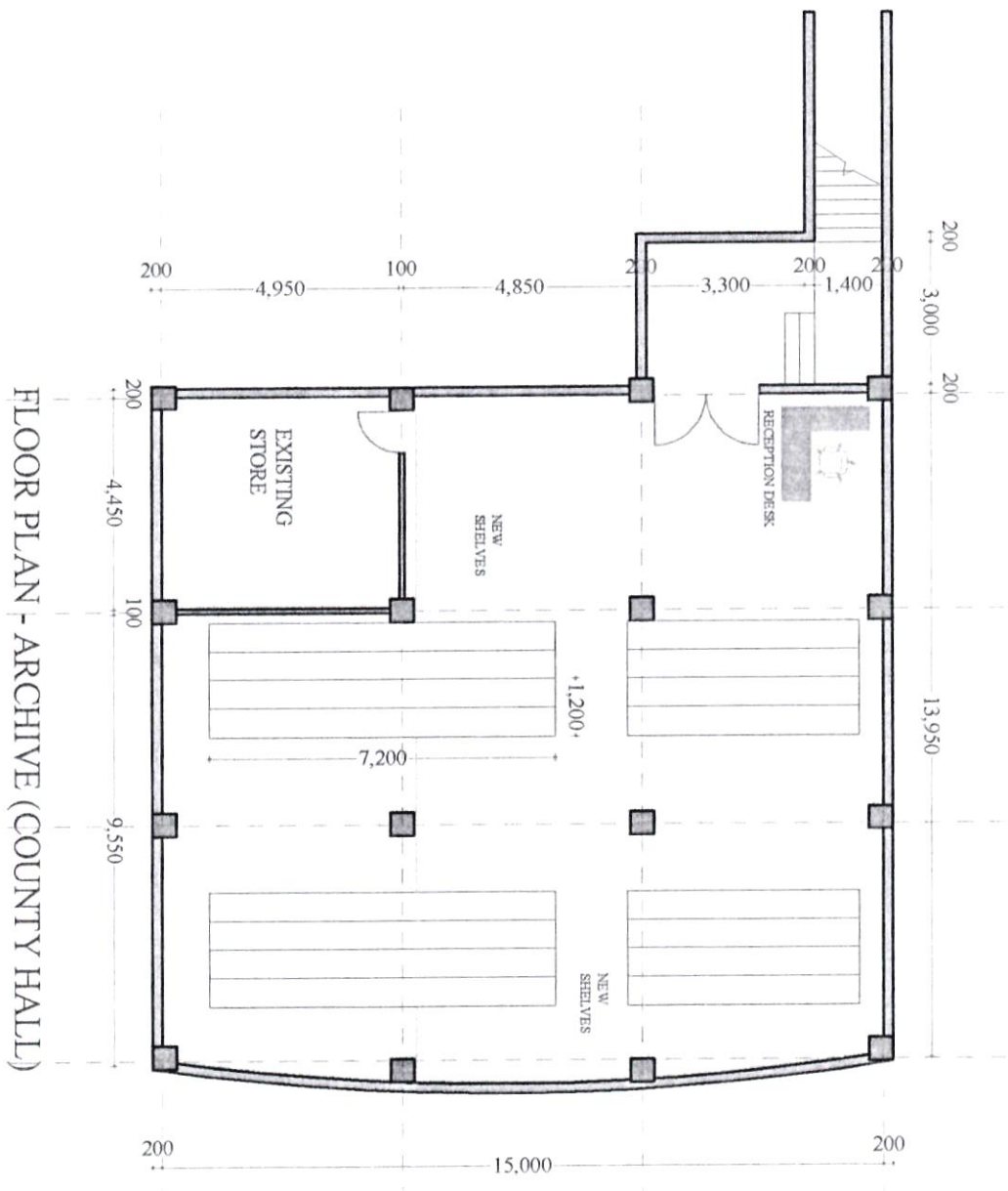
Job No. 2276
 date: DEC 2005



Job No
2276

date
DEC 2005

BUILDING WORKS TO IMPROVE LIBRARY SERVICES.



FLOOR PLAN - ARCHIVE (COUNTY HALL)

MEMO

From: Senior Librarian

To: Mr. P.M.Kioko - Chief Superintendent Buildings.
Capt. A.Y Mohamed - Deputy Chief Sergeant - at- Arms
Mr. C.M. Kiliku - Senior Accountant
Mr. W. Makate - Senior Supplies Officer
Mr.P.Ngetich - Research Officer
Mr. H. Owino - Senior Systems Analyst
Mr.J.Irungu - Finance Officer
Mrs.M. Igane - Personnel Officer

Date: February 27 2006

**RE: NOTICE OF A MEETING FOR THE TECHNICAL COMMITTEE FOR
THE IMPLEMENTATION OF DONOR FUNDED PROJECT,
REFURBISHMENT OF THE LIBRARY AND ESTABLISHMENT OF
RESEARCH AND LEGAL SERVICES**

You are informed that a meeting for the Technical committee on implementation of the above named project will be held on **Wednesday March 1st in the Small Dining at 9 .00 am**

The Agenda of the meeting will be: -

1. Confirmation of previous minutes. ✓
2. Matters arising. ✓
3. Evaluation of furniture for the 8th Floor Harambee Plaza
4. Office equipment for the project
5. Digitization of the library material
6. Progress on the recruitment of Legal officers.
7. Project budget and work plan.
8. Any other business.

E.M.Kamau (Mrs.)

for: **THE CLERK OF NATIONAL ASSEMBLY**

Copy to: The Clerk
National Assembly
NAIROBI