



MINUTES OF PRE-BID MEETING FOR CONSULTANCY SERVICES FOR PREPARATION OF NON-MOTORIZED TRANSPORT (NMT) MASTER PLAN, PRELIMINARY AND DETAILED ENGINEERING DESIGN FOR MOMBASA CITY.

TENDER NO. KURA/RMLF/HQ/399/2024-2025

STAFF PRESENT

No	Name	Designation	Email Address	Organization
1	Eng. Merin Koitalek	AD-URPD(Chairman)	mkoitalek@kura.go.ke	KURA
2	Risper Nyamoita Luka	S(SCMO) (Secretary)	rluka@kura.go.ke	KURA
	Eng. Melvin Sawe	SE - URPD (Member)	msammy@kura.go.ke	KURA

BIDDERS / BIDDERS' REPRESENTATIVES PRESENT

Bid register attached as Appendix.

MINUTE 1/4/2024 - INTRODUCTION

The meeting was held on January 29, 2025, at 10:00 AM in the Barabara Plaza, Block D, Ground Floor, and meeting Room 6. The Chairman initiated the session by requesting all attendees to introduce themselves, beginning with the bidders followed by KURA's pre-bid committee members. The meeting was opened with a prayer led by one of the bidders.

MINUTE 2/4/2024 - OPENING REMARKS

The Chairman welcomed all participants and provided a brief overview of the tender requirements as per the tender notice.

MINUTE 3/4/2024 - SCOPE OF WORK

The consultancy services involve the following tasks:

- Conduct a comprehensive Non-Motorized Transport (NMT) needs assessment in Mombasa City.
- Carry out detailed stakeholder engagement as per the approved list provided by the Client.
- Develop an NMT master plan and implementation strategies for Mombasa City.
- Perform traffic engineering studies, including:
 - Traffic data collection (both motorized and non-motorized transport).
 - Traffic analysis and future modeling.
- Provide detailed engineering designs for NMT infrastructure, including:
 - Safe walkways, cyclist lanes, drainage, and pedestrian crossings.
 - Incorporation of mobility and livability elements.
- Conduct an environmental and social impact assessment and submit reports.
- Develop a phased implementation plan specifying the order of streets for redesign.
- Ensure the master plan and street design are based on a scientific assessment of user behavior and needs.
- Provide training and capacity-building programs for NMT stakeholders in Mombasa.
- Monitor and evaluate NMT projects and recommend improvements.

MINUTE 4/4/2024 - CLARIFICATIONS

The Chairman opened the floor for bidders to seek clarifications:

Clarification 1:

➤ Kabuga Mwangi (Dar Al Handasah) inquired whether the budget would be multi-year, given that the RFP specifies a 12-month duration and the current financial year is already in its third quarter.

✚ Response: It was clarified that the budget will be multi-year, with an official addendum to confirm this. The allocated budget is Ksh 40 million, distributed as follows:

- Ksh 30 million in FY 2024-2025
- Ksh 10 million in FY 2025-2026

Clarification 2:

➤ Michael Mutoro (Tertiary Consulting Engineering Ltd) asked whether the emphasis would be on budget or quality, given that the RFP states that the selection method is Quality and Cost-Based Selection (QCBS).

✚ Response: The Authority confirmed that all required elements—including professionalism, past experience, and cost—will be considered to ensure the best outcome.

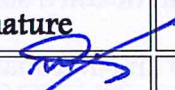
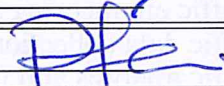
MINUTE 5/4/2024 - OBSERVATIONS & ADDITIONAL INFORMATION

- The validity period for tenders is 210 days from the opening date (February 11, 2025).
- Any further clarifications may be requested up to seven (7) days before the tender opening date.

ADJOURNMENT

The meeting concluded at 10:40 AM.

CONFIRMATION OF MINUTES

Name	Designation	Signature	Date
Eng. Merin Koitalek	Chairman		29 Jan/2025
Risper Nyamoita Luka	Secretary		29/1/25



KENYA URBAN ROADS AUTHORITY
Transforming Urban Mobility

ATTENDANCE REGISTER FOR ONE (1) DAY MEETING

Meeting Title :

Purpose : *HNT Pre-Bid Conference*

Venue : *Ground Floor Meeting Room* Start Time *10:00am* Ended at *10:15am* Date *29/1/25*

	NAME	Organization	Designation	Contact Details	Arrival Time	Disability Yes/No	Signature
1	ZEIN SYLVESTER	TIMCON	Ass. Trans Eng	0707-825708 info@timconeng.com	10:00	NO	<i>[Signature]</i>
2	KIGOTHO MWANGI	ARAK	ASS. ENG.	0712555293 kigothomwangi@arak-kenya.com	10:00	NO	<i>[Signature]</i>
3	ANGEEL MATTHEW	PLENG LTD	ENGINEER	0705 881 837 naheel@pleng.net	9:50 am	NO	<i>[Signature]</i>
4	Kevin Otiemo	Finconsult Limited.	C.E.T	info@finconsult.co.ke 0721872236	10:00 AM	NO	<i>[Signature]</i>
5	Jackson Muthembuki	Finconsult Ltd.	Civil Eng.	Jkmuthembuki@gmail.com 07286542306	10:00AM	NO	<i>[Signature]</i>
6	Nickson Mwaniki	Advanced Engineering Consultants.	ASS. ENG.	nicksunsk@gmail.com 0700387775	10:00AM	NO	<i>[Signature]</i>
7	MAUREEN Ntokas, Njuguna	BATCH ASSOCIATES LTD	ECON	0722803747 egplemyke@gmail.com	1000 hrs	NO	<i>[Signature]</i>
8	KABUCIA MWANGI	DAR AL HANDASAH	Proj MANA	0720044125 Nkurah@dar.com	1000hrs	NO	<i>[Signature]</i>
9	PETER J. NAMWALO	Civil one Consulting Engineers	CAD Technician	0721726497 Richard.kirati@civilone.co.ke	10:00hrs	NO	<i>[Signature]</i>
10	Kennedy Odongo.	OCHIENG ABUODHA AND ASSOCIATES	Ass. Eng	0722742745 sochieng@yahoo.com	1000 hrs	NO	<i>[Signature]</i>
11	Tania Adhiambo	OCHIENG ABUODHA	Ass Eng	0722742745 sochieng@yahoo.com	10:00 AM	NO	<i>[Signature]</i>

ISO 9001:2015 Meeting Attendance Register

KURA/MS/FM/019

NAME	Organization	Designation	Contact Details	Arrival Time	Disability Yes/No	Signature
12 MICHAEL KARANI	Professional Consultants Ltd	Design Eng.	Professional. karani@gmail.com	10:00am	No	
13			info@pvc-engineering.co.ke 0724300140 tce@tertiary.co.ke 0720276175	10:00am	No	
14 MICHAEL MUTOLO	Teritary Consulting Ltd	Civil Engineer			No	
15 Eng M. Kofalek	KURA	AD(D-E)	m.kofalek@kura.go.ke	10:00hrs	No	
16 Rigoa Luka	KURA	Sr(Sm)	rigoaluka@kura.go.ke	10:00hrs	No	
17 Eng. Melvin Sime	KURA	SE(UPD)	msim@kura.go.ke	10:00hrs	No	
18 Jacinta Achieng	KURA	IE(CURPD)	jacinta@kura.go.ke	10:00	No	
19 Alim Barn	KURA	IE(UPD)	alim@kura.go.ke	10:00	No	
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