

2nd DRAFT – 11 November 2002

UNON, Nairobi, Kenya.

**Additional New Office Facilities at UNON Complex,
Nairobi.**

Outline Design Brief.

New York, November, 2002.

Foreword:

This document has been prepared with a view to assist the appointed Architects/Engineers (A/E) in their preliminary task under their Agreement with the Client, to formulate a final brief for the Additional New Offices Facilities in Nairobi, before the scheduled preliminary design phase commences.

Under the Agreement, the preparation of the final brief is a joint exercise by the A/E and the UN but the information that follows is currently recognized within UNON's Facilities Management Section (FMS), as representing international good practice in the procurement of office space within the UNON facilities. It is not a prescriptive specification but seeks to recognize some key elements in a reasonably complex design process.

The design brief is an essential process by which the client communicates their requirements and aspirations to the designers. A brief should not be fixed but should be capable of challenge throughout the life of the project, however, a clear set of strategic guidelines should be established at the outset that will form the "ground rules" of the project.

This document, based upon current International guidelines for office design, attempts to provide the "ground rules", suitable for this project.

1.0. Introduction.

The ACABQ concurs in the request/need for approximately 15,000 m² of grand total-build new office facilities in UNON at Gigiri for 750 staff and approves funding for the first phase of the project to proceed with the preparation for the detailed design and cost estimates. Funding is based upon a cost/square meter formula adopted by UNON's Facilities Management Section (FMS) using a grand total-build space per foreseen staff member. This grand total-build space formula is made up of an element of approximately 51% for the actual office space allocation with the % remaining balance devoted to circulation (lifts, stairs, and corridors) and support/technical areas (classrooms, stationery distribution, etc.) which are common for all office users. The project provides for 10% increase for expansion during the next 10 years.

However, conditions were made in the ACABQ that, as part of the finalization of the design brief, the following reviews should be undertaken:

- Accurate estimate of additional space required by current and incoming tenants
- Possibility of shortening the pre-construction phase should be explored

These reviews could result in an overall reduction in the predicted approximately 15,000 m² requirement.

The Sketch (Annex 3) attached to the Outline Design Brief is only intended as a guideline. The appointed A/E would be required to perform a complete survey, space analyses and prepare a comprehensive design plan, including site considerations to determine the most feasible location of the new office buildings in the complex.

Trends in work-style are constantly evolving between business process and cultures. In general, change of space-planning from open to closed office areas, or vice versa, has to be anticipated as does the flexible insertion of distributed common support facilities such as meeting or classroom areas, project spaces, rest and catering spaces, plus local centers for copier/printer/post and office supplies distribution. The degree of flexibility can be facilitated by creating wider floor plates and by making provision (in section and in plan) for future changes to building services. In general, long-life features such as, structure, floor plate shape, access points, and the floor-to-ceiling heights should allow as many servicing and layout options as possible to accommodate future developments in potential use of the office spaces. These include the provision of additional space capacity in vertical service risers, plant areas and building section. The additional construction cost of these features must be weighed against value attached to a looser fit and longer design life and against the probability of more compact, lower energy-use products in the future, (Information Technology, IT, which

drives much of the change in work-style can be obsolescent within 3 years or less).

The design of the new office buildings should become an example of environmentally friendly and energy efficient construction. The services of appropriate consultant would be engaged, to ensure that this dimension is taken into account in the future design.

Materials Guide.

Certain materials should not be specified, or used, in the construction of this building to avoid hazards to the health and safety of the occupants and to ensure long-term structural integrity: -

- Asbestos products.
- Brick slips
- Calcium silicate bricks
- High alumina cement in structural elements
- Lead or materials containing lead
- Man-made with mineral fibers (MMMMF)
- Urea formaldehyde (UH) foam
- Vermiculite products
- Wood preservatives
- Wood wool cement slabs

Guidance should also be taken in respect of: -

- Admixtures for use in concrete and mortar
- Aggregates for use in reinforced concrete

Definitions.

Gross Internal Area (GIA) is the area of the building measured to the internal face of the perimeter wall at each floor level. It includes areas occupied by internal walls and partitions, columns, piers and other internal projections, internal balconies, stairwells, toilets, lift lobbies, fire corridors, atria measured at base level only, and covered plant rooms. It excludes the perimeter wall thickness and external projections, external balconies and external fire escapes.

Net Internal Area (NIA) is the useable area within a building measured to the internal face of the perimeter walls at each floor level. It includes kitchens and cleaners cupboards. (Atria and entrance halls should be measured separately) It excludes toilets, stairwells, plant rooms, fire corridors, and internal structural walls, columns internal projections and vertical ducts.

2. THE DEVELOPMENT OF EXISTING FACILITIES AT GIGIRI

2.1 Construction of the facilities commenced in 1975 on a 40-hectare (100 acres) plot of land, donated by the Government of Kenya, on the outskirts of Nairobi. In 1984 a further 16 hectares (40 acres) were donated in two areas, north and south of the main compound.

2.2 The first construction phase included a group of 8 two-storey office blocks, for occupation by UNEP together with storage facilities and cafeteria. Due to problems with the previously provided office space in the center of Nairobi the new facilities were constructed in a record time (3 months from inception to completion). The speed of planning and execution of the construction of initial facilities led to the expectation that the accommodation would be temporary, to be replaced in the medium term by permanent construction. However, subsequently these temporary buildings were upgraded and are still in use.

2.3 The main part of the complex was constructed between 1979 and 1984 and consisted of a further 7 three-storey office blocks together with major conference facilities, catering, library and publications buildings. Most of the new facilities were occupied by UNEP and UN-HABITAT, but other agencies of the UN were also provided office space at the complex.

2.4 Continued expansion of UNEP and UN-HABITAT, and increased demand for office space from other agencies, led to a decision to further expand office accommodation. In this third phase 4 more three-storey blocks were constructed between 1991 and 1993. No major construction work has been undertaken since the completion of this phase.

2.5 Due to the size of the compound there is ample space for expansion. Before each phase was undertaken, the locations and sites for possible future developments were identified so that succeeding construction would not be constrained by existing services, accesses, buildings etc.

2.6 This recognition of possible future needs has so far allowed each phase to be constructed economically and with minimum disruption of existing services and facilities. Future phases will have to follow the same principles, perhaps with greater emphasis on flexibility and economy of land use and with continued reassessment of future zones, phasing requirements and restrictions.

2.7 During planning for earlier phases sites were identified for the new facilities now proposed. Further review would be needed to confirm the suitability of these sites.

2.8 Existing facilities, as at 2000, are described in Annex 1, page 10.

3 SPACE ANALYSIS AND NEW CONSTRUCTION REQUIREMENTS

OFFICE BLOCKS

Gross area: (overall area of construction inclusive of common use facilities).

3.1 Total gross area of existing buildings currently available for office accommodation is 32,390m² comprising:

Type of Block	Qty	Area, m ² Each block
Two storey straight blocks	8	1,246
Three storey straight blocks	8	1,905
Three storey cranked blocks	3	2,394

A small single storey block J, occupied by UNICEF is not included in these area calculations. (The cranked blocks contain 3 levels each for office use; lower storage levels have not been included).

3.2 *Usable areas* (available for occupation as work spaces, excluding toilets, circulation etc). The configurations and uses of the existing blocks vary but for the purpose of this proposal the area usable for offices is 23,139m².

3.3 Of the total usable area **15,426m²** is occupied by UNEP, UN-HABITAT and UNON. Offices of other UN programmes and agencies occupy **7,713 m²**.

- 3.4 The current tenant agencies (partly located outside UN Complex Gigiri) have requested a further **6,257m²** of usable space and potential tenant agencies, presently housed outside the UN complex, have asked to be provided with **4,788m²** of usable space.
- 3.5 The combined additional *usable area requested* is **11,045m²** (48% expansion) constituting a *gross area* of **15,461m²**
- 3.6 Almost all of the requested additional office space will necessitate construction of over six new cranked office blocks. With rationalization of overall space the difference of 784m² (*1,097m² gross area*) will be adjusted, as such we would need to construct **six new cranked office blocks**. The additional *six blocks* will provide *usable space of 10,261 m²* (*14,364 m² gross area*)
- 3.7 Rationalization of office space of UNEP, UN-HABITAT and UNON was already done and space thus freed-up was allocated to UNDP and other agencies which were moved to the UN Complex after August 1998 bomb blast in Nairobi. Approximately **2,540m²** of usable space was made available to these agencies.
- 3.8 Flat sites, suitable for new office blocks, are available to the north of the existing UN-HABITAT offices, from which they will be separated by landscaped gardens with covered walkway and bridge links. Access for the contractors will be alongside the perimeter of the compound and disruption of existing facilities will be minimal.

4. PROCEDURES FOR IMPLEMENTATION OF THE PROJECT

- 4.1 The consultant will be engaged to prepare designs, bill of quantities, estimated costs and contract documents for bidding purposes.
- 4.2 Implementation will be as follows:
- 4.3 Space allocations and future projections will be confirmed in the brief to be issued to consultants, which will also emphasize the need for flexibility and will require designers to pay particular attention to minimizing maintenance and running costs.
- 4.4 Long term under-utilization of space will be avoided and economic future adaptation and re-planning will be catered for.
- 4.5 Design of existing facilities will be a constraint on any new proposals so radical differences are not likely to occur. Detail improvements to existing designs could however result from this brief.
- 4.6 The team of consultants to be appointed will be competent to design and supervise all the construction works and associated services. The consultants will also be able to carry out planning, cost estimates, budget control, time scheduling, documentation, tests, inspections etc.
- 4.7 Consultant's liabilities for errors or omissions are covered by obligatory insurances required by the professional associations. These insurances would have to be confirmed as adequate prior to appointment.

ANNEX 1: DETAILS OF AREA SOURCES

1. EXISTING OFFICES APPROXIMATE AREA ANALYSIS

A	Two storey blocks constructed in first phase	M ²
	Gross area of construction	623 Per storey
		1,246 Per block
		9,968 All blocks
B	Three storey straight blocks constructed in main and last phases	M ²
	Gross area of construction	635 Per storey
		1,905 Per block
		15,240 All blocks
C	Three storey cranked blocks constructed in last phase	M ²
	Gross area of construction (excluding low level storage)	798 Per storey
		2,394 Per block
		7,182 All blocks

2. TOTAL APPROXIMATE NEW SPACE REQUIREMENTS

A Existing office space	Usable, m ²	Gross, m ²
1.) Usable : Occupied by UNEP, UN-HABITAT, UNON, m ²	15,426	
Occupied by tenant agencies, m ²	7,713	
Total	23,139	
2.) Gross : Occupied by UNEP, UN-HABITAT, UNON, m ²		21,593
Occupied by tenant agencies, m ²		10,797
Total		32,390
B Existing tenant agencies extra requirement:	6,257	8759
C Potential tenant agencies (located outside UN complex) new requirements	4,788	6702
D Tenant agencies total of combined requested extra and new areas (see page 9)	11,045	15,461
E Net extra space required, m ² Equivalent to, m ²	11,045	15,461

ANNEX 2: INDICATIVE ELEMENTAL ANALYSIS

BUILDERS WORKS PER BLOCK
Substructures
Reinforced concrete structures
Walling, external and internal
Staircases, structure and finishes
Roof, construction and finishes
Windows
Doors
External finishes
Wall finishes
Floor finishes
Ceiling finishes
Fittings
Builders work in connection with specialist services
SPECIALIST SUB-CONTRACT & SUPPLY WORKS PER BLOCK
Ironmongery
Carpet tiles
Internal plumbing and drains rainwater disposal, fire fighting installation
Demountable partitions and doors
Electrical installation
Telephone cabling and terminations
Floodlight covers
EXTERNAL WORKS PER BLOCK
External drain
Links, bridges and walkways to adjacent blocks
Work in connections to existing buildings and services
EXTERNAL WORKS & GENERAL ALLOWANCES PER BLOCK
Kenya Power & Lighting Co. charges
Generator upgrade
Sewage pump chamber and pumps
New water intake
Irrigation distribution and supplies
Water mains reticulation
Soft landscaping, pergola, walkway, trolley and footpaths, minor retaining walls, service road with associated stormwater drainage, cable trenches, etc.

ANNEX 3. SKETCH OF PLANNED EXPANSION OF THE UN GIGIRI COMPLEX

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