NDUNGU

Samuel Ndung'u Karanja trading as NDUNGU Studio
Membley Park Estate; Pavillion Court, Northern Bypass
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Client brief

Project intake form | Version 1.1 | 26 October 2026 | Draft for layout review

Welcome to NDUNGU.

Thank you for reaching out. This form helps us understand your project before we meet. There are no wrong answers — the more detail you share, the better we can tailor our response. Complete as much as you can and return it to ndungukaranja@protonmail.com, or bring it to your first meeting with us. Questions marked * are the most helpful to complete before our first conversation.

1. About You

Full Name	First and last name
Company / Organisation	If applicable — leave blank if personal project
Email Address	We'll use this as our primary contact
Phone / WhatsApp	+254 or international format
Country / City of Residence	e.g. Nairobi, Kenya / Manchester, UK / Houston, USA

Preferred way to communicate with us:

- ☐ WhatsApp message
- ☐ Email
- ☐ Phone call
- ☐ Video call (Zoom / Google Meet / Teams)
- ☐ In-person meeting in Nairobi

How did you hear about NDUNGU?

- ☐ Word of mouth / personal referral
- ☐ Website or online portfolio
- ☐ Instagram
- ☐ LinkedIn
- ☐ Google search
- ☐ WhatsApp Business catalogue
- ☐ Other — please describe:

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2. The Project

What type of project are you bringing to us? *

Tick all that apply.

- ☐ New build - design for a new building
- ☐ Renovation — improving or updating an existing building
- ☐ Extension — adding to an existing building
- ☐ Interior fitout — finishing or redesigning interiors only
- ☐ Feasibility study — assessing whether a project is viable on a site
- ☐ Other specialist enquiry - describe below; a separate appointment may be needed
- ☐ Plan adaptation - adapting client-owned or properly licensed existing plans
- ☐ Other:

In your own words, describe what you want to build. *

Don't worry about technical language — just tell us what you have in mind. Include anything that feels important: the feel of the house, how many people will live there, how you want to live in it.

e.g. 'A 4-bedroom family home with a large veranda facing the garden, a home office, and a separate studio for my mother. We want it to feel rooted and African but modern inside...'

Residential projects — how many bedrooms are you planning?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6+ ☐ Not decided yet

How many floors?

☐ Single storey (bungalow) ☐ Two storey ☐ Three storey ☐ Not decided yet

Do you have an approximate gross floor area in mind?

Gross floor area = total built area across all floors. Don't worry if you don't know — we can help you work this out.

Approximate GFA	e.g. 180m² / 250m² / Not sure yet

Who is this project for? *

- ☐ My own home — I will live here
- ☐ Rental income — I intend to let it
- ☐ Sale — I intend to sell on completion
- ☐ Family use — for a parent, sibling, or extended family member
- ☐ A combination: — please describe below

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Do you have any existing drawings or previous architect's work for this project?

☐ Yes ☐ No

If yes, please attach or email them with this form — even rough sketches are helpful.

Do you have design references, inspiration images, or examples you love?

☐ Yes — I'll attach them ☐ Yes — I'll describe them below ☐ Not yet

Describe styles, buildings, interiors, or images that inspire you — or paste links to Pinterest boards, Instagram posts, or websites...

3. The Site

Do you own the site? *

☐ Yes — title in my name ☐ Yes — jointly owned ☐ In the process of acquiring ☐ Not yet — still searching

Plot / LR Number	e.g. Ruiru/Block 4/123 or LR No. 12345 (if known)
Physical location / address	Nearest town, estate name, or landmark
County	e.g. Nairobi / Kiambu / Kilifi / Nakuru
Approximate plot size	e.g. 1/8 acre / 450m² / 1 acre / Not sure

How would you describe the shape of the plot?

☐ Regular / rectangular
☐ Irregular shape
☐ Corner plot — two road frontages
☐ Sloped / terraced
☐ Long and narrow
☐ Other:

Road access to the plot:

☐ Tarmac / paved road
☐ Murram / gravel road
☐ Access track only
☐ No formal access — easement required

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Services available on or near the plot:

Tick all that currently apply.

- ☐ Mains water (county water supply / NCWSC / KIWASCO or equivalent)
- ☐ Mains electricity — KPLC connected or nearby wayleave available
- ☐ Existing septic tank or biodigester on site
- ☐ Sewer connection available
- ☐ None of the above — fully off-grid site

Are there any existing structures on the plot?

☐ Yes ☐ No

If yes, briefly describe them below — e.g. 'A temporary mabati structure' / 'An old stone house we want to demolish' / 'A boundary wall already in place'

Describe existing structures if any...

Are there any known site constraints or challenges?

Tick any that apply and add notes below.

- ☐ Steep slope or significant level change
- ☐ Rocky ground — visible rock outcrops
- ☐ Black cotton soil (expansive clay) — common in Rift Valley, parts of Nairobi
- ☐ Proximity to a power line / wayleave
- ☐ Riparian reserve (near a river, stream, or wetland)
- ☐ Easement or servitude crossing the plot
- ☐ Neighbouring buildings very close to the boundary
- ☐ None known
- ☐ Other:

Add any notes on site constraints here...

Has any professional survey been carried out on this site?

- ☐ Topographic survey — levels and contours mapped
- ☐ Soil / geotechnical investigation
- ☐ Both
- ☐ Neither — not yet done

If you have survey reports, please attach them or email them with this form.

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4. Budget & Finance

Understanding your budget helps us design something achievable, not just beautiful. Your budget helps us assess the scope and prepare a project-specific proposal.

Estimated construction budget range: *

State the funds available for construction. These ranges are intake categories, not quotations or promises about the building achievable. Identify land, fees, statutory charges and contingency separately.

- ☐ Below KES 3M
- ☐ KES 3M - 6M
- ☐ KES 6M - 10M
- ☐ KES 10M - 20M
- ☐ KES 20M - 40M
- ☐ Above KES 40M
- ☐ Not yet determined — we need help understanding what our budget can achieve

How do you intend to finance construction?

- ☐ Personal savings / own funds
- ☐ Bank mortgage or construction loan
- ☐ SACCO or chama loan
- ☐ Diaspora remittances
- ☐ A combination of the above
- ☐ Not yet decided

Do you have a contingency budget set aside?

A contingency allowance should be assessed for the project. Please state the amount or percentage you have allowed for unforeseen work, if known.

☐ Yes — already factored in ☐ No — I was not aware of this ☐ To be arranged

Are professional fees and statutory charges included in the budget above, or separate?

Identify design and consultant fees separately from statutory charges. The appropriate registered professionals and their responsibilities will be agreed for each project.

☐ Included in the budget figure above ☐ Separate — budgeted independently ☐ Not yet considered

5. Programme & Timeline

When would you like construction to start?	e.g. Target month/year / Flexible / To be agreed
When do you need the building completed by?	e.g. December 2027 / Flexible / No specific deadline

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Is there a specific event or milestone driving your timeline?

Optional — but knowing this helps us understand how to sequence the work and whether to flag any risks.

e.g. 'We want to move in before our children start secondary school in January 2027' / 'Retirement in March 2027' / 'Family gathering planned for December 2026'...

What is the status of county approvals and NCA project registration, where applicable?

County approvals: ☐ Not started ☐ Pending ☐ Obtained ☐ Unknown

NCA project registration: ☐ Not started ☐ Pending ☐ Registered ☐ Not applicable / unknown

Please attach available documents and describe any conditions or outstanding items below.

Registered architect / other consultants already appointed, if any: [names and roles]

Add any notes on approvals status here — e.g. approval reference number, conditions attached, issues encountered...

6. Design Preferences

These questions help us understand your aesthetic sensibility. Don't worry about technical terms — describe what you love and what feels right, and we'll translate it into architecture.

Which of NDUNGU's design territories resonates most with you? *

Tick your top one or two — or describe your own vision below.

☐ Kenyan Colonial — verandas, hipped roofs, natural stone, timber details, sheltered courtyards, garden orientation

☐ Swahili / Islamic Courtyard — inward-looking, private, carved timber screens, lush central courtyard, coastal influence

☐ Contemporary African — clean lines, local materials boldly used, strong connection to the landscape, unfussy

☐ Cape Cod / Highland Cottage — pitched dormers, warm interiors, cosy, suited to Kenya's cooler highlands climate

☐ Container / Tiny Home - minimal, modular or industrial aesthetic; efficient use of space

☐ Classical / Neoclassical African — columns, symmetry, formal proportions — with African material and craft references

☐ None of the above — I have a different vision: — describe below

Describe your own vision in your own words...

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How would you describe your preferred style in three words?

Don't overthink this — go with your instinct.

Three words	e.g. Warm. Rooted. Bold. / Clean. Light. Modern. / Traditional. Crafted. Generous.

What materials do you associate with your ideal home?

Tick all that appeal — or describe your own.

- ☐ Natural stone — dressed, rough-hewn, or rubble stone
- ☐ Exposed brick
- ☐ Timber — structural or decorative
- ☐ Rendered / plastered walls — smooth, clean finish
- ☐ Concrete — board-marked or polished
- ☐ Steel and glass
- ☐ Traditional Swahili plasterwork / carved detail
- ☐ Earth / rammed earth / adobe
- ☐ Other:

How important is a connection between indoor spaces and outdoor spaces?

e.g. doors that open to a garden or veranda, a courtyard at the centre of the house, a terrace off the main bedroom.

- ☐ Essential — I want the house and garden to feel like one space
- ☐ Important — I'd like several good indoor-outdoor connections
- ☐ Nice to have — some outdoor connection would be welcome
- ☐ Not a priority for this project

Natural light preferences:

Any specific preferences for how light enters and moves through the house?

e.g. 'I want morning sun in the master bedroom' / 'The living area should be shaded in the afternoon' / 'I love skylights and high windows' / 'I don't have strong preferences'...

How important is visual privacy from neighbours and the street?

- ☐ Very important — I want high walls, screen planting, or inward-facing design
- ☐ Somewhat important — I'd like screening in key areas
- ☐ Not a priority — I'm happy with an open, outward-facing design

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Are there specific spaces that are especially important to you?

Think about the rooms or features you'd be most disappointed not to have.

e.g. 'A large, well-ventilated kitchen that opens to the garden' / 'A dedicated home office with good natural light' / 'A prayer room facing Mecca' / 'A children's study area' / 'A large master suite with a walk-in wardrobe' / 'A separate entrance for staff'...

Are there any spaces you specifically do not want?

e.g. 'No formal dining room — we always eat in the kitchen' / 'No separate lounge and family room — one large living space is better for us'...

Are there any cultural, religious, or lifestyle considerations that should inform the design?

These are important and we welcome them — they often produce the most meaningful design decisions.

e.g. 'We are Muslim — a qibla-oriented prayer room and gender-segregated guest areas are important' / 'My elderly mother will live with us and needs a ground-floor bedroom and accessible bathroom' / 'We run a small business from home and need a separate entrance for clients' / 'We observe Sabbath and need specific lighting arrangements'...

7. Household & Occupancy

Who will occupy the building?

- ☐ My immediate family — myself, spouse / partner, and children
- ☐ Extended family — includes parents, siblings, or relatives
- ☐ Tenants — the building is for rental
- ☐ A mix of owner-occupiers and tenants
- ☐ Staff only — e.g. domestic workers' quarters
- ☐ Other:

Number of adults in the household	
Number of children (and approximate ages)	e.g. 3 children — ages 4, 8, and 12

Do you employ or plan to employ live-in domestic staff?

☐ Yes — staff quarters required ☐ Possibly — would like to plan for it ☐ No

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Do you regularly host overnight guests?

- ☐ Frequently — a guest bedroom (or two) is a must
- ☐ Occasionally — one good guest room is sufficient
- ☐ Rarely — a comfortable sofa bed arrangement is fine

Are there any specific accessibility requirements?

e.g. elderly family member who finds stairs difficult, a household member who uses a wheelchair or mobility aid, ground-floor bedroom required.

☐ Yes ☐ No ☐ Possibly in future

Describe any accessibility requirements here...

Vehicles and parking:

Number of vehicles	e.g. 2 cars / 1 car + 1 motorbike

Is covered / secure parking important?

☐ Yes — covered garage or carport essential ☐ Yes — covered parking desirable ☐ Open hardstanding is fine ☐ No vehicle / not applicable

Water supply preferences:

Describe the local supplier, connection status, outage experience and any evidence of supply reliability.

- ☐ Borehole — I want to drill a borehole for independent water supply
- ☐ Storage tanks — I want large tanks to store mains / tanker water
- ☐ Rainwater harvesting system
- ☐ Prefer mains supply; storage and reliability requirements to be assessed
- ☐ Not sure — I'd like advice on this

Solar power and off-grid capability:

- ☐ Essential — I want a fully solar-powered home with battery storage
- ☐ Desirable — I'd like solar to supplement KPLC and reduce bills
- ☐ Future-ready — design the system but I'll install solar later
- ☐ Prefer mains electricity; backup requirements to be assessed
- ☐ Fully off-grid is required — no KPLC on this site

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8. Anything Else

Is there anything else about your project, site, family, or vision you'd like us to know?

This is your space — use it for anything we haven't asked about that feels important.

Any additional context, aspirations, concerns, or background information that would help us understand your project better...

Do you have any concerns or past experiences with construction or architects you'd like to flag?

We ask this not to pry, but because knowing what has gone wrong before helps us avoid repeating it.

e.g. 'A previous contractor disappeared with my deposit' / 'I had a bad experience with an architect who ignored my brief' / 'I'm worried about costs escalating out of control'...

How would you prefer to receive our initial response?

- ☐ Written proposal or outline response by email
- ☐ Phone call to discuss
- ☐ Video meeting — Zoom / Google Meet / Teams
- ☐ In-person meeting - location to be agreed
- ☐ WhatsApp voice note or message

Preferred meeting availability:

Days that work for you	e.g. Weekdays / Weekends / Either
Times that work for you	e.g. Morning / Afternoon / Evening / Flexible
How did you receive this form?	e.g. NDUNGU website / WhatsApp / referred by [name] / email from NDUNGU

Thank you for completing this form.

We will review your responses and confirm the next steps and response timing. Completing this form does not appoint the studio or commit either party to a fee.

Return this form to: ndungukaranja@protonmail.com | WhatsApp: +254 705 952 502