



GCB630

**MAPPING THE IMPACTS OF MINIMUM ENERGY EFFICIENCY STANDARDS FOR
COMMERCIAL REAL ESTATE**

Tender Documents (LOT 3)

14th February 2013

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TENDER DOCUMENTS

Project Title: GCB630 Mapping the impacts of minimum energy efficiency standards for commercial real estate

Tendering Company: Construction Industry Council (CIC)

1. INSTRUCTIONS FOR TENDERERS

Hard Copy Submission:

- 1.1. The tender will be submitted using the Form of Tender enclosed (page 8) and shall be completed and signed by the tenderer.
- 1.2. One (1) hard copy version of the completed tender document, together with an electronic copy is to be sent to the Construction Industry Council, to arrive no later than 12 noon Friday 14th March 2013.

Please send to the attention of:

Andrew Link, Commercial Manager
Construction Industry Council
Building Centre
26 Store Street
London, WC1E 7BT

- 1.3. Tender documents should be despatched under plain cover, bearing no marks to distinguish the sender and marked:

'Tender documents. GCB630. To be opened by the addressee'

Electronic Submission:

- 1.4. Tenders are requested to limit their electronic submission to one email with all relevant attachments included in that single email. Please mark the Subject box as 'Tender Documents GCB630' and address the email to **alink@cic.org.uk**.

Included in the Submission:

- 1.5. The tenderer will include the following in their tender submission:
 1. Detail and background of the tendering company.
 2. Details of how the work will be carried out, including details of the proposed delivery team/personnel and the allocation of time those involved will dedicate to the project.
 3. A schedule of deliverables.
 4. Details of how the project will be managed.
 5. Details of the Tenders relevant experience in similar work and CVs of key team members, including details and CVs of any sub-contractors who may be used.
 6. Details of quality assurance procedures to be adopted on the project.
 7. Standard Contact and Terms and Conditions of your organisation.
 8. Programme for delivery of the project.
- 1.6. The Tenderer shall not disclose to anyone other than those persons involved in the preparation of the bid, the contents of the tender document.

1.7. Any queries during the tender period should be addressed to: Andrew Link, alink@cic.org.uk, tel: 0207 399 7407. Question should be submitted no later than 1st March 2013 in order to ensure responses can be circulated. Response to queries will be posted on the CIC (www.cic.org.uk) and GCB website (www.greenconstructionboard.org)

2. TENDER ASSESSMENT

2.1. The following weighted criteria will be used in the assessment of tenders:

	Criteria	Weighting
1	Understanding of UK real estate markets	30%
2	Analytical skills – evidence of ability to manage and analyse complex market data sets	30%
3	Track record of project delivery	10%
4	Communication and reporting skills	10%
5	Price	20%

2.2. The CIC is not bound to accept the lowest or any other tender received, and in particular reserves the right to reject a tender should proposed contractual terms not be acceptable.

3. TERMS AND CONDITIONS

3.1. The basis of the agreement with the successful tenderer will be on the tenderer's standard terms and conditions with the following items included or covered as a minimum:

1. Liability. The maximum aggregate liability in respect of breach of contract or breach of duty or negligence or otherwise arising out of or in connection with the £1,000,000.
2. Intellectual Property Rights. Copyright in all documentation submitted to the Construction Industry Council as an output of the project will transfer to the Construction Industry Council. The offer of a licence will not be acceptable.

3.2. Please provide a copy of your organisations standard terms and conditions within the Tender return. These will be reviewed by the CIC for acceptance.

4. BACKGROUND

4.1. The Green Construction Board was established in October 2011 as a consultative forum for Government and the UK design, construction, property and infrastructure industry.

4.2. It is co-chaired by Michael Fallon MP, Minister for Business and Enterprise, and Mike Putnam, CEO and President, Skanska UK.

4.3. The Board was established to ensure a sustained high level conversation and to develop and implement a long-term strategic framework for the promotion of innovation and sustainable growth in this sector.

4.4. In the short term, it's key priority is to provide improved focus, direction and clarity to the business and growth opportunities which are being created by the shift to a green economy.

4.5. To this end, the Green Construction Board exists to:

1. Provide co-ordinated leadership across Government;
2. Monitor the delivery of the joint Government and industry action plan and, through its development, ensure it remains relevant and appropriate;
3. Act as a sounding board for government departments for new or challenging green construction issues to facilitate effective policy making and better informed commercial decisions;
4. Advise on the implementation of policies related to green construction, identifying sector specific implications and consequences;
5. Promote UK achievements in the field of green construction and provide a strong public voice on its wider value to the economy, to society and to the environment.

4.6. The Board is supported by 7 working groups:-

1. Route Map
2. Buildings
3. Infrastructure
4. Knowledge and Skills
5. Greening the Industry
6. Valuation and Demand
7. Promotion

4.7. The Construction Industry Council (CIC) has been appointed on behalf of the Department for Business, Innovation and Skills to support the Green Construction Board, act as Secretariat and where necessary procure support and services that deliver on the boards objectives such as this.

4.8. The successful contractor will report to the Working Group Project Lead, Louise Ellison, and the CIC, Andrew Link, on the progress of the delivery of this package of works.

5. PROJECT INTRODUCTION

5.1. The introduction of minimum energy efficiency standards for real estate from 2018 is already focusing attention on the poorer performing non-domestic stock in portfolios held by the larger investors.

5.2. There is limited clarity however on the scale of the task in terms of upgrading the wider non-domestic stock and its economic viability.

5.3. There will be stock where land/rental values are too low to justify the necessary expenditure. Green Deal finance will be available for these assets but it is not yet clear where these assets are, how many there are or who owns them and whether green deal type finance is suitable for them. There is potential for these assets to be left vacant or demolished, reducing the supply of non-domestic real estate.

5.4. This work will provide greater clarity to the market and policy makers by establishing the number of properties expected to require upgrading by 2018 along with a sector, regional and ownership split that will allow better understanding of the spread of impact. This would allow financial support through, for example, Green Deal to be targeted more effectively, avoiding the potential blight of properties in areas of low land value.

6. PROJECT DELIVERABLES

The project deliverables are as follows:

- 6.1. The outputs of the work would be a series of sector heat maps revealing areas where economic support might be most effectively targeted to ensure property is upgraded to improve its energy efficiency.
- 6.2. These heat maps will be supported by an analysis of ownership types to identify those areas where financial support would be most effective.
- 6.3. It is critical that a robust evidence base is developed to enable financial support through policies such as Green Deal to be appropriately targeted.

7. SCOPE

- 7.1. This work would be based on the database of Energy Performance Certificates held by Landmark. A representative sample of the bulk EPC data on commercial property would be analysed to reveal the spread of F and G rated properties within the different commercial property sectors, across the UK regions. This data can then be linked with existing work on the cost of energy efficiency improvements and data on rental values to reveal areas and sectors where property is at risk of being blighted by the economics of required upgrades.
- 7.2. The outputs of the work would be a series of sector heat maps revealing areas where economic support might be most effectively targeted to ensure property is upgraded.
- 7.3. The work should look to link with industry market data providers.
- 7.4. The Working Group and CIC are looking for a team with a strong understanding of cross sector, regional property markets, the analytical skills required to work with the three sets of data – EPC, value and upgrade costs - and GIS type mapping skills.
- 7.5. They will also need a strong track record in data analysis and research delivery and to be able to demonstrate good communication skills
- 7.6. The successful tenderer will be expected to report to regularly report to the Project Steering Group and attend meetings of the Valuation and Demand Working Group.
- 7.7. Interaction is expected with the Department for Business Innovation and Skills and other Government Departments, industry stakeholders and with the other Working Groups, particularly the Routemap, Buildings and Promotions Working Groups.

8. OUTLINE PROGRAMME

8.1. Tender:

- | | | |
|--------|-----------------|--------------------|
| 8.1.1. | 14th Feb 2013 | Out to Tender |
| 8.1.2. | 1st March 2013 | Questions to CIC |
| 8.1.3. | 14th March 2013 | Tender Return Date |
| 8.1.4. | 28th March 2013 | Appointment |

8.2. Please provide a detailed delivery programme including critical milestones as part of the Tender Return. This should include regular meetings with the Project Steering Group and reflect the requirement that the final report with recommendations be submitted by 31 July 2013.

9. PAYMENT

9.1. Payment will be made on a monthly basis following an Invoice of work completed to date. This will be payable on the acceptance by CIC of the completed work.

FORM OF TENDER

Project: GCB630 MAPPING THE IMPACTS OF MINIMUM ENERGY EFFICIENCY STANDARDS FOR COMMERCIAL REAL ESTATE

For the attention of:

Andrew Link

Construction Industry Council
Building Centre
26 Store Street
London, WC1E 7BT

Sirs,

Having examined the scope of work for the above Project, we offer to carry out the whole of the said Project in accordance with our proposed terms and conditions and our enclosed proposal for the sum of

£

Our proposal for the Project is described in the appended document, which also sets out our proposed terms and conditions.

We undertake to keep this tender open for acceptance for a period of 4 months from the closing date of submission.

We understand that you are not bound to accept the lowest or any other tender you may receive.

Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

SIGNED by [full name of authorised signatory]

as [job title]

On behalf of [full name of Contractor]

Registered office/address

Date:

CERTIFICATE OF NON-COLLUSION

Project: GCB630 MAPPING THE IMPACTS OF MINIMUM ENERGY EFFICIENCY STANDARDS FOR COMMERCIAL REAL ESTATE

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle we warrant that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount or the conditions of the tender by or under or in accordance with any agreement or arrangement with any other person. We further warrant that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender:-

1. Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or conditions of any tender to be submitted.
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing set out or similar to those described in paragraph (a) or (b) above.

In this certificate, the work "person" includes any persons and any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, whether made orally or in writing, whether formal or informal and whether legally binding or not.

We acknowledge that Construction Industry Council (CIC) will be entitled to cancel the contract if we or our representatives (whether with or without our knowledge) shall have practised collusion in tendering for the contract or any other contract with CIC or shall have employed any corrupt or illegal practices either in the obtaining or execution of the contract or any other contract with CIC. We agree to indemnify CIC in full on demand and to keep CIC fully indemnified on a continuing basis from and against all costs, claims, demands, damages and losses (including loss of profit and all indirect losses) arising under or in connection with any breach by us of the warranties set out in this certificate of non-collusion.

Signed:

On Behalf of:

Date: