

Call for tender for office construction- and fit-out works

The [European Environmental Bureau \(EEB\)](#) is the largest network of environmental citizens' organisations in Europe. We stand for environmental justice, sustainable development and participatory democracy. Our aim is to ensure that the EU secures a healthy environment and rich biodiversity for all.

The scope of this tender includes office construction- and fit-out works for the new offices of the EEB situated on rue des deux Eglises, 1000 Brussels.

The purpose of this invitation to tender is to award a contract for the following:

- Project and budget management from A to Z of the project. One dedicated Project Manager/Single point of contact should be assigned to the project.
- Fit-out consulting and advise on the best implementation strategy
- Space- planning, costing of construction works and interior design
- Interior design, fit-out works and furniture solutions including technical specification ('cahier des charges') based on the office concept note and EEB sustainability criteria enclosed.
- Contracting with all subcontractors for construction works, interior design and furniture solutions in line with the EEB's procurement rules (competitive negotiated procedure - providing several quotes for the EEB to choose between for items exceeding 20.000 EUR)
- Administrative and legal procedures, coordination and receipt of works.

Date of publication of tender: Wednesday 20 December 2017

Deadline: Wednesday 24 January 2018 at 18.00 CET

Please submit tenders in English or French to Emma Ernsth, EEB Membership and Development Manager at emma.ernsth@eeb.org

The offer should include a global, preliminary budget for the construction works, fit-out works, furniture solutions and project management etc. as described above. It should also include a first, draft plan for the design of the spaces. It should clearly state the total price exclusive of tax and the corresponding tax separately. Please provide us with information about your environmental and/or sustainability policy. This is an



integral part of our selection criteria, together with price-quality ratio and the extent to which the bid corresponds to the office concept note and EEB sustainability criteria enclosed.

We expect all bidders to visit the premises before submitting their bid. To arrange a visit at the premises on rue des deux Eglises, please contact Emma Ernsth, EEB Membership and Development Manager at emma.ernsth@eeb.org and copy Mr. De Volder at Thibault.DeVolder@colliers.com

Those applicants whose tenders are shortlisted will be contacted in late January/beginning of February 2018 with meetings and interviews taking place in February. We may in the meantime contact you for further information. We will expect to sign a contract in February 2018 and aim to move to our new premises by June 2018.

Disclaimer: Submitted documents will not be returned. The EEB will inform all bidders about the EEB's decision in relation to their bid. Bidders may ask for feedback on their bid. However, the EEB's decision will be considered as final, full details will not necessarily be disclosed and there is no possibility of appeal.

*International non-profit association - Association internationale sans but lucratif (AISBL)
EC register for interest representatives: Identification number 06798511314-27*

New office concept for the EEB

Rue des deux Eglises, Brussels, approx 696 gross square metres

Current state of the building

The premises are currently empty and in need of flooring, carpets, cabling, lights, paint, WC and kitchen facilities. An additional entrance to the large terrace also needs to be constructed. We expect all bidders to visit the premises before submitting their bid.

Introduction

- The EEB is looking for a semi-open space office solution including small 'bubble' meeting rooms of which one will be fitted as a press/media room and three individual offices for senior staff.
- A spacious kitchen/lunch room located next to the main meeting room with access to the terrace.
- A foyer/welcome lounge including a comfortable waiting area. The foyer is the gate from the outside world to a) the conference area (kitchen, lunch room, main meeting room, terrace), b) three individual offices and c) the hive (semi-open space office for all other staff).

With this function of rooms we will have the following configuration:

- A foyer/welcome lounge with up to two bubble rooms. In front of the bubble rooms is a comfortable waiting area with 2-3 seats and a small table. It is, just like the whole office, discreetly branded with the EEB's colours and main 'leaf' motif.
- 3x Individual offices, ideally with daylight and with tables and chairs for small meetings for up to 6 ppl that can be used as additional meeting rooms when vacant.
- A large kitchen/lunch room with seats for up to 10-15 people next to the big meeting room. The kitchen should be equipped with a large fridge, proper coffee machine, filtered water facility and a real stove/oven in addition to a microwave. The seating area should be a combination of large and small tables and a bar area.
- A large meeting room that can be divided in two with a sound-proof, foldable door. The meeting room, which can seat up to 35 participants if used as one room in square/u-shape, is equipped with a video teleconferencing system and has access to the terrace. The meeting room also has a separate entrance from the ground floor and 2 toilets.

- A large terrace with comfortable, eco-friendly furniture and a second, smaller terrace.
- A semi-open space office with a grand total of 42 office units including some hotdesks that can be used for short-term interns, members visiting etc. Each unit should have some storage for papers and stationary under the desk/hidden from sight.
 - 8x office units for the Finance and Admin team. This team should be placed closest to the welcome lounge.
 - 6x office units for the GPS team. This team should be placed close to one of the small bubble meeting rooms.
 - 19x office units for the EU Policy team as follows:
 - Industry and Health 8x
 - Circular Economy 4x
 - Agriculture and Biodiversity 5x
 - Climate and Energy 2x
 - 9x office units for the Communications and Membership team.

The division within the semi-open space should be made within the team structure. We should get a sense of having our own private space (some small partitions between the desks) and being part of a team (a combination of semi-moveable walls, shelves and plants or other solutions to be considered as partitions between the teams). Partitions should reduce noise and work as sound barriers. Bubble meeting room walls can also be used as partitions to divide the teams. As far as possible, people should be placed with their backs against a wall and not in areas where people constantly pass by (too close to the entrance or restrooms).

Within the semi-open office space there should be:

- As many small bubble meeting rooms as possible that can host up 3-4 ppl. All bubble meeting rooms should be soundproof so as not to disturb those working outside. As a minimum, one of the meeting rooms needs to have daylight and be fitted as a media/press room.
- Cloakroom/coat hangers
- 4x toilets with sinks, 1x shower and changing room

Other:

- Garden and compost facility on the roof/courtyard.
- Space for server /storage space for office supplies (stationary in connection with the welcome area, meeting supplies in connection with the large meeting room), space for 2x big printers/photocopiers (placed in a way that the noise does not disturb those who work), space for archives (roughly 15 square metres).

IT requirements:

Please note: while the IT infrastructure itself is not included in the tender, it is included here for information since electric fit-out works, cabling and sockets is included in the tender. All bubble meeting rooms and office units should be fitted with docking stations, external keyboards and screens to allow staff to move quickly between their desks and meeting rooms to take calls and work. There should be at least 2 spare plug sockets at each desk (minimum of 5 per workspace) and a USB charging socket on each desk.

Large meeting room:

- High quality video teleconferencing system.
- Roving microphone and top of the range projector facility.
- Plug points/sockets along the walls/in the floor so you can move the tables.

Media/press room:

- An ISDN line so we can do high quality radio interviews.
- White wall on one side where you can point lights at for filming and also natural light.
- Mics and mixing desk set up, i.e. podcast area with recording area.
- Soundproofing.

General requirements for this tender:

- Follow all Belgian health and safety rules, including Mensura's regulations for work environment (consider ergonomic requirements, adjustable desks for sitting/standing, solutions to raise screens/monitors to an ergonomic level)
- Follow the highest possible environmental and sustainability standards in terms of selection of materials, furniture and equipment. For more info, see Annex I with the EEB's Sustainability Criteria.
- Ensure as much daylight as possible, good air quality and good acoustics (ceiling and partitions with high-quality sound barriers). We need the possibility to turn lights on/off individually or by sectors instead of all at once as well as the possibility to adjust the heating in different sections and not just for the office as a whole
- Have a modern, inviting and participatory feel in line with our NGO's values (living – green plants, welcoming meeting spaces, ethical choices visible). The semi-open space plan should have an organic and cosy feel to it when it comes to team divisions and partitions (for instance, arrangements in circles or other shapes could be explored instead of rows of desks). It should convey the opposite of a 'cold', corporate call centre.
- Flexible semi-open space solutions that can be adapted as the organisation grows over the coming nine years (for instance semi-moveable walls/partitions/plants, sufficient/flexible plug/socket solutions, flexible ceiling/cabling solutions)
- Good security standards and code-locks/badge-solution for entrances.

Note to architect re furniture:

We recently bought some new furniture. We therefore have 5x single desks (160x80 cm), 2x double/twin desks (160x165 x) and 5 office chairs that we would like to bring to the new office as well as 1x large table (200x120 cm) for meetings and 6x meeting room chairs. The desks and table are white and the chairs have different colours (purple, green).

Ideas on how to brand the office:

* A comfortable waiting area with prominent EEB logo on the wall and appropriate space for a few select publications. The EEB logo could be wooden but must be done well to look professional. Could include a screen/display showing information about the EEB and upcoming events

- * Paint the walls in a way that looks professional but not corporate. Alternatively, we could use nice framed pictures which feature blues and greens instead of painting blocks on walls.
- * Take office lighting very seriously.
- * Lots of plants.
- * A clever "who we are" wall with photos of all staff – a physical version of the staff page on the EEB website.
- * EEB logo(s) on the wall behind where the person presenting would sit in the main meeting room (central and/or left and right depending on projector).
- * Incorporate the use of good quality second-hand furniture whenever possible. Stylish and classy use of up-cycled europallets etc. (for instance on the terrace)
- * Have wall to wall carpets/ tasteful rugs for different parts of the office. Rugs could also be used to signal different 'rooms' in the open plan space.
- * A wall somewhere in the office with a huge nature image (photograph or illustration) on it that could both provide a colourful background for TV interviews and be an attractive visual design feature.

ANNEX I – EEB SUSTAINABILITY CRITERIA

EEB sustainability criteria for the design of the new offices

The carrying out of major renovations to existing office buildings to high energy and environmental performance standards

Issues to be taken into account in the tendering process

1) Competencies of the tenderer

The project manager/ consultant/ architect/ design team shall have relevant competencies and experience in each of the following areas for which they would be responsible under the contract (select as relevant to the specific contract):

- The project management of building contracts that have met or exceeded the environmental performance requirements set by clients and going beyond minimum building-code requirements regarding the following aspects:
- Energy efficient building fabric and services design for renovation projects;
- The specification and design of renewable and/or high efficiency energy generation equipment;
- Installation of Building Energy Monitoring Systems (BEMS), communication of how they can be used to building occupiers and their use to diagnose energy use patterns in buildings;
- Water efficient services design, including measured water demand per employee from completed projects;
- Bioclimatic architecture and passive design to good thermal and optical comfort, natural air purification etc;
- The specification, procurement and installation of low environmental impact construction materials. To include reference to EPDs in compliance with ISO 14025 or EN 15804;
- Design, specification and monitoring to address daylighting and glare, thermal comfort and indoor air quality;
- The Ergonomics and health related aspects regarding the selection and arrangements for desks and chairs, sofa and IT equipment.
- The successful identification and management of the delivery of a range of environmental technologies and design innovations required to deliver improved environmental performance and quality;
- Involvement in the financial appraisal of environmental technologies and design innovations as part of the delivery of projects.

Evidence in the form of information and references related to relevant contracts in the previous 5 years in which the above elements have been carried out. This shall be supported by proof of relevant accreditation for personnel who will work on the project.

2) Minimum Energy performance requirements

This shall consist of the energy performance of the building calculated according to EN 15603 or equivalent, or the national calculation methodology applicable. Points could be awarded according to the modelled improvement in the energy performance of the building on the basis of a comparison of design proposals (e.g. on insulation of windows, doors, walls, flooring, ceilings) that, depending on the prevailing national minimum requirements, have a primary energy demand up to 100 kWh/m². In all cases the combinations of measures used to achieve this performance shall result in a positive Net Present Value when the Cost-Optimal calculation methodology for an office building is calculated according to the methodology in Commission Delegated Regulation No 244/2012.

3) Energy management systems / Low or zero carbon energy sources

A building energy management system (BEMS) shall be installed and commissioned that provides occupants and facilities managers with real-time information on the building's energy use by using networked sensors and a minimum of half hourly utility metering. The user interface shall allow for information on the offices' energy use to be analysed and downloaded by occupants and facilities managers without requiring significant training. The performance of key aspects of the building that can be controlled by the system shall be easy to adjust i.e. lighting, heating, cooling e.g. through automatic or smart controls and thermostats.

A minimum share of the primary energy demand for the building shall be supplied/generated by localised renewable energy sources (such as solar panels) or high efficiency and cost-effective alternative systems installed within the curtilage of the building or which are shared with other buildings. The tenderer shall provide designs and drawings for the energy systems to be installed together with calculations of their modelled energy generation and the net contribution to the building's primary energy use.

4) Recyclable Waste Storage

Dedicated storage space shall be provided within the office, to facilitate the segregation of recyclable materials and end-of-life products by occupiers. The waste collection area(s) shall be sized based on the likely level of occupation in order to accommodate sufficient containers to maximise recycling whilst also handling residual waste.

5) Water saving installations

All sanitary and kitchen water facilities shall be equipped with water efficient fittings that are in compliance with the criteria for sanitary tapware and toilets and flushing urinals:

EU GPP criteria for sanitary tapware: <http://ec.europa.eu/environment/gpp/pdf/criteria/sanitary/EN.pdf>

EU GPP criteria for toilets and urinals: http://ec.europa.eu/environment/gpp/pdf/criteria/toilets/criteria_Toilets_en.pdf

The use of rainwater for the toilets and if possible for other uses such as watering office plants should be explored.

6) Thermal comfort conditions

Design indoor temperature values (minimum room temperature in winter, maximum room temperature in summer) for the office building shall comply with at least category II in accordance with EN 15251 or equivalent. Annex A1 shall be referred to for mechanically cooled buildings and A2 for passively cooled buildings.

7) Daylighting and glare control

Useable office space shall for 80% of the useable floor area achieve an average Daylight Factor of 1.5% for externally facing facades and 0.7% for interior facing facades. Locations within the building that may be sensitive to glare shall be identified and control measures to limit direct or indirect glare in these locations shall be specified.

8) Ventilation and air quality

The ventilation system shall be specified to supply air with a quality rating of IDA 1 according to EN 15251 or equivalent. In locations with poor outdoor air quality the ventilation systems of the building shall be designed to ensure that clean air is supplied to the offices in compliance with the following criterion:

- Air intakes shall be located at least 20 metres 10 from sources of poor air quality (as defined below). Where this is not possible, the opening should be positioned as high above the ground as possible. The design shall additionally be in compliance with guidance A2.2 in EN 13779;.
- Ventilation system filters shall be in compliance with the specifications in table A.5 of EN 13779 or equivalent.

Poor air quality is defined as outdoor air (ODA) class 2 or 3 according to EN 13779.

9) Selection of fit-out materials and finishes for indoor air quality

Each material and finish selected for the fit-out of the offices shall comply with the emissions limits set by the Naturplus label (or Ecodec EC1, EC1 Plus and Blue Angel/EU Ecolabel) for VOCs, TVOC, LCI substances, carcinogenic substances and formaldehyde. This requirement shall apply to:

- Ceiling tiles
- Paints and varnishes
- Textile floor and wall coverings
- Laminate and flexible floor coverings
- Wooden floor coverings
- Other construction materials such as glue, silicone, plaster

All testing shall be on the as-finished product. The main construction contractor or the DBO contractor shall provide compliant test results for each material or finish installed. The determination of emissions shall be in conformance with CEN/TS 16516, or equivalent product testing standards or labels which use the European 'reference room' as the basis for testing.

10) Sustainable Sourcing of Timber

100% of the wooden products being purchased should come from forests that are managed to particular environmental and social standards and are FSC certified, excluding tropical timber completely. The use of reused or recycled wooden products must be approved by the client. When it comes to paper-based products, there is a preference for recycled over FSC certified fibres.

11) Preference for the use of ecolabelled products and equipment

For the following product categories, the selection of eco-labelled products or equivalent solutions are strongly recommended. The use of the following labelling and certification schemes are preferred by the client:

- Ceiling lighting, Wall lighting, Desk lighting: Highly energy-efficient LED solutions, adaptable to the level of daylight available at their specific location, smart control, good light quality and light colour suitable for workspaces with high rate of IT usage
- Paints, Flooring, Textiles and other construction materials as far as possible (e.g. glues, oils, plaster, isolation,...): EU Ecolabel, Blue Angel, Nature Plus, Emission C1 Plus
- Office furniture: [Nordic Swan](#), MDF panels should be 50% of E1
- IT equipment: TCO certification, highest EU Energy class if available
- Electrical Kitchen equipment: Highest EU Energy label classes available
- Office plants: Recommendations for improvement of indoor air quality, organically grown plants or from pesticide/ herbicide free horticulture.

12) Site waste management

Waste arising during construction and renovation, and excluding demolition waste, shall be less than or equal to 7 tonnes per 100m² gross internal office floor area.

A site waste management plan shall be prepared prior to the commencement of work on-site. The plan shall identify opportunities for waste prevention and shall establish systems for the separate collection of materials on-site for re-use, recycling and other forms of recovery. The site waste management plan shall encompass:

- (i) Construction products that form main building elements, including timber, glass, metal, brick, ceramics, concrete and inert waste, as well as associated packaging materials.
- (ii) Construction products that form part of the building fit-out, including flooring, ceiling tiles, plaster and gypsum panels, plastic profiles and insulation materials, as well as associated packaging materials.

Separate material collection for re-use, recycling and recovery shall respect the waste hierarchy in Directive 2008/98/EC. A system shall be used to monitor and account for waste arising and to track the destination of consignments of waste. Monitoring data shall be provided to the client.

Floor plan rue des deux Eglises

