



GCB420

STANDARD PROTOCOLS FOR DATA COLLECTION AND KNOWLEDGE ACQUISITION

Tender Documents

11th March 2013

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TENDER DOCUMENTS

Project Title: GCB420 Standard Protocols for Data Collection and Knowledge Acquisition

Tendering Company: Construction Industry Council (CIC)

1. INSTRUCTIONS FOR TENDERERS

- 1.1. The tender will be submitted using the Form of Tender enclosed (page 11) 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 Thursday 5th April 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. GCB420. To be opened by the addressee'

- 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 GCB420' 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 Tender 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 4207. 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	Expertise and Experience	60%
2	Methodology	20%
3	Price (proposals which exceed available budget will not be considered)	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 and the CIC, Andrew Link, on the progress of the delivery of this package of works.

5. PROJECT SCOPE

Background.

- 5.1. Making the most of the opportunities of green construction requires significant change in current practices, including the development of new capacity and skills.
- 5.2. A significant issue for the UK construction & property sector is a lack of understanding of the real energy and carbon emission performance of built assets, and their impact on users. Current feedback suggests there is a significant gap between design expectations and real outcomes. In order to understand the performance issues involved and to develop the processes and skills required it will be important that an integrated approach to the acquisition of knowledge and the development of understanding is adopted.
- 5.3. A crucial element in achieving this goal will be the application of common techniques and protocols for use in the generation of project feedback and its application to improve performance. Standard metrics, protocols and measurement methodologies would improve comparability across sectors and the development of general principles in all areas of the built environment. The approaches to be reviewed would include both quantitative and qualitative protocols.
- 5.4. The overall objective of the project is to review what data collection and analysis protocols are available and what needs to be done to develop them so as to produce effective tools for the generation of high quality knowledge and understanding.
- 5.5. The industry will benefit from increased clarity as to the nature of the performance gap and the 'gap' between user expectations and outcomes – which will inform education and training programmes. It will enable data collection to be comparable where possible, and for knowledge generation to be based on reliably collected data

and by reliable measurement techniques. It should encourage increased voluntary data collection, and enable the generation of more tailored benchmarks. It will maximise the usefulness of data collection projects which are currently discrete (eg TsB, Carbon Buzz etc)

5.6. The primary audience for the report will be the Green Construction Board and to inform other GCB projects related to knowledge hubs/performance gap analysis. Ultimately, the outputs of this and any follow-on project will be used as to inform the GCB's Routemap about how current knowledge and skills can be improved to deliver green construction.

5.7. Outputs will be placed in the public domain by the GCB and CIC.

Deliverables

5.8. A concise report that will identify measurement/description methodologies relevant to data collection (both quantitative and qualitative) and appropriate analysis methods.

5.9. Report to be easy to use dynamic navigation; best practice examples; recommendations to include top five for early action.

5.10. The report will map best practice in the application of data collection and analysis protocols for building performance (including embodied carbon) and user experience in both new-build and retrofit across sectors, identifying templates and protocols encompassing both quantitative metrics for energy and carbon performance, and qualitative approaches, particularly those that help to explain the reasons for the performance observed and capture the user experience.

5.11. The report will identify potential barriers to the application of the approaches identified, their adoption by those seeking to develop feedback and the dissemination of the understandings generated. In addition to methodological and other technical barriers the study should include such things as commercial and personal sensitivities, and other ethical issues such as anonymity and confidentiality.

5.12. The report will seek to characterise the likely costs of building performance evaluation in circumstances where it is part of normal contracting processes.

5.13. The report will make recommendations for how standard protocols could underpin the development of a knowledge hub/ network of knowledge hubs to inform education and training, and better built environment outcomes

Scope

5.14. The scope of the project is a desk study by building performance specialist (s) which draws together existing best practice and makes recommendations for the development of a carder of standard protocols for data collection, and analysis so as to provide feedback on building performance that can be used to improve the environmental and user performance characteristics of the built environment. The scope includes;

- operational energy and carbon performance relating to both the technical performance of fabric & services and the user and organisational dimensions and
- Embodied energy and carbon performance issues.

5.15. The aim of the project is to stimulate high quality data collection and analysis in performance studies and to ensure that results can be compared across a broad range of R&D projects. This will enable a more coherent base of knowledge and understanding and provide a sound platform for the development of a truly sustainable built environment.

5.16. The Scope of the project includes the following:

- All environmental sustainability aspects with a particular focus on energy and carbon (embodied and in-use)
- Domestic buildings; non-domestic buildings; infrastructure/civils
- New and existing buildings/structures.
- England, Scotland and Wales.

5.17. The successful tenderer (Expert) will be expected to undertake the following as part of the process of completing the report:

- to compile a list of relevant project data and organisations active in the field, aided by source list compiled by K+S Working Group.
- to identify relevant templates and protocols and identify potential barriers or gaps
- to identify relevant measurement methodologies and identify potential barriers or gaps
- to make recommendations for how standard protocols for data collection could underpin the development of a knowledge hub/ network of knowledge hubs to inform education and training, and better built environment outcomes.
- Prepare a draft to be reviewed by the GCB K+S Working Group Chair and secretariat
- Revise and prepare a draft to be circulated for comment amongst the wider membership of the Working Groups of the GCB.
- Review drafts in line with input from Working Groups of the CCB
- Prepare a report for publication.

5.18. The successful party chosen for this project will be expected to have sound knowledge and understanding of :

- The performance gap issues in both domestic and non-domestic buildings, refurbishment and newbuild.
- Issues related to user satisfaction.
- Issues surrounding embodied energy/carbon.
- The ability to carry out focussed project with 'signposting' for follow-on projects.

5.19. The guide budget for this scope £22,500

6. OUTLINE PROGRAMME

6.1. Tender:

- 6th March 2013 Out to Tender
- 5th April 2013 Tender Return Date

6.2. Project:

- Mid April 2013 Appointment

- Within 12 weeks of instruction Completion

7. PAYMENT

7.1. 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.

APPENDIX 2: List of suggested sources to draw upon

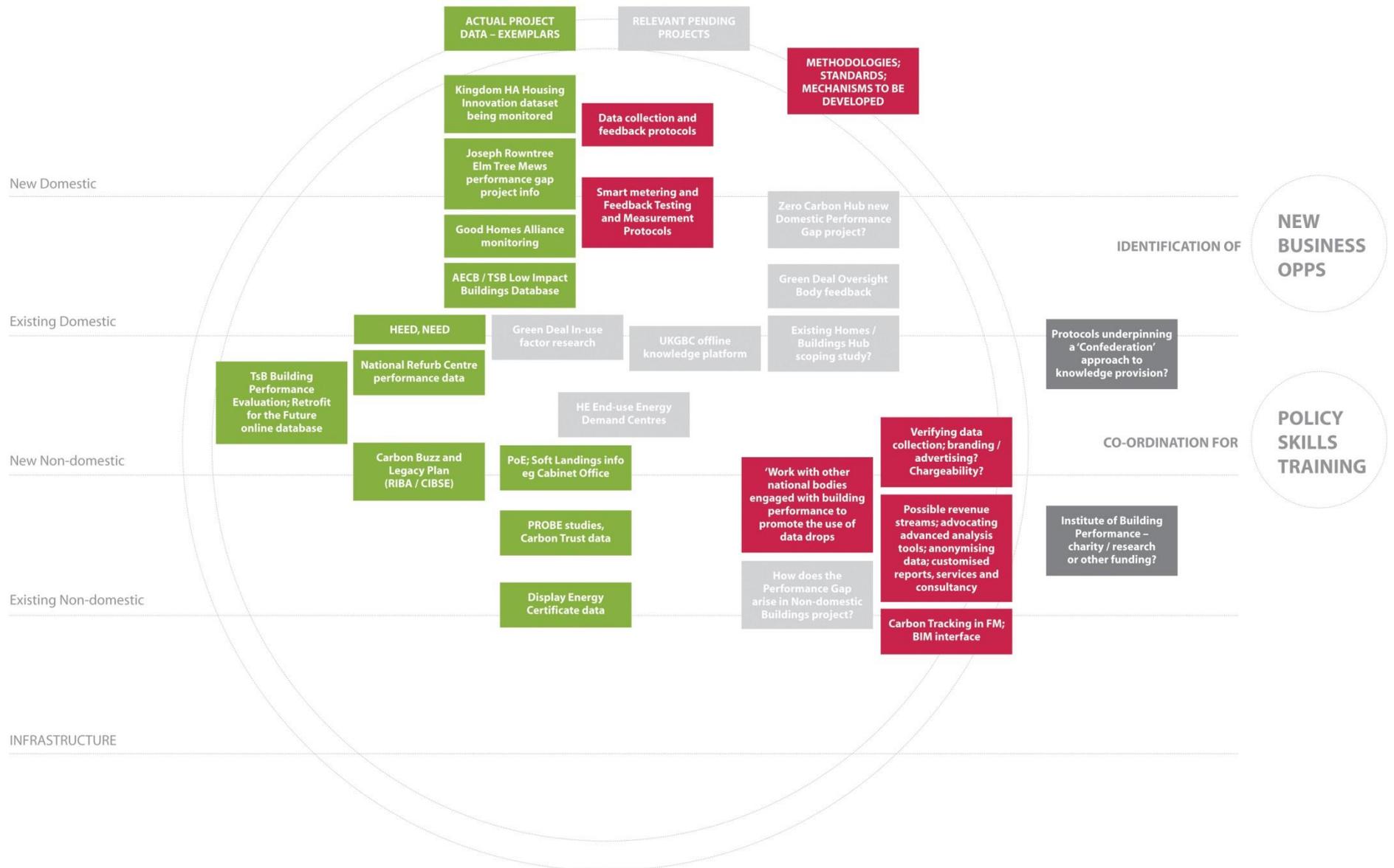
Relevant Projects/Organisations

- Carbon Buzz
- TsB BPE and Retrofit for the Future case studies
- Leeds Met/Joseph Rowntree Trust
- Soft Landings: BSRIA, Cabinet Office
- Kingdom Housing Association/Napier University
- DECC/Green Deal In-use factors research
- Usable Buildings Trust and Good Homes Alliance
- CLG re EPBD and Display Energy Certificate Data
- Zero Carbon Hub and NHBC portal
- UKGBC Knowledge Platform
- NBS Glossary for Green Buildings
- EEPH/EEPB
- National Refurbishment Centre
- BRE
- National Energy Foundation

Relevant HE Research

- Academic Building Energy Demand Centres: eg UCL CEE

Appendix 2



FORM OF TENDER

Project: GCB420 Standard Protocols for Data Collection and Knowledge Acquisitio

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: GCB420 Standard Protocols for Data Collection and Knowledge Acquisition

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: