

THE SMART WAY TOWARDS SUSTAINABLE MUNICIPAL BUILDINGS

Process information
session

Programme and
information update



EINDHOVEN



20|03
2014

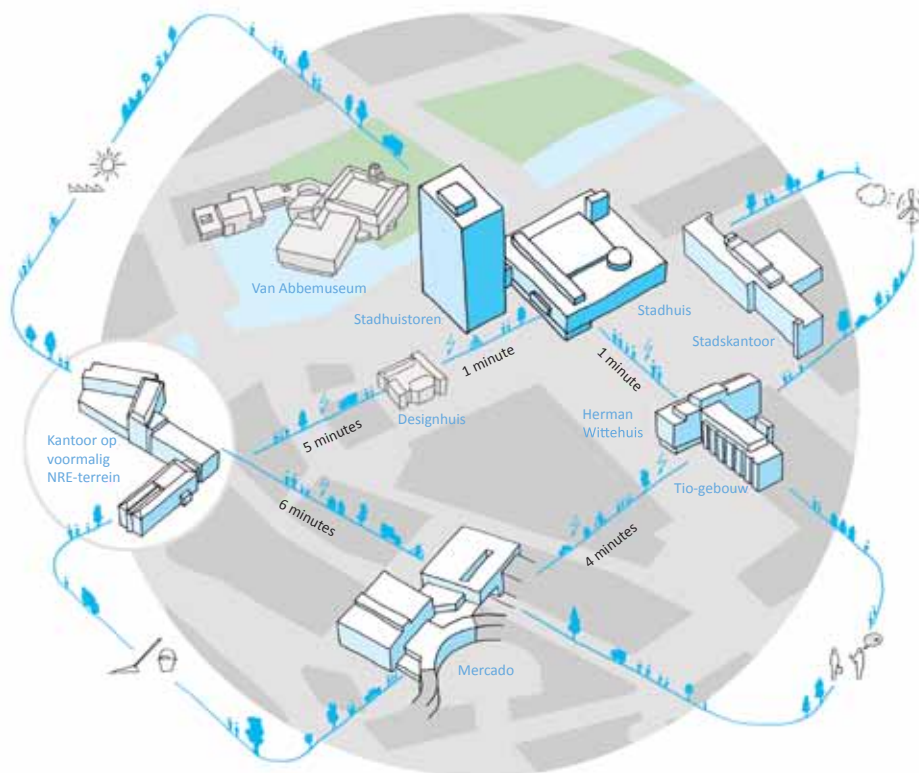
INTRODUCTION



The Process information session on March 20 is organised for all potential project partners in the Municipality of Eindhoven's 'The smart way towards sustainable municipal buildings' project. In the run-up to the Matchmaking Event on April 2 and the future tender trajectory the speakers will elaborate on the following subjects:

- The required 'Best Value Procurement' mindset of a tenderer
- Scope and tender process, step by step
- Sustainability according to 'The Natural Step'
- How to create a successful cooperation

In this information package you will find the program of the process information session, a preview of the Matchmaking Event on April 2, and the revision of the provisional scope.



The buildings in the provisional scope

PROGRAM

process information session



Date:	Thursday, March 20, 2014
Time:	9.00 – 14.30 uur
Location:	Stadhuis Eindhoven, Stadhuisplein 1, 5611 EM Eindhoven
9.00	Reception with coffee and tea
9.30	Welcome Project team 'The smart way towards sustainable municipal buildings' Rikjan Scholten (facilitator process information session)
9.45	The required 'Best Value Procurement' mindset of a tenderer prof. Sicco Santema (Scenter)
10.30	Scope and tender process, step by step Jaap Strating, Senior Advisor Purchasing and Procurement, Municipality of Eindhoven
11.15	Pause
11.45	Sustainability according to 'The Natural Step' Joop Ketelaers, Advisor Sustainable Building (municipality of Eindhoven)
12.30	How to create a successful cooperation? Liesbeth Scholten/ Marlies Bielderma (People-centric Innovation Consultants) Philine Krosse (SBR-CUR)
13.15	Recapitulation of Best Value Procurement aspects prof. Sicco Santema (Scenter)
13.30	Lunch and networking
14.30	Closure

PREVIEW MATCHMAKING EVENT

2nd of April 2014



On 2 April 2014, the Evoluon in Eindhoven will host the matchmaking event (MME). This will include pitches from those who have submitted ideas, opportunity for 'speed dates' with potential partners and the chance to exchange thoughts about project challenges during theme sessions. All parties potentially looking to play a part in the 'Smart way towards sustainable municipal buildings' project are invited.

You can register online (http://turtur.biz/share_proposals) for the matchmaking event here and you can prepare for the event by exploring potential partnerships online. This tool offers all parties involved the opportunity to familiarise themselves with the ideas submitted and to establish contact with those who submitted them as well as with potential consortium partners.

More information can be found on www.eindhoven.nl/duurzamegebouwen.

What's on the agenda?

Overview of the programme

Pitches

'Ideas providers' - parties who have submitted an idea as part of the 'Call for outline proposals' - will be given the opportunity to give a short pitch presentation. This is an effective way for everyone attending to become acquainted with many different ideas, as well as those who have submitted them, in a relatively short space of time.

Targeted speed dates

All participating parties can establish contact with other parties and hold informal exploratory discussions about collaborating on this project. This is achieved via targeted 'speed dates', for which we have scheduled a large part of the afternoon. You can use the matchmaking tool to let other parties know that you are interested in a speed date session prior to the MME. Every company/organisation participating in the MME will be allocated a physical meeting place that is easy to find within the Evoluon. You can arrange to meet here prior to the start of the speed date.

Theme sessions aimed at the forming of partnerships

A number of theme sessions will be held which are specifically designed to give potential main contractors and consortium partners (risk-bearing parties in the procurement process) the opportunity to exchange their thoughts on one or more of the project's key challenges and explore possible solutions with each other and with the municipality.

Videos of the pitch presentations and snapshots of the event will be recorded throughout the day. These will be used to document the project and also to communicate with, for example, the EU as well as 'Smart Procurement European Alliance' partner cities of Barcelona and Birmingham.

PRELIMINARY PROGRAM

final program will be announced March 26, 2014



Date:	Wednesday, April 2, 2014
Time:	9.00 – 17.30
Location:	Evoluon, Noord Brabantlaan 1A, 5652 LA Eindhoven
9:00-9:30	Arrival and registration
9:30-10:00	Plenary opening (aims of the day & explanation of the programme)
10:00-10:45	Pitches 1* (7 parallel sessions of ± 7 pitches each lasting 5 minutes)
10:45-11:15	Networking break
11:15-12:00	Pitches 2* (7 parallel sessions of ± 7 pitches each lasting 5 minutes)
12:00-13:00	Lunch/ networking break
13:00-13:15	Opportunity for speed dates 1 Changeover
13:25-13:40	Opportunity for speed dates 2 Changeover
13:50-14:05	Opportunity for speed dates 3 Changeover
14:15-14:30	Opportunity for speed dates 4 Changeover
14:40-14:55	Opportunity for speed dates 5
14:55-15:30	Networking break
15:30-16:30	Theme sessions aimed at the forming of partnerships**
16:30-17:30	Post-discussion

* Pitches and the programme format will be made available on 26 March

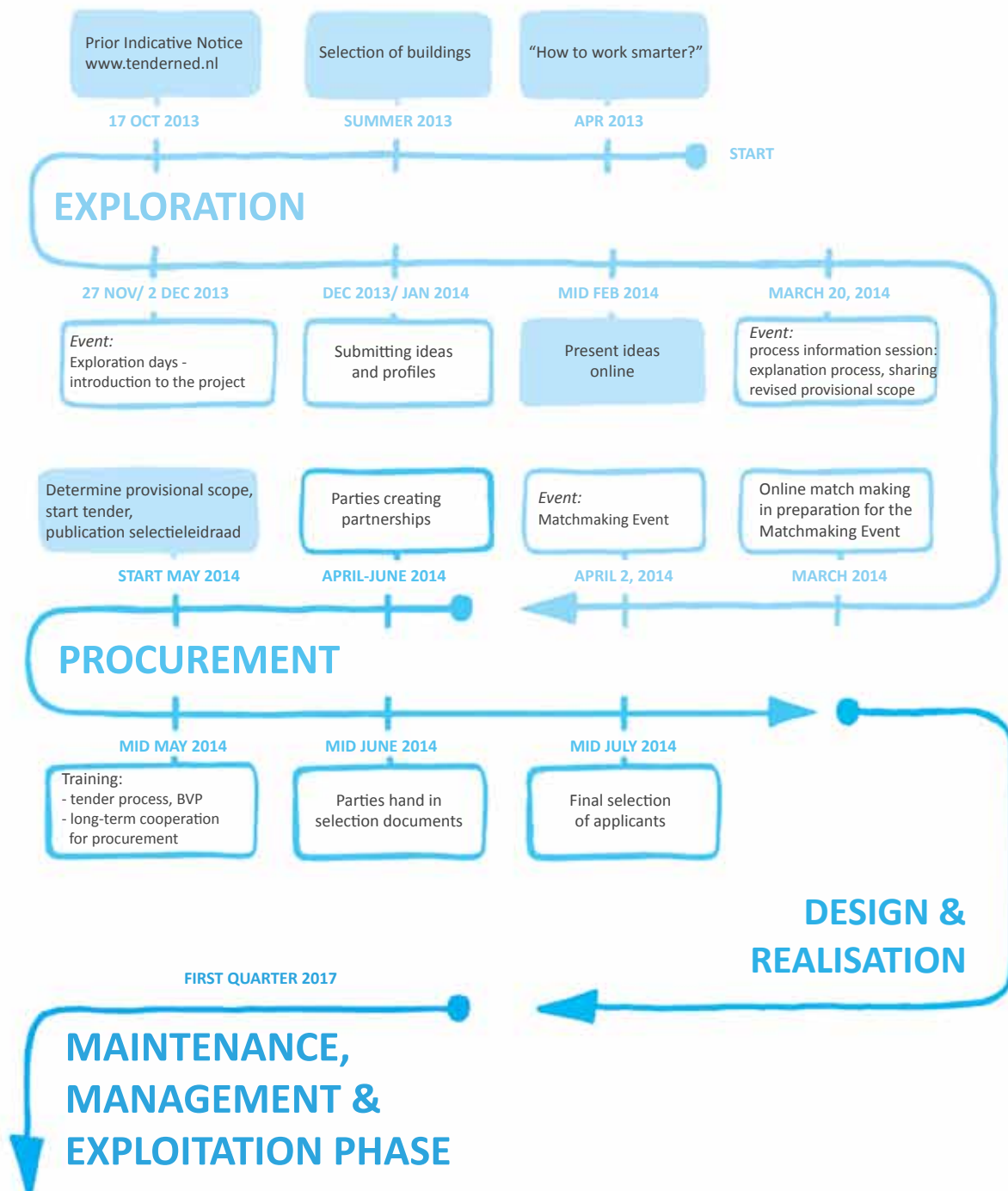
** The list of theme sessions will be made available on 1 April

PROCESS

procurement steps



The procurement process for the renovation of the Stadhuisoren and surrounding area has a number of phases.



INFORMATION

resources available on the website



The following documents and information are available on the website www.eindhoven.nl/duurzamegebouwen

Information Pack exploration days (27-11-2013 / 2-12-2013) (project 'The smart way towards sustainable municipal buildings')

content: Project background
Principles of improving sustainability the smart way
Ambitions for Eindhoven
Call for outline proposals
Provisional scope 2017-2045 (update March 20th 2014 see above)
Process
Information
Team
Municipal buildings in the scope

Mapping the state of the art of sustainable innovation and smarter procurement (april 2013) (project 'The smart way towards sustainable municipal buildings')

Buildings

Plans of buildings

Policy and vision documents

Policy and vision documents quoted from:

1. <http://www.eindhoven.nl/artikelen/Duurzaamheid-er-valt-letterlijk-een-wereld-te-winnen.htm>
2. Eindhoven op weg; duurzaam verbinden van mensen en locaties in Eindhoven veelzijdige stad. September 2013
3. <http://www.eindhoven.nl/artikelen/Duurzaamheid-volgens-The-Natural-Step-1.htm>
4. Eindhoven energieneutraal. WEB_Energieboekje_250213
5. Lokaal Innovatieprogramma Gemeente Eindhoven 2011-2014
6. Handboek Huisvesting gemeente Eindhoven
7. Staat van de Stad 2020; Op weg naar de Stadsvisie Eindhoven 2040

PROVISIONAL SCOPE

revision March, 2014



Objectives of ‘The smart way towards sustainable municipal buildings’

Colophon

Published by

Municipality of Eindhoven

Land& real Estate, Construction and Maintenance

Date

March 2014

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1. INTRODUCTION



The Municipality of Eindhoven faces the challenge of completing the retrofit of the Stadhuistoren by 2017 as well as making the adjacent Town Hall more sustainable.

The Municipality of Eindhoven aims to stimulate and deploy innovation to achieve objectives related to social and other issues. One important issue concerns ensuring that municipal office buildings grow and transform in line with changing needs and, possibly, also new users.

A second issue concerns the development of Eindhoven into a sustainable, energy-neutral, flexibly managed, attractive and inspirational city. The development, use and management of municipal buildings need to make a trend-setting contribution to this.

This brings with it an optimisation issue given the limited financial resources that are available to making municipal buildings more sustainable.

- With a view to these issues, it has been decided to broaden the challenge above to support achievement of the following ambitions:

– Prime priority –

- To maintain the 7 municipal office buildings located in the heart of the city, with a focus on making these buildings more sustainable by means of a ‘system approach’, exploiting possible synergies and economies of scale.
- To outsource day-to-day management of the 7 office buildings to the extent that this serves the planned improvement in sustainability
- To optimise the portfolio of office buildings, taking into account the consequences of a changing (flexible) municipal government; and

– Second priority –

- Same as the first two aspects under prime priorities with respect to the Van Abbemuseum and the Designhuis
- To support and demonstrate innovations in the area of development, management and operation of buildings (exemplary role); and
- To increase the appeal of the heart of the city to all users (workers, visitors and residents)

The scope of the assignment has been established taking into account the method of calls for tenders to be used, i.e. ‘Best Value Procurement’ or BVP (also known as ‘performance-based procurement’).

2. OBJECTIVES

2.1 Main objective

De hoofddoelstelling van de aanbesteding is gerelateerd aan de ambities die als 1e prioriteit zijn opgevoerd in par. 1. De hoofddoelstelling is als volgt verwoord:

“To create sustainable civil servant offices in the heart of the city of Eindhoven within a conclusive business case, given the transformation to ‘the Flexible Workspace Concept’ in terms of building design(s) and working method(s)”.

2.2 Secondary objectives

The following specific sub-objectives have been derived from the main objective:

- Retrofit of the Stadhuisstoren by the first quarter of 2017 based on the following requirements;
 - Redesigned access and connection to the Town Hall
 - Retain the architectural value (s)
- Achieve maximum possible improvement in sustainability based on current maintenance and operational budgets for civil servant offices during the initial 10-year contractual period. Greatest value is assigned to improving sustainability related to achieving energy-neutrality. Making the Stadhuisstoren more sustainable – annex to its retrofit – and the Town Hall have the highest priority.
- Sustainability interventions and sustainability improvements must be made transparent and communicated with as much publicity value as possible.
- Portfolio flexibility: keep office space and building facilities optimally aligned to workspace and building use requirements, taking into account the forecast reduction in work force, changing roles of local government and the requirement to encourage interaction with citizens and other municipality stakeholders.
- Maintenance: buildings’ level of maintenance must be measured in accordance with the standard NEN2767, be brought up to a level to be determined per building and, at the end of the contractual period, be delivered at a level of maintenance also to be determined per building.

Maintenance relates to:

- Owner and operator maintenance of buildings owned and used by the municipality
- Owner maintenance of sub-let buildings (see paragraph 3)
- Operator maintenance of the leased building(Stadskantoor)
- User satisfaction: align and maintain the interior climate with functional and/or individual usage requirements
- Incorporate and fulfil management roles and tasks where these have synergy with one or more other secondary objectives, for a 10-year contractual period.

No specific objectives have been defined for the 2nd priority ambitions referred to in paragraph 1. This is because no advance budget has been allocated to achieving these ambitions within this call for tenders. However this does not mean that no budget can be made available. The availability of additional budget is dependent on the quality of planning with respect to 2nd priority ambitions . Specifically, under the BVP method to be used, tenderers must generate ‘opportunities’ (or optional plans) which help to achieve the ambitions but the cost of which is not included in the proposed contract sum. If the customer wishes to implement an opportunity, he needs to issue a specific assignment.

The following applies: ‘the greater the contributions to the ambitions, the greater the valuation of an opportunity identified’. Opportunities with a synergistic effect between different ambitions score the highest. This thus gives tenderers scope to also address 2nd priority ambitions, and possibly receive compensation for this, either in the tender process or in the assignment.

3. SPECIFICATION



3.1 The portfolio of buildings

The following municipal buildings are located in or close to the heart of the city of Eindhoven and form part of the primary ambition of the call for tenders

1. Stadhuistoren (GGD-toren), Stadhuisplein 2
(owned by the municipality)
2. Town Hall, Stadhuisplein 1
(owned by the municipality)
3. Stadskantoor, Stadhuisplein 10
(the municipality rents this building)
4. Herman Wittehuis Stadhuisplein 6;
(owned by the municipality and sub-let)
5. TIO building, Begijnenhof 8-14
(owned by the municipality and sub-let)
6. Mercado, Smalle Haven 109
(owned by the municipality)
7. Office on the former NRE site, Nachtegaallaan 15
(owned by the municipality)

The following municipal buildings form part of the secondary ambition of the call for tenders

8. Van Abbemuseum, Bilderdijkstraan 10
(owned by the municipality)
9. Designhuis, Stadhuisplein 3
(owned by the municipality and sub-let)

More information about these buildings can be found on the website www.eindhoven.nl/duurzamegebouwen.

The Van Abbemuseum and the Designhuis are in the immediate vicinity of the other municipal buildings and therefore provide opportunities to develop a system solution. However the added value of including these two buildings in the assignment must be made transparent in the tender by means of the opportunities dossier, see paragraph 2.2.

3.2 Short term developments

The municipality is currently working on introducing the vision for Civil Servants Offices for the short term, which means that 'The Flexible Workplace' concept is being introduced in all buildings in which civil servants work. This includes the

'functional installation package' (counters, walls, ceilings). This flexible workplace concept must also be applied to the design of the Stadhuistoren.

The municipality is now also working on developing the plan for Civil Servant Offices for the long term. This is expected to be finalised and approved by the beginning of 2015.

Ownership, renting and actual use will become more dynamic in the near future. Therefore, planning to give shape to a more dynamic real estate portfolio is included as one of the project objectives. For example, this could mean changes to use, double use, shrinkage, growth.

3.3 Specification of activities and services

3.3.1 Design & implementation of the Stadhuistoren renovation

- a. Replacement, where necessary or required, of all building-related mechanical and electro-technical installations (incl. burglary, fire safety, transport and façade installations) with re-use if possible.
- b. Work needed on the shell of the building: roof, floors, façades, windows, sun-protection facilities etc. (e.g. façade insulation, new window frames and smart solutions for existing thermal bridges).
- c. New installation package in line with the flexible workplace concept based on a blueprint of the working environment provided by the municipality. Elements include: internal walls, ceilings, floor and wall finishes, permanent fittings (fixtures) and light screening.
- d. Necessary user installations: ICT (data cabling, patch cabinets, Main Equipment Room / Secondary Equipment Rooms, cooling installations), audio-visual equipment.
- e. Modifications to the connecting buildings between the Town Hall and Stadhuistoren
- f. Required maintenance condition 3, in accordance with NEN 2767

Preconditions:

- Use of municipal blueprint of office environment for the flexible workplace concept.
- b Architectural interventions on the exterior of the

building are subject to recommendations by the Committee for Spatial Quality and subsequent management approval.

3.3.2 Improve sustainability and optimise the Town Hall

NB: usage and the installations are linked to the Stadhuisstoren.

- a. Optimise, and where necessary or desirable, replace all internal building-related mechanical installations, with re-use if possible.
- b. Limited modifications to the electro-technical installations (incl. burglary and fire safety installation)
- c. Essential work on the shell of the building: roof, floors, façades, windows, sun-protection facilities etc. (e.g. façade insulation, new window frames, smart solutions for existing thermal bridges and the building's acoustics).
- d. Limited functional changes to the installation package. Plus mechanical interventions that are part of the package, including restoration to the original state.
- e. User installations: limited changes to IT and audio-visual equipment. Separate devices are not part of this (mobile phones, PCs etc.).
- f. Required maintenance condition 2, in accordance with NEN 2767

Preconditions:

- Architectural interventions on the exterior of the building are subject to recommendations by the Committee for Spatial Quality and subsequent management approval.

3.3.3 Maintenance services

The assignment covers the maintenance of 7-9 buildings; corrective, preventive and replacement maintenance. This includes:

- a. All building-related mechanical and electro-technical installations (incl. burglary, fire safety, transport and façade installations).
- b. Construction shell: roof, floors, façades, windows, sun-protection facilities etc.
- c. Maintenance of the installation package.
- d. Limited user facilities (e.g. kitchen equipment)
- e. Improvements to, for example, the construction shell and/

or installations to improve sustainability where these form part of the planning and assignment within this call for tenders

- f. Specifically for the Van Abbemuseum and the Designhuis: maintenance of user installations such as light or sound installations
- g. Required maintenance condition 3, in accordance with NEN 2767

Preconditions:

- For the Stads Kantoor (no. 3): only aspects under the rental section of the Real Estate Council (ROZ) rental agreement are included in the scope.
- For the TIO building (no. 5): only aspects under the ownership section of the Real Estate Council (ROZ) rental agreement are included in the scope
- The varying expiry dates of current maintenance contracts per building must be taken into consideration.
- Maintenance of the separate equipment, customer support system etc. is not included in the maintenance objective.

3.3.4 Management and operation services

Management and operation of the buildings may support the required improvement to the buildings' sustainability and thus serve the project objectives.

Management covers day-to-day management (cleaning, surveillance, security, glass cleaning, interior facilities).

Sustainable operation is focused on lasting future value of the buildings by responding in a timely way and adapting to changing usage and user needs and opportunities.

The inclusion of management and operation services in the assignment is dependent on the planning in the tender phase.

Preconditions will be set out and communicated in the tender phase.

WWW.EINDHOVEN.NL/
DUURZAMEGEBOUWEN



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