

SEVENTH FRAMEWORK PROGRAMME

THEME 6

Environment (including climate change)

OBJECT OF THE CONTRACT

Invitation to tender concerning

OPEN HOUSE “Benchmarking and mainstreaming building sustainability in the EU based on transparency and openness (open source and availability) from model to implementation”:

- 1. Execution of particular case studies, by means of the OPEN HOUSE baseline model and methodology**
- 2. Evaluation of specific aspects of the OPEN HOUSE assessment methodology**

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OBJECT OF THE CONTRACT

I.1. Introduction

The OPEN HOUSE project

OPEN HOUSE “Benchmarking and mainstreaming building sustainability in the EU based on transparency and openness (open source and availability) from model to implementation” is a Collaborative Project supported by the European Commission under the FP7-ENV_2009 and coordinated by ACCIONA Infraestructuras (ES).

There are 19 partner organizations in the OPEN HOUSE project covering 11 EU countries.

The overall objective of OPEN HOUSE is to develop and to implement a common European transparent building assessment methodology, complementing the existing ones, for planning and constructing sustainable buildings by means of an open approach and technical platform.

The OPEN HOUSE methodology is based on existing methods for assessing building sustainability (BREEAM, DGNB, LEED,...) and on existing European standards from ISO TC 59/SC 17, as well as CEN/TC 350.

The scientific and technical objectives of the OPEN HOUSE project are:

- To define the OPEN HOUSE baseline: an open and transparent European platform for building sustainability.
- To widely communicate the baseline concept and outline the mechanism for interaction between the project and stakeholders.
- To build up the OPEN HOUSE Platform: facilitating a pan-European effort towards a common view on building sustainability.
- To pave the way for implementing and evaluating the methodology: selection of case studies and mechanisms for decision-making.
- **To evaluate and refine the methodology by the feedback resulting from case studies and real sustainable public procurement cases and other stakeholders inputs.**
- To further disseminate and exploit the OPEN HOUSE methodology

Work performed to date for the development of the OPEN HOUSE methodology:

The OPEN HOUSE methodology assesses the whole life- cycle of a building: product stage, construction process, use stage and end-of-life stage.

The baseline of the methodology is organised on the following categories:

- Environmental quality
- Socio-functional quality
- Economic quality
- Technical characteristics
- Process quality
- The location

In the first five categories the scope of the assessment is the building within the system boundaries.

In the sixth category, the site is assessed as an extra module because it is outside the system boundaries and cannot be influenced by the planning of the design.

Please be aware that the first version of the methodology can be applied to new office buildings (less than 10 years) or office buildings at design stage. The OPEN HOUSE methodology is divided into two sets of indicators: “OPEN HOUSE full system” and “OPEN HOUSE core system”.

- The “OPEN HOUSE full system” includes a list of 56 indicators
- The “OPEN HOUSE core system” is a set of core indicators that have been chosen based on the indicators from the OPEN HOUSE full system.

	Primary Aspect	Nr.	Indicator (OPEN HOUSE “Full System”)	Indicator (OPEN HOUSE “Core System”)
1.	Environmental	1.1	Global Warming Potential (GWP)	Global Warming Potential (GWP)
		1.2	Ozone Depletion Potential (ODP)	Ozone Depletion Potential (ODP)
		1.3	Acidification Potential (AP)	Acidification Potential (AP)
		1.4	Eutrophication Potential (EP)	Eutrophication Potential (EP)
		1.5	Photochemical Ozone Creation Potential (POCP)	Photochemical Ozone Creation Potential (POCP)
		1.6	Risks from Materials	
		1.7	Biodiversity and Depletion of Habitats	
		1.8	Light Pollution	
		1.9	Non-Renewable Primary Energy Demands (PEne)	Non-Renewable Primary Energy Demands (PEne)
		1.10	Total Primary Energy Demands and Percentage of Renewable Primary Energy	Total Primary Energy Demands and Percentage of Renewable Primary Energy
		1.11	Water and Waste Water	Water and Waste Water
		1.12	Contamination of Undisturbed Areas	Contamination of Undisturbed Areas
		1.13	Waste	Waste
		1.14	Energy efficiency of building equipment (lifts, escalators etc.)	

Figure 1- Example of the indicators under the “Environmental” aspect for both “Full” and “Core” System

Based on these indicators, a “Basic and quick sustainability assessment” and a “Complete assessment” are available:

The “Basic and quick sustainability assessment” will give a first idea of the sustainability level of the building and will propose actions to improve that level:

- based on “OPEN HOUSE – full system”
- sustainability experts are required with participants at the „OPEN HOUSE assessment training“
- for new office building (less than 10 years) or office buildings at design stage
- gives first idea of sustainability level
- proposes actions to improve the level
- no stringent documentation needed, based on estimations, but must be reasonable
- the assessment is possible in several days and will be done in an assessment workshop

For the “**Complete assessment**” the following principles are accepted:

- complete documentation needed for “OPEN HOUSE – core indicators“
- and the „Basic and quick sustainability assessment“ for the rest of the indicators from the „OPEN HOUSE – full system“
- sustainability experts are required with participants at the “OPEN HOUSE assessment training“
- for operating and existing office buildings (only buildings that are not older than 10 years are allowed for the case studies)
- the assessment takes several weeks (assessment workshop and documentation)

The consortium partners will provide at least 2 case studies in their own country. These case studies will be performed by the partners in their respective countries with both the “Basic and quick sustainability assessment” and the “Complete Assessment”.

1.2. Purpose of the contract

The purpose of this contract is to execute particular case studies, by means of the OPEN HOUSE baseline model and methodology. This procedure and the feedback resulting from the case studies will permit the evaluation of specific aspects of the model/ assessment methodology. The feedback after the execution of the case studies should include suggestions for refinements, changes, etc.

An Open Invitation Letter for the selection of new or in design phase office buildings in European Countries not represented by the consortium partners has been disseminated to a wide range of stakeholders. Through this process, a set of reference buildings in different European Countries will be selected in order to test the reliability of the sustainability assessment methodology when addressing different type of climatic, political and cultural conditions. In those countries not represented by the consortium partners the “basic and quick sustainability assessment will be performed”.

The countries addressed are:

Austria, Bosnia Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, FYROM, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Montenegro, the Netherlands, Norway, Portugal, Romania, Serbia, Slovakia, Turkey.

The above countries have been grouped as following:

Group I	BA	Bosnia-Herzegovina
	HR	Croatia
	RS	Serbia
	HU	Hungary
	LU	Luxembourg
	ME	Montenegro
	MK	F.Y.R.O.M

Group II	CZ	Czech Republic
	SK	Slovakia
	LV	Latvia
	LT	Lithuania

Group III	BG	Bulgaria
	CY	Cyprus
	RO	Romania
	TR	Turkey
	ML	Malta

Group IV	IE	Ireland
	PT	Portugal
	NL	Netherlands
	AT	Austria
	DK	Denmark

Group V	IS	Iceland
	NO	Norway
	FI	Finland
	EE	Estonia

- A maximum of two office buildings (less than 10 years old or in design/ construction phase) will be selected from each of the above countries and a written commitment of the owners of the buildings will be provided.
- The Contractor may also suggest a building from the countries mentioned above which he considers to be suitable to be used as a case study (ANNEX II). In this case, the Contractor should provide a written commitment of the owner.
- The final selection of the buildings to be used as Case Studies will be done by the OPEN HOUSE Consortium.

The service provided by the bidder will consist in:

- Participation at the "OPEN HOUSE assessment training". The training's duration will be 2 days and it will take place from the 28th to the 29th of November 2011 in Thessaloniki, Greece. An alternative venue for the training is London. Please follow the OPEN HOUSE website (<http://www.openhouse-fp7.eu>) for any further information regarding this issue.

Note: travel and accommodation expenses must be also considered within the bid's budget. Any expense out of the service's offer won't be covered.

- Collection of information and data needed to evaluate the indicators of the methodology in each of the case studies he will be responsible for.
- Performing the "**Basic and quick sustainability assessment**" as it is described in the previous section and the **OPEN HOUSE Assessment Guideline**, which will be provided.
- Generation of a report that will include the description of the case studies, results of the analysis and conclusions obtained as well as recommendations to further improve the OPEN HOUSE methodology.

Notes:

The amount of 4,000 € will be provided to the bidder per case study

A maximum of twelve case studies can be executed per bidder

I.3. Submission of offers and deadline

- Submission: (ANNEX I)

- Tenders must be sent by registered mail or private courier to:

The [Architects' Council of Europe](#) (ACE)

General Secretariat

Rue Paul Emile Janson, 29

B-1050 BRUXELLES- BELGIUM

- Additionally, a scanned copy of the offer will be sent by email to Mrs. Eleni Goni, Project Officer of the Architects' Council of Europe (ACE): eleni.goni@ace-cae.eu

- **Deadline:** Tenders will be accepted until the 7th of October, 2011

- **Enquiries:** Queries must be submitted no later than the 28th of September and must be sent by mail to: eleni.goni@ace-cae.eu. All queries and replies will be available to all tenderers in anonymous form and will always be available at the official website of the OPEN HOUSE project: <http://www.openhouse-fp7.eu>

I.4. Award criteria

Any contract will be awarded to the bid offering best value for money in terms of the sub criteria stated below, under conditions of transparency and equal treatment. The decision for the awarding of the subcontractors will be taken by the OPEN HOUSE Consortium.

This invitation to tender is in no way binding on the Consortium. A commitment will come about only when a contract with the successful tenderer(s) has been signed. Until a contract is signed, OPEN HOUSE Consortium may decide not to award a contract or to cancel the tendering procedure, without the candidates or tenderers being entitled to claim any compensation. Where appropriate, the decision will be substantiated and brought to the attention of the tenderers.

I.4.1 Sub- Criteria

The most economically advantageous tender will be identified on the basis of the sub-criteria below.

- **Quality:** The quality of the service proposed will be examined based on the followings:
 - The tenderer must be familiar with other building assessment methodologies (e.g. BREEAM, LEED, DGNB, etc) and have proven experience in performing such assessments.
 - The tenderer shall provide a clear description of the methodology he will use in order to execute the selected case studies. A special mentioning should be made regarding the way the tenderer intends to address language issues that might occur in the process.
- **Services:**
 - Tenderers offering the execution of a whole group of countries as presented in I.2 will receive extra credits.

Subcontracting is allowed for this option provided that the subcontractors are also familiar with existing building assessment methodologies and have proven experience in performing such assessments. If the tenderer intends to subcontract part of the service, he shall indicate in his offer which part will be subcontracted and to what extent (% of the total contract value). In case of subcontracting, the contractor bears full responsibility over the quality of the deliverables of

the subcontractors. It is also an obligation of the subcontractors to attend the 2-day training course.

- The provision of case studies (fulfilling the requirements set) by the tenderer in the countries addressed will be taken into account in the award criteria.

The weighting of each sub-criterion is indicated against its column.

Sub- Criteria	Weighting (in percentage terms)
Quality	70
Services	30

All tenders will be awarded a number of points for all of the above sub-criteria on a scale from 0 to 100, where 0 is the lowest possible score and 100 is the maximum.

I.5. Reports and documents to produce - Timetable to observe

Execution of the tasks begins after the date on which the Contract enters into force. In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties. Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable below.

I.5.1. Final report

The contractor will submit a **draft final report** to the OPEN HOUSE Consortium **at the latest 6 months** after the signature of the contract. The OPEN HOUSE Consortium shall have 15 working days from receipt to approve or reject the draft final report, and the Contractor shall have 15 working days in which to submit additional information or a new final report.

The Final Report will include the following deliverables for the study:

- An Executive Summary (indicative size: 2 pages);
- A complete report including the assessment of the sustainability indicators for each case study based on the OPEN HOUSE Assessment Guidelines, which will be provided.
- An annex with the documentation used for the assessment of the indicators
- A Power Point presentation, summarising the main issues, analysis and results of each execution of a case study and the conclusions, suggestions for refinements, changes, etc.

I.5.2. Report format and publication

Reports shall be supplied in paper form and one copy in electronic form, either in MS Word or in HTML format. The OPEN HOUSE Consortium may publish the results of the study. For this purpose, the tenderer must ensure that the study is not subject to any restrictions deriving from intellectual property rights of third parties. Should he intend to use data in the study, which cannot be published, this must be explicitly mentioned in the offer.

I.6. Duration of the tasks

The duration of the tasks shall not exceed 6 months from the completion of the training course. This period is calculated in calendar days.