



Environment and Spatial Planning
*Ministry of Housing, Spatial Planning and
the Environment*

Criteria for the Sustainable Public Procurement of **Office Buildings to be newly built**

Version: 1.6

Date: 26th March 2010

Status: adopted

These criteria for Sustainable Public Procurement were developed by NL Agency at the request of the Ministry of Housing, Spatial Planning and the Environment (VROM). The programme for sustainable operational management for public authorities (DBO) is a joint initiative of the Dutch Government, the Association of Netherlands Municipalities (VNG), the Association of Provincial Authorities (IPO) and the Association of Water Boards (UvW).

For more information tel. +31 (0)88 602 93 00, duurzaaminkopen@agentschapnl.nl and www.agentschapnl.nl/sustainableprocurement.

Table of contents

1	Introduction.....	2
1.1	Definition of the product group	2
2	Sustainability in the procurement process	5
2.1	Preparatory stage (points for consideration)	5
2.2	Specification stage (criteria).....	6
2.2.1	Supplier qualifications	7
2.2.2	Schedule of requirements	7
2.2.3	Award criteria	10
2.2.4	Contract Contract provisions.....	11
2.3	Utilisation stage (points for consideration).....	11

1 Introduction

The Dutch government wants to take concrete steps towards a sustainable society, and to set a good example. Each year, government organisations spend more than EUR 50 billion on the purchase of Supplies, Services and Public works. By purchasing sustainably, the government can significantly boost the market for Sustainable Public Products. Governmental authorities have set clear objectives to achieve this: the central government is aiming for 100% Sustainable Public Procurement in 2010, while the municipalities aspire towards 75% in 2010 and 100% in 2015. Provincial governments and water boards have set themselves the target of at least 50% in 2010. 100% Sustainable Public Procurement is understood to mean that all purchases meet the minimum requirements that have been set for the relevant product groups at the time of purchase. More information on this topic is available from the website Sustainable Procurement (www.agentschapnl.nl/sustainableprocurement).

NL Agency supports government authorities in various ways to help reach these objectives. These include developing criteria for Supplies, Services and Public works procured by these authorities. This document focuses on the criteria for the Office Buildings to be newly built, the elaboration of the criteria in specification texts and a more detailed assessment of the criteria, as well as a number of points for attention in the pre- and post-procurement stages. Additional background information and considerations regarding the content of the criteria can be found in the criteria document on the website Sustainable Procurement www.agentschapnl.nl/duurzaaminkopen/criteria, available in Dutch only.

1.1 Definition of the product group

The product group Office Buildings to be newly built includes criteria for the design and construction of new office buildings. It concerns buildings of which more than 55% of the usage function is intended for office functions.

The design and construction of buildings may form part of an integrated contract in which other services may also be included. The criteria in this document are also applicable to this type of contract (such as DBOFM).

The built environment makes an important contribution to the total national environmental impact. The energy and material usage for (the building and usage of) buildings is estimated to be 25% of the total energy and material usage in the Netherlands. By realising (and thus procuring) office buildings in a sustainable manner in future, a significant environmental gain may thus be achieved.

New building versus rental, renovation, re-zoning, more efficient accommodation

In the Netherlands, many offices are lying empty. According to the Netherlands Association for Developers and Building Contractors (in Dutch, NVB), 6.4 million square metres, around 14% of the total stock, was lying empty in 2007. According to Neprom (Project Development Companies' Association) almost 3 million square metres of office space has been lying empty for two years or more. At the same time, building permits have been issued for 1.4 million square metres. Rental, renovation or re-zoning of empty premises is in this light preferable to new building.

Besides this, the more efficient accommodation of personnel is a possibility to employ existing offices better and to avoid new building. Empty office buildings do not always meet the government's wishes for qualitatively high-grade office buildings in A locations, with good accessibility by public transport.

This document describes the criteria to be applied once the decision for new building has been made. The considerations to come to this choice fall outside the scope of this document.

CPV codes

For the benefit of the contracting authority, a number of CPV codes that might be of relevance to this product group have been included in this document. The selection is by no means exhaustive or complete. The contracting authority will remain responsible for compiling the correct set of CPV codes to match the relevant tender. According to the element budget system (NL/Sfb), this concerns element numbers 10 to 79.

The following CPV codes apply to this product group:

45000000-7	Construction work
71000000-9	Architectural, construction, civil engineering and inspection services
71200000-0	Architectural and related services
71310000-4	Engineering and building consultancy services
45210000-2	Construction of buildings
45400000-1	Building completion work
71321000-4	Engineering design services for mechanical and electrical installations for buildings
45315000-8	Electrical installation work of heating and other electrical building-equipment

Definition of "Office buildings to be newly built" within "Buildings"

This document is part of the product group Buildings. Listed below are the criteria documents which come within this product group.

Phase	Office buildings	Other building categories	
Design and New build			
Management and Maintenance			
Renovation			
Demolition			
Rental and purchase			

Table: position of criteria document Office buildings to be newly built within product group Buildings.

Outside this document come

- Management and maintenance;
- Renovation;
- Replacement of the fitting-out package (internal walls, ceilings, floor covering, lighting etc.).
This is usually done if a new user and/or new function is accommodated in the building. For this, we refer you to the document "Rental and Purchase of Office Buildings";
- For any demolition activities which have to be carried out for the purposes of renovation, we refer you to the criteria document Demolition of Buildings;
- The realisation of new buildings with different zoning;
- Monuments. Given the extremely diverse nature of the buildings and the necessary activities, these criteria do not apply to monuments. Although great improvements are often possible in monuments, these must be considered case by case with respect to the monumental character;
- Transport and use of equipment;
- Fitting out of offices (soft furnishings, floor coverings, internal sun shades, furniture);
- Office equipment;

- Service issues (catering, energy, cleaning).

For these, see the relevant product groups on www.agentschapnl.nl/duurzaaminkopen.

2 Sustainability in the procurement process

The criteria in this document have been classified in the various steps of the public procurement process. More information about these steps and how to combine them with sustainability can be found in the Sustainable Public Procurement Manual. This manual can be downloaded from the website Sustainable Procurement www.agentschapnl.nl/sustainableprocurement.

2.1 Preparatory stage (points for consideration)

Every purchase or call for tender starts with drawing up the inventory of the needs of the internal or external customer. Sustainability can be incorporated into this stage by considering whether the purchase is truly necessary and whether a more sustainable alternative might be available. Specific points for consideration regarding procurement for the Office Buildings to be newly built product group are:

From policy to initiative

A call for tender is usually the consequence of a – sometimes protracted – preparation from policy to initiative to call for tender. In the preparation, choices and decisions are made often with a great impact on sustainability. The purchaser usually has no influence on these choices, while those involved in the preparation have all the more. The realisation of sustainable projects thus begins with the inclusion of sustainability in the preparation and not only when works are put to tender.

The inclusion of sustainability in the preparation of projects is not yet usual practice. This may require additional policy from the government bodies concerned: policy which gives direction to the considerations and the making of choices. This is not detailed further in this document. By involving sustainability explicitly at all stages – including preparation – sustainable calls for tender gain more content and a sustainable realisation at a higher level becomes possible.

Initiative phase and process

In considering possible conceptual solution directions for a certain problem, different alternatives may be lined up together and mutually compared on sustainability aspects. A proper knowledge of the project environment is of great importance here. Which parties are involved, what are the preconditions and what qualities are present in the surroundings? Choices made may be laid down in requirements and desires for further detailing in the design and call for tender.

In large, complex projects, the contracting authority may opt to enter into discussion with the market during pre-qualification. In this way, more insight may be obtained into the achievability of the ambitions, and possible solution directions. Sustainability may also be considered. In this a market consultation or competition-directed dialogue may be thought of. See also the "Sustainable Public Procurement Manual".

Own design

Design services are often contracted out, but are also often finalised within the organisation itself. If a design is (partly) prepared within the service itself, then the requirements and desires in this document are usable as guidelines in order to realise sustainable works.

Stimulating higher ambitions and innovation

By awarding on the basis of the Most Economically Advantageous Tender (in Dutch, EMVI) and not only on price, tenderers may be challenged to make a distinctive bid with a high sustainability content. To achieve sufficient distinctive force for different aspects, it is important to restrict the number of criteria in an award.

In the Tendering for Works Regulations 2005 (in Dutch, ARW 2005), conditions are laid down which the criteria for an award based on EMVI must fulfil. Thus, the means by which the tenders are mutually compared must be made clear in advance. The contracting authority must itself determine here the weight of the various criteria and the manner in which the comparison will happen; for example, via point-counting, ranking, Life Cycle Costing, award on value or cost/benefit.

In 2006, around one third of large clients regularly requested innovative applications; by 2008, this percentage had increased to 44%. Large clients more often have a preference for working in a building team (30%) via Design & Construct (11%) or in a Public-Private Partnership construction (1%). Clients present a varying image when characterisation into traditional, integrated and innovative is considered. Of construction and installation companies and design and consultancy bureaus, 50 to 60% work traditionally; among suppliers it is 40% on average. On average, the working method of around 20% of contractors is 'integrated'. Of the construction and installation companies, a small percentage works 'innovatively'; among design and consultancy bureaus and suppliers, this is around 20% (source: EIB (Construction Industry Economic Institute) under contract to *Regieraad Bouw en PSI Bouw* (Construction Innovation Network), September 2008).

2.2 Specification stage (criteria)

During the specification stage, the needs of the internal or external customer are translated into a tender document. This stage entails the formulation of:

- Criteria for supplier qualification. These could include grounds for exclusion, suitability requirements, i.e. requirements with regard to suppliers, and, in the case of restricted procedures, any selection criteria, i.e. wishes with regard to suppliers.
- A description of the minimum requirements pertaining to supply, service or task (the Schedule of Requirements).
- Award criteria, i.e. wishes regarding Supplies, Services and Public works. These are only applicable when the tendering process is based on the principle of the Most Economically Advantageous Offer
- The contract stipulating the contract provisions.

More information on the various types of criteria and the various tender options can be found in the Sustainable Public Procurement Manual. Innovation is also included in the award criteria, where relevant. Innovation is oriented towards the development and introduction of new ideas and products.

The criteria in this document have been formulated to support the purchaser in the Sustainable Public Procurement of Office Buildings to be newly built. The criteria have been subjected to legal review. However, every procurement and tender process is unique. For that reason, the drafting of a tender document remains the responsibility of the purchaser.

Overview of criteria

The Table gives an overview of the requirements and desires, and in which type of contract you may apply these.

Criterion Area of Application	design	design & construct	construct
Supplier qualification			
-			
Minimum requirements			
Minimum environmental performance of building	X	X	
Sustainable timber	X	X	X
Award criteria (desires)			
Environmental performance of building, score above minimum requirement		O	
Contract provisions			
Maintenance plan		X	X

2.2.1 Supplier qualifications

No specific criteria have been formulated for this specific product group with regard to supplier qualification. More information on the possibilities of incorporating sustainability at this stage of the process can be found in the Sustainable Public Procurement Manual.

2.2.2 Schedule of requirements

Minimum requirements

Minimum requirement No. 1	<p>Environmental performance of building</p> <p><i>(In design):</i></p> <p>Tenderer must design a building of which the Building Environmental Index (in Dutch, MIG), calculated using GreenCalc+, is at least equal to 200. GreenCalc+ is a calculation method for the environmental performance of a building based on LCAs. GreenCalc+ is available at DGMR (www.dgmr.nl).</p> <p>The measures U677 and U678 in the National Sustainable Building Package (<i>Nationaal Pakket Duurzaam Bouwen</i>) with respect to internal environment must also be complied with.</p> <p>These measures are further specified in the National Sustainable Industrial & Commercial Buildings Package (<i>Nationaal Pakket Duurzaam Bouwen Utiliteitsbouw</i>, www.npdb.nl) published by the Building Research Foundation (<i>Stichting BouwResearch</i>). In this, the measures are provided with a unique number and a description of each measure is included. or</p>
------------------------------	--

	<p>Tenderer must design a building for which the score for each module (energy, environment, health, user quality, future value), calculated using <i>GPR Gebouw</i> (Municipal Practice Guideline) version 4.0, is at least 7.</p> <p><i>GPR Gebouw</i> is a calculation method for the environmental performance of a building based on LCAs. GPR is available from W/E adviseurs (www.gprgebouw.nl).</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Declaration that the minimum requirement is complied with; 2. Description of the way in which the minimum requirement is complied with.
Notes for purchaser	<p>The party inviting tender must select one of the methods listed above with associated performances.</p> <p>In GreenCalc+, evaluation of the internal environment is not included, while it is in the case of <i>GPR Gebouw</i>. For this reason, the internal environment requirement is added for GreenCalc+.</p> <p><u>Verification</u></p> <ol style="list-style-type: none"> 1. Description of the way in which the minimum requirement is complied with. 2. No further verification.

<p>Minimum requirement No. 2</p>	<p><i>(For design, construct, design & construct)</i></p> <p>Sustainable timber</p> <p>Timber to be supplied or timber processed into (wooden) products to be supplied, <i>insofar as these serve for the purposes of the realisation of the works and these will remain behind in the works</i>, must be demonstrably sustainably produced.</p> <p>By demonstrably sustainably produced timber should be understood: timber that complies with the Dutch Procurement Criteria for Timber with regard to sustainable forestry management and the supply chain, according to the applicable assessment method, as laid down on 24 July 2008 by the Minister for Housing, Spatial Planning and the Environment. These criteria can be found on the English language site www.tpac.smk.nl, under "Documents".</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Statement to be included in this tender by the tenderer to confirm compliance with this minimum requirement, enclosing: <ul style="list-style-type: none"> • a declaration in which it is indicated under what certification system the timber is supplied and which demonstrates that this minimum requirement is complied with. If the timber is supplied under a certification system which is approved by TPAC, this minimum requirement is complied with in any event. You will find an overview of the approved systems on www.tpac.smk.nl or www.inkoopduurzaamhout.nl.
----------------------------------	--

	<p>As an aid to supplying evidence for certification systems which are not yet assessed by TPAC, the tenderer may make use of the following mutually related documents:</p> <ul style="list-style-type: none"> -Dutch Framework for Evaluating Evidence of Compliance; -Annex 1: Category A Evidence; -Application form for system managers; -Assessment matrix for system managers. <p>These documents can be found on www.inkoopduurzaamhout.nl and on www.tpac.smk.nl</p> <p>or</p> <ul style="list-style-type: none"> • other evidence, provided with comprehensively documented information which may be verified for authenticity, and which demonstrates that the timber to be used is sustainably produced in the sense intended here. As an aid to supplying the evidence, the tenderer may make use of the following mutually related documents: <ul style="list-style-type: none"> -Dutch Framework for Evaluating Evidence of Compliance; -Annex 2: Category B Evidence; -Appendix 1: Checklist Supply Chain; -Appendix 2: Checklist Legality; -Appendix 3: Checklist SFM with Guidance; -Guidance appendix 1: Checklist Supply Chain; -Guidance appendix 2: Checklist Legality. <p>These documents can be found on www.inkoopduurzaamhout.nl and www.tpac.smk.nl</p>
Notes for purchaser	<p>There are legal considerations in the application of this requirement. You will find more information in Chapter 2 of the Dutch language document.</p> <p>To support government purchasers and suppliers, the Timber Procurement Assessment Committee (TPAC), an independent committee of experts, has stipulated which certification systems comply with TPAS in any event. The growing list of approved certification systems can be found on www.tpac.smk.nl.</p> <p>Other "equivalent" forms of evidence proffered by the tenderer must also be taken into consideration. The purchaser may present this other evidence to the TPAC if desired.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. - In the case of a certificate: collection of further information from the certifying establishment which issued the document. <ul style="list-style-type: none"> - All other evidence may be presented to the TPAC.

2.2.3 Award criteria

Award criteria

<p>Award criterion No.1</p>	<p>Environmental performance of building</p> <p><i>(In design):</i></p> <p>The Building Environmental Index ('MIG') of the designed building, calculated with GreenCalc+, will be higher valued, when it exceeds the minimum requirement of 200. GreenCalc+ is a calculation method for the environmental performance of a building based on environmental lifecycle analyses (LCAs). GreenCalc+ is available at DGMR (www.dgmr.nl).</p> <p>or</p> <p>The tenderer will be higher valued if the GPR score of the designed building, calculated using <i>GPR Gebouw</i> version 4.0, exceeds the minimum required score of 7 for each module (energy, environment, health, user quality, future value).</p> <p><i>GPR Gebouw</i> is a calculation method for the environmental performance of a building based on LCAs. GPR is available from W/E adviseurs (www.gprgebouw.nl).</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Description of the manner in which the tenderer will realise the environmental performance.
<p>Notes for purchaser</p>	<p>The objective of the award criterion is to encourage farther-reaching ambitions and to provide room for new building concepts and innovation (providing the concepts also lead demonstrably to better environmental performances). The purchaser indicates the desired ambition level in this. This may be in the form of a performance requirement as described above, or formulated as a building concept.</p> <p>The party inviting tender chooses the method of determination, which is directed towards the environmental performance over the entire lifetime or towards separate aspects. This is an additional desire besides the requested minimum requirement for the environmental performance. The award criterion may be formulated as a GreenCalc+ or a GPR requirement.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. No further verification.

2.2.4 Contract

Contract provisions

Contract provision

no. 1

Maintenance plan

(In new construction)

On handover of the building, the tenderer must provide a maintenance plan, in which the maintenance measures to be carried out during the lifetime of the building are listed.

The maintenance plan should consist in any case of the following sections:

- description of the components and materials used.
- description of the inspection and maintenance intervals to be observed for the entire building, including installations, with associated instructions (at least a description of inspection points, methods, maintenance activities and necessary materials).

2.3 Utilisation stage (points for consideration)

For the utilisation stage, reference is made to the criteria document Management and Maintenance of Office Buildings.