

Hong Kong Green Building Council Limited (HKGBC)

Invitation for Expression of Interest to Tender for Development of a HKGBC Hong Kong Green Office Guide

Introduction

The purpose of this exercise is to invite consultants to express their interest in submitting a proposal on development of HKGBC Hong Kong Green Office Guide ('The Guide').

Background

HKGBC is an industry-based overarching body driving the promotion and creation of green and sustainable buildings throughout the Hong Kong Special Administrative Region, for engaging the community, industry and Government to create a greener and more sustainable environment.

The HKGBC has engaged the stakeholders of the building industry (including architects, engineers, surveyors, property/ facility managers, developers and related Government bodies) to publish a series of best practice guides to facilitate different types of premises in the transformation to green buildings. The first guide of the series, the Hong Kong Green School Guide, was launched in March 2013 while the second guide, Hong Kong Green Shop Guide, has been launched in the first quarter of this year.

HKGBC wishes to engage a consultant to develop the Hong Kong Green Office Guide, the third guide in the series, to provide the readers with practical information regarding the benefits of adopting sustainable and environmentally sensitive green building practices when constructing, upgrading, and renovating office premises in Hong Kong. A non-exhaustive background to the work and key scope areas is outlined below.

Objectives of the Guide

The overarching aim of the Guide is to inform stakeholders, including the owners, property/ facility managers, tenants and occupants of office premises, of the

constraints, opportunities and benefits arising from energy and environmental improvements to the building and facilities for office, and how the potential opportunities and benefits can best be realised. In particular, the Guide shall provide the readers with:

- (i) an understanding of the potential benefits of enhancing their buildings and facilities' environmental performance and reducing the carbon and energy footprint of the office premises for improving the quality of the building environment;
- (ii) guidance on associated implementation costs and potential need for mandatory compliance with statutory planning and building environmental and energy saving requirements;
- (iii) a portfolio of detailed case studies of green features (both passive and active design) already implemented and operational for the new and existing office premises in Hong Kong and accrediting BEAM/BEAM Plus New Buildings/Existing Buildings/Interiors;
- (iv) guidance on the best practice needed to get the best value out of their building improvement programme, on procurement, operation and maintenance of the selected green features; and
- (v) guidance for property/ facility managers on the promotion of energy conservation and green practices to the single/ multi-tenants and occupants of office premises.

Scope of the Guide

Overall, the Guide will encourage the stakeholders to embrace the 3R principles (Reduce, Reuse and Recycle) in practicing the environmental improvement projects.

The main sections of the Guide will cover the green building features and practices which are applicable to office premises, and should be developed with reference to the framework and credit categories of prevailing green building assessment tools such as BEAM Plus (i.e. Water Use, Site Aspects/Green Building Attributes, Management, Material Aspects, Energy Use, Indoor Environment Quality, etc.). In addition, the Guide should highlight the characteristics of office premises, and cover the topics such as but not limited to:

- (a) Electricity consumption;
- (b) Water use;
- (c) Waste management;
- (d) Indoor environmental quality;
- (e) Carbon Emission
- (f) Procurement;
- (g) Transportation; and
- (h) Behavioural change
- (i) Paper Consumption

The Guide may include some other environmentally beneficial factors that could be applied to office premises.

For each of the above topics, the Guide should provide sufficient content on their:

- (i) fundamental concepts;
- (ii) green technologies, existing practices and best practices;
- (iii) benefits, opportunities, constraints and solution to the constraints;
- (iv) estimates for carbon emission and energy reduction;
- (v) industry standard and evaluation on the suitable parameters referenced with recognized local and international standards, such as EMSD Building Energy Code, ASHRAE guidelines, etc
- (vi) investment cost and payback period;
- (vii) case studies; and
- (viii) useful references (e.g. website links).

The core content of the Guide will cover areas such as:

- (i) appropriate passive and/ or active design solutions for new and existing office premises (such as building envelope treatment, construction materials, greenery area, M&E systems, etc.), single / multi-tenants, and other features enhancing their environmental performance;

- (ii) current and higher performance energy efficient technologies that could be applied in the traditional building services installations (particularly regarding those for air conditioning, lighting and hot water heating);
- (iii) alternative/ renewable energy technologies (e.g. solar water heating, photovoltaic panels, wind turbines, etc.) and their performance benefits for office premises;
- (iv) passive low energy solutions such as solar shading, day-lighting, advanced window glazings, and natural and cross ventilation, etc.;
- (v) recycling systems such as grey water, condensate water and rain water recycling system, waste treatment systems (e.g. food composting facilities);
- (vi) measures to enhance indoor environmental quality, for the productivity and health of property/ facility managers, single / multi-tenants and occupants for office and an assessment of their impacts on energy use
- (vii) benefits and possibility of landscaping improvement to the office premises, such as greenery area and indoor planting, etc.;
- (viii) reduction of carbon emission through green procurement, reduction of paper consumption, with proper operation and maintenance of the facilities and equipment of the office premises;
- (ix) green operational and housekeeping practices for the single/ multi-tenants and occupants of office premises to reduce energy consumption, water use and waste generation;
- (x) pollution abatement measures to minimise environmental nuisance (e.g. noise, dust, etc) when carrying out renovation activities;
- (xi) incentives for office single / multi-tenants and occupants to encourage them going green such as green lease, environmental campaigns, etc.;
- (xii) information regarding green building assessment tools and renowned environmental award in the industry, such as BEAM Plus, Green Building Award, etc.

The principles and guidance contained in the Guide will also be applicable to both the existing buildings and the development of a new office premises. The suggestions should also be sub-divided between what owners, facility managers, and single / multi-tenants can do. However, the Guide is not intended to be a comprehensive

technical design document.

Deliverables

The Consultant shall provide the following deliverables during the project development:

(a) Three stakeholder engagement workshops that will be conducted by the appointed Consultant to collect feedback on the content of the Guide during different stages of the guidebook development. Participants of the following groups shall be invited to join the stakeholder engagement workshops:

- (i) stakeholders of office premises (e.g. owners, property/facility managers, single/multi-tenants, occupants, etc.);
- (ii) building professionals (e.g. architects, structural engineers, building services engineers, landscape architects, surveyors, interior designers);
- (iii) relevant Government Departments (e.g. Electrical and Mechanical Services Department, Environment Protection Department, etc); and
- (iv) Working Group Members.

During the stakeholder engagement workshops, the Consultant shall undertake surveys with key stakeholder groups in order to align the guide and the booklet with their needs and expectations.

(b) An Executive Summary within 10 pages and a simplified reading guide with attractive graphics to be submitted before the development of the guide for Working Group's easy reference and approval

(c) The Guide will be delivered to the public through 400 printed copies (optional) and a web version with clickable interface from the HKGBC website (<http://www.hkgbc.org.hk>). The Guide will be presented in both English and Traditional Chinese versions, with no more than 200 double-sided pages in A4 size (optional) in each version with environmentally friendly layout and recycling paper materials for each page.

(d) In addition to the Guide, a folded pamphlet and a booklet summarising the key features of the Guide will be developed in both printed and electronic format for promotional purpose.

The 3-folded pamphlet will be presented bilingually in A4 size with 1,000 pcs of printed copies

The booklet will be presented bilingually in no more than 30 pages in A5 size.

(d) a mobile web version of the guide with fast web browsing speed will be developed to provide stakeholders more reading flexibility and convenience.

(e) two seminars, either in Cantonese or English, to be conducted by the consultant to provide trainings to the industry stakeholders on the common practice. All training materials will be prepared by the consultants and no extra cost will be incurred for intellectual property issue for online video, which will be recorded and uploaded to HKGBC website for future training purpose.

(f) a market survey to seminar attendees to be conducted by the consultant to collect actual feedback for analysis

The project will be overseen by a Working Group of HKGBC advisors, with project management by the HKGBC Secretariat. The project is expected to be conducted in around 18 months and completed by the second quarter of 2016.

The Client reserves the right to delete/ add any items of work subject to mutual agreement of the Parties.

Pre-qualification Requirement

Consultants complying with the following minimum requirements will be considered for pre-qualification: -

- (i) History of establishment: established locally for at least 3 years;
- (ii) Local experience in carrying out relevant work for establishments of office premises within the last five years;
- (iii) A competent team comprising at least a BEAM Professional, and staff with local expertise in the following areas:
 - a) architectural design (including an Authorised Person);
 - b) electrical and mechanical engineering;
 - c) environmental and/ or BEAM Plus consultancy;
 - d) facility and asset management;
 - e) professional writing in English and Chinese; and
 - f) graphic and publication design

g) Information Technology with webpage design experience

Relevant experience in publication will be a plus. The Consultant may attach example(s) of its own publication with the submission of expression of interest for HKGBC's reference.

Submission

Any parties interested in this project are invited to submit their expression of interest including their company information, summary of key personnel and relevant job references (both local and overseas) in a maximum of four A4 pages (supplementary materials can be supplied as appendices) sent by mail or in person to the following address **before 6:00pm** on **9 July 2014 (Wednesday)**. (Please be reminded that all documents shall be put into the drop box at the reception area)

Attention:

**Ir Priscilla Wong
Head of Research and Public Education
Hong Kong Green Building Council Limited
1/F Jockey Club Environmental Building
77 Tat Chee Avenue Kowloon Tong**

Late submissions will not be considered. Parties that are successfully shortlisted after the expression of interest, with or without interview, will subsequently be invited to submit detailed proposals. Only shortlisted consultants will be informed.

Issued: 18 June, 2014