

Tender - Feasibility Study of the Town Hall in Hokksund



Table of contents

- 1 General Description
 - 1.1 About the Buyer
 - 1.2 Deadlines
- 2 Rules Concerning the Tender Procedure and Requirements of the Offer
 - 2.1 Procurement Procedure
 - 2.2 Public Transparency and Confidentiality
 - 2.3 Communication and Added Information
- 3 Qualification Demands
- 4 Evaluation Criteria
- 5 How the Bid Should be Delivered
- 6 Attachments

1 General Description

Øvre Eiker municipality wishes to consider options for the future of the Town Hall in Hokksund. Two recent studies have uncovered critical health and safety problems, as well as a significant need for upgrading/maintenance/rehabilitation of important infrastructure in the building.

See reports (in Norwegian) by St. Joseph bedriftshelsetjeneste about ventilation and temperature, and by Multiconsult (level 1 assessment of the building). The report by Multiconsult is currently under revision, and an updated report will be available by October 2nd. The updated report will be sent to interested parties. It is not expected that this revision will change the main conclusions of the report. In addition, architect Aat Vos has conducted a smaller feasibility study for the library in Hokksund, which is situated in the Town Hall.

Due to the severity of the findings in these reports and subsequent need for investments, the Chief Municipal Executive has ordered a feasibility study to identify possible courses of action. The buyer would like to invite potential suppliers for a competitive tender to develop this study and deliver a report as a basis for future decisions.

The study should evaluate six (6) different scenarios:

0: As few changes as possible within the current legal framework on health, safety and the working environment.

1: As few changes as possible to the current functions and usage of the Town Hall, but with necessary rehabilitation and upgrades to significantly lengthen the building's lifespan.

2: Redeveloping the Town Hall for the citizens' needs of tomorrow.

3: Building a new Town Hall for the citizens' needs of tomorrow on a neighbouring property owned by the municipality. Selling the current building in the market.

4: Building a new Town Hall for the citizens needs of tomorrow on the current Town Hall property.

5: Selling or tearing down the current Town Hall and developing a virtual Town Hall.

Within the set parameters of each scenario, the solutions described must be innovative, cost-efficient and based in sustainable and climate friendly solutions. The report must contain the necessary information to choose between scenarios when selecting a future course of action. This may include, but is not limited to, descriptions and sketches. Cost-benefit analyses must be included.

Furthermore, the evaluation of each scenario should at the least capture the following dimensions:

1. The technical challenges of the current building. Extant reports from St Joseph BHT and Multiconsult described above should be utilized.
2. The interaction between the Town Hall and its surroundings – i.e. the role of the Town Hall as a physical structure and public space in the town of Hokksund. As there currently is a planning process regarding the town centre running, the feasibility study has to be coordinated with this planning process.
3. Optimization of both public spaces and office spaces – including for services which could move in to the Town Hall from other, leased buildings.
4. Possibilities for developing municipal services further, including participation of citizens in decision-making, innovation, co-creation of services and for handling unknown needs and opportunities that may arise.

The development of the report should be done in close cooperation with the internal project group in the municipality. Central to the process is including the following stakeholder groups in the process as well:

1. Employees and their unions
2. Elected officials in the municipal council.
3. Citizens, from a variety of ages and backgrounds.
4. Various local NGO's, including a local citizens committee for the town of Hokksund.
5. Sports clubs.
6. The business community.

The details of the process must be finalized with the project group, but the final report must be finished no later than February 28th 2018.

What the offer should contain

The offer should describe how the bidder will plan and organize the process of developing the feasibility study.

The offer should specify in particular how the bidder plans to develop innovative and cost-efficient solutions and involve the relevant stakeholders in the process.

The offer should furthermore specify the methodology that will be used in comparing the different scenarios and the level of specification that will be applied to describing the scenarios.

The offer should also contain a specified estimate of how much time will be spent on each of the stages of the process:

- Planning
- Research
- Dialogue with project group and stakeholders
- Writing, including drawing up sketches and cost-benefit analyses
- Preparing a presentation to the Municipal council of the results of the process

The offer should also provide an organization chart for the project organization.

The offer as outlined above should be no more than 5 A4 pages. CVs, reference projects and whole page illustrations may be added to this total.

1.1 About the Buyer

Øvre Eiker municipality is located in Buskerud County, situated 18 kilometers from Drammen. The population is 18 562 people and are increasing each year.

About half of the inhabitants in the municipality live in Hokksund. The rest are spread around Vestfossen, Skotselv, Ormåsen and Darbu.

1.2 Deadlines

The timeframe is as follow:

Aktivitet	Tidspunkt
Deadline for questions regarding the tender	10/6/2017 12:00 PM

Tender deadline	10/10/2017 12:00 PM
Opening of the tender	10/10/2017 12:00 PM
Evaluation and dialog	12.10.2017 9:00-15:00
Choice of vendor and notification to the vendors	21.10.2017
Time for ev. objections of the result	30.10.2017
Contract signing	01.11.2017
Bid valid until	3 months after the tender deadline

The vendors should be aware that the deadlines are preliminary.

2 Rules Concerning the Tender Procedure and Requirements of the Offer

Participation in this tender is under the EU threshold value but open to all vendors that wants to participate.

However it follows the Norwegian regulations **part I** in "Forskrift om offentlige anskaffelser" and "Lov om offentlige anskaffelser" (Regulations about public procurements FOR-2016-08-12-974 and Law about public procurements LOV-2016-12-16-103).

2.1 Procurement Procedure

The buyer is planning a dialogue meeting with one or several of the bidders that deliver an offer. The dialogue is planned for October 12th 2017. All vendors responding to this tender should reserve the date in case they are chosen to attend.

The dialogue may concern all aspects of the offer. Which one of the bidders who will be invited to a dialogue meeting, will be decided, based on the evaluation criteria. The buyer is planning to have a dialogue with at the most 3 suppliers.

Dialogue will not be implemented if the buyer, after reception and evaluation of the offers, chooses otherwise. Dialogue for correction/clarification of offers or the tender may be held in addition if needed.

2.2 Public Transparency and Confidentiality

The Norwegian law of transparency «offenleglova» states that documents tied to a public tender is public as main rule. However, the municipality and its employees are obligated to make sure that the public doesn't get access, knowledge or information about technical installations methods, and "Know How", that would be of importance to keep secret to the other competitors (FOA §§ 7-3 og 7-4 and, forvaltningsloven § 13).

2.3 Communication and Added Information

When you click on a tender in the Mercell portal, you must choose the tab page "Kommunikasjon" (communication) to send a message to the buyer. You should then click the icon "Nye meldinger" (New messages) in the menu. Write your message and press "send". If the question is of concern for all the bidders, the buyer will answer this anonymously by giving the answer to all bidders as

added information. This is available under the tab "Kommunikasjon", under the heading "tilleggsinformasjon" (added information).

You will also get an e-mail with the added information.

All communication must go through the Mercell-portal (no e-mail).

The reason for this is, that according to the procurement regulations, everything must be verifiable after the process is finished.

3 Qualification Demands

Documentation demands to suppliers organisation and legal position

Company certificate

REQUIRED: The vendor must be legally registered. DOCUMENTATION: Norwegian vendors – firma attest, foreign vendors - Certificate of registration as decided by law in the country where the vendor is established.

Taxes and fees

REQUIREMENTS: The vendor must have paid his taxes and other fees. DOCUMENTASJON: Norwegian vendors - Skatteattest for VAT / and taxes. The certificate must not be older than 6 months. Foreign vendor- Certificate as stated by the law, from the current authorities in the vendor's home state, which confirms that the vendor has fulfilled his duties regarding VAT and taxes. The certificate must not be older than 6 months.

Documentation demands to suppliers technical qualifications

Kompetanse

REQUIRED: The bidder should provide architectural and building engineering competence at a Master's degree level for the personnel executing the project. For assessing market value of the existing building necessary technical expertise on market evaluation must be provided. Real estate agent competence will not be sufficient for this. DOCUMENTATION: CV for all involved personnel.

4 Evaluation Criteria

The contract is awarded to the best offer regarding price and quality, in accordance with the following evaluation criteria:

Name	Type	Weight
1 Proposed solution	No Response	30.0%

The supplier should describe how the project is understood and how it will be solved. Best solution/description in relation to the buyer's need will get the highest points. Points will thereafter be awarded relatively based on quality differences compared to

the best solution/description.

2 Price	No Response	40.0%
---------	-------------	-------

In this acquisition the bidders compete with a fixed price agreement, based on the description/solution described in section 1 of the evaluation criteria. The price must be stated without VAT, in Norwegian kroner (NOK), and must include all expenses for a complete delivery – including travel. The price should also include administration, profit and all other cost items/drivers. Total price should be stated in the bid. Lowest price will get the highest points. Points will be awarded relatively compared to the lowest price.

The offer should also contain an option for additional deliverables that the buyer sees a need for during the process. For this, the bidder should state a complete hourly and daily rate, including travel costs etc., but without VAT. This rate should also be stated in Norwegian kroner (NOK).

3 Innovation in equivalent projects	No Response	30.0%
-------------------------------------	-------------	-------

The vendor must describe 3 projects of similar type to this, with an emphasis on innovation and cost-efficient solutions. Reference persons from each project must be provided, with telephone and e-mail contact information.

Points will be awarded relatively based on quality differences between the reference projects, including the satisfaction of the reference persons with process, delivery, price and quality.

5 How the Bid Should be Delivered

Confirm that the company wants to deliver the offer electronically in Mercell, by going to the tab "Gi tilbud" (Make the offer), and press the button "Jeg ønsker å tilby" (I want to make an offer).

This is only meant as an indicator to the procurer, about how many offers the procurer can expect. In this stage you are only confirming that you wish to make an offer and it is not binding.

The offer must be delivered electronically through the Mercell portal, www.mercell.no before the tender deadline. If the tender is delivered to late, the tender will be rejected. (The system will not allow a tender electronically after the tender deadline).

If you're not an user at Mercell, or have questions tied to functionality of the tool, for example, how you are giving an offer, please get in touch with Mercell Support at +47 21 01 88 60 or on e-mail: support@mercell.com.

It is recommended that the offer is delivered with a good margin, before the tender deadline, for example, minimum 1 hour before the tender deadline.

Should the buyer send added information, so that you would like to change the offer before the tender deadline, you can open the offer, and make changes and deliver a new until the tender deadline. The last delivered offer is considered as the final offer.

The offer letter, which should follow the offer, must be signed of an individual that has authorization to commit the supplier.

6 Attachments

These attachment follows the tender:

Name	Description	Version	Change date	
1. Tilbudsbrief - Økonomisk mest for delaktige.docx		1	9/21/2017 3:28 PM	
2. Report Multiconsult (level 1 assessment)		1	9/21/2017 3:30 PM	
3. Report about ventilation and temperature		1	9/21/2017 3:30 PM	
4. Fesibility study for the library in Hokksund		1	9/21/2017 3:31 PM	
Agreement -SSA-O.docx		1	9/21/2017 3:32 PM	

(1)

Name	Change date	Description
Tender - Feasibility Study of the Town Hall in Hokksund	9/22/2017 8:12 AM	