



ECHA/2016/146

ECHA Building 2020

**Market Prospection
(Article 134.1(g) of the Rules of Application of the EU
Financial Regulation)**

**Annex 3.1.2
Evaluation Checklist of Functional, Operational &
Technical Requirements**

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Chapter	ECHA Functional, Operational & Technical Requirements	Score	Evaluation weight	Evidence to be provided by the candidate
		- described requirement not fulfilled: 0% - described requirement fulfilled: 50% of available points - described requirement including preferred option fulfilled: 50%-75% of available points - described requirement including preferred option with extra solutions on top proposed: 75%-100% In case the requirement can be linked to a target expressed with a numeric parameter (e.g. 2.4., 2.7.1, 2.7.2,.....) the proposals will be scored in proportion to the level of fulfilment of the requirement.		
I.	OVERALL REQUIREMENTS		600	
	2.1 Usability and wellbeing		30	
	Care to - acoustic insulation in accordance with standards EN ISO 717-1 and EN ISO 140 preferably respect of acoustic values in medium (44dB) and small collaboration (48dB) rooms, office meeting rooms (48dB), multi-use room (48dB) and Committee meeting rooms in the conference facilities (55dB) - light levels in accordance with Building Code Finland D2 preferably natural light (in single office, double office, office meeting rooms, conference rooms and meeting rooms in conference area) for a healthy and stimulating working environment.	50% if minimum light & acoustic values are respected, 75% if preferred acoustic values or natural light in indicated areas are respected, 100% if both acoustic values in all areas and natural light in indicated areas are respected.	10	Please provide the acoustic values and light levels that are or will be obtained in the office and conference rooms. The natural light in office and conference rooms will be evaluated based on submitted drawings of exemplary layout for operational component of the Agency according to requirements set out in Annex 3.1.1.
	Overall logic & user-friendly circulation between PUBLIC, SEMI-PUBLIC and PRIVATE AREAS	50% if the maximum distance from any work desk in the building to an access point (elevator or stairs) to the semi-public/public areas $\leq 1/2$ of the extremities of the building, 75% if distance $\leq 1/3$, 100% if distance $\leq 1/4$.	10	Please provide indication of the different circulation distances based on an exemplary layout for operational component of the Agency according to requirements set out in Annex 3.1.1.
	Overall efficiency in spatial design between PUBLIC, SEMI-PUBLIC and PRIVATE AREAS	50% if ratio between total of public and semi-public (including conference facilities) area compared to private/office area does not deviate more than 25% from the indicative ratio of 1/3, 100% when overall size equals indicative size of 1/3.	10	Please provide a calculation of the overall efficiency based on submitted drawings of exemplary layout for operational component of the Agency according to requirements set out in Annex 3.1.1.
	2.2. Sustainability and energy efficiency		100	
	Environmental certification and/or environmental friendly solutions & technologies.	50% for BREEAM Very Good or LEED Silver, 75% for BREEAM Excellent or LEED Gold, 100% for higher than BREEAM Excellent or LEED Gold or the application of environment friendly solutions & technologies.		Please provide a declaration confirming the environmental certification that is or will be fulfilled in the future. Please list briefly the environmental friendly solutions & technologies that are or will be present in the future.
	2.3. Delivery and timing		10	
	Project realisation schedule in line with ECHA's timetable	50% if ECHA has access to the premises up to 4 months before start of the move of ECHA, 75% for more up to 6 months, 100% for access to premises for more than 6 months.	5	Please provide a Gantt chart (ideally in MS Project)
	Application of BIM methodology	50% when experience with BIM methodology, 75% when BIM methodology (will be) applied, 100% when guaranteeing the delivering of as-built files according BIM methodology.	5	Please provide an example of a realised project and briefly describe the application. State whether as-built files will be delivered according to BIM technology.
	2.4. Location		400	
	The premises must be located in the City of Helsinki with easy access to public transport (particularly from Helsinki Vantaa airport and the European School Helsinki) - in the Helsinki City Centre - within walking distance to public transport and/or hotel accommodation; - within 500-metre walking distance from public parking. - the premises must have an in-house (to prefer) or adjacent conference facilities.	50% when premises located in Helsinki City Centre (approximately 2.5km from Helsinki Central Railway Station) . In addition with direct access via public transport (e.g. no stop-overs, different modes of public transport, short travel time,) from/to Helsinki Vantaa airport (+5%) and the European School Helsinki (+5%), walking distance to hotel accommodation (+10%), within 500-metre walking distance from public parking (+10%), adjacent (+10%) or in house (+20%) conference facility.		Please provide a location plan (1:1250). Please provide a plan or map with the different routes available by public transportation to European School and Vantaa airport. Please provide a plan or map with the available transport modes & public parking. Please briefly specify whether conference facility is in-house or adjacent.
	2.5. Flexibility and modularity		40	
	Flexible and modular office space with movable partitions including flexibility and modularity in technical and acoustical requirements (see also 2.7.5.3.1)	50% when a minimum 60% of the private/office area has a modular office lay out, 75% when including easy adaptable and flexible facilities in the conference centre, 100% when complete private/office area is modular.	20	The flexibility will be evaluated based on submitted drawings and description of exemplary layout for operational component of the Agency according to requirements set in Annex 3.1.1.
	Flexibility to separate the office areas for other tenants	50% if the private/office area can be divided in minimum two separate leasable units, 75% when dividable in more separate leasable units, 100% when the private/office area can be divided in leasable units of 20% of the total office/private area.	20	The flexibility will be evaluated based on submitted drawings of exemplary layout for operational component of the Agency according to requirements set out in Annex 3.1.1.

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		- described requirement not fulfilled: 0% - described requirement fulfilled: 50% of available points - described requirement including preferred option fulfilled: 50%-75% of available points - described requirement including preferred option with extra solutions on top proposed: 75%-100% In case the requirement can be linked to a target expressed with a numeric parameter (e.g. 2.4., 2.7.1, 2.7.2,.....) the proposals will be scored in proportion to the level of fulfilment of the requirement.		
	2.6 Profile, vision and values		20	
	The appearance of the premises towards ECHA's mission, vision and values such as transparency, independence, trustworthiness, efficiency and commitment to wellbeing. The building should be harmonious and consistent in terms of architecture. The quality of architectural, interior and functional solutions should promote efficiency in the working environment and help to create a communicative, well-functioning, modern working environment.	50% for a premises with an own dedicated and exclusive ECHA entrance, 75% for a premises as a sole occupier of a single building, 100% for a sole occupier in a self-contained building.		Please provide floor plans with indication of all ECHA entrances (pedestrians, cars, bikes, ...) together with exemplary layout for operational component of the Agency according to requirements set out in Annex 3.1.1.
II.	OPERATIONAL REQUIREMENTS AND FUNCTIONALITY		250	
	2.7.1 Size		50	
	Overall size & distribution (in accordance with RT-12-11055); 19.000m ² is considered to be an indicative size.	50% if overall size does not deviate more than +/-20% from indicative size, 100% when overall size equals indicative size.		Please provide a brief description with a room programme defining the spaces and their sqm.
	2.7.2 Occupancy requirements		100	
	sqm/FTE for private/office area (private/office area: work desks, large collaboration spaces, small collaboration spaces and support spaces); 18sqm/FTE for the leasable area is considered an acceptable surface.	50% when the minimum sqm/FTE does not deviate more than +/-25% from the acceptable surface, 100% when the sqm/FTE equals the acceptable surface.	50	Please provide a calculation of the sqm/FTE (in accordance with RT 12-11055) for private/office area
	sqm/FTE for the total leasable area with a maximum of 35 sqm/FTE (in accordance with RT 12-11055)	50% when the total sqm/FTE is above 29sqm/FTE but not higher than 35 sqm/FTE, 75% when the total sqm/FTE is below 29sqm/FTE but not lower than 25 sqm/FTE, 100% when the total sqm/FTE equals 29sqm/FTE	50	Please provide a calculation of the sqm/FTE for the total leasable area (in accordance with RT 12-11055)
	2.7.3 Efficiency and functionality		40	
	No separation horizontally or vertically by other tenants with a high-efficiency ratio	50% when no separation by other tenants, 75% with a yield of usable surface by leasable surface of 60%, 100% for a yield by surface \geq 90%		Please provide a calculation of the efficiency ratio floor by floor as well as the efficiency ratio for the operational component of the Agency (the total of the building occupied by the Agency).
	2.7.5 Space use		60	
	Spaces included in public area; compliance with room programme requirements in terms of spaces and sqm of these spaces.	50% when 75% of room programme is respected in functions and size, 75% with a complete respect of the room programme in function, 100% with a complete respect of the room programme in function and size.	20	Please provide a room programme for the public area defining the different spaces by their name and surface (m ²).
	Spaces included in semi-public area; compliance with room programme requirements in terms of spaces and sqm of these spaces.	50% when 75% of room programme is respected in functions and size, 75% with a complete respect of the room programme in function, 100% with a complete respect of the room programme in function and size.	20	Please provide a room programme for the semi-public area defining the different spaces by their name and surface (m ²).
	Spaces included in private area; compliance with room programme requirements in terms of spaces and sqm of these spaces.	50% when 75% of room programme is respected in functions and size, 75% with a complete respect of the room programme in function, 100% with a complete respect of the room programme in function and size.	20	Please provide a room programme for the private area defining the different spaces by their name and surface (m ²).
III.	TECHNICAL ASPECTS		150	
	3.1. National Building Code Finland		50	
	NFBC for structure, architecture and technical installations including health, safety and especially fire safety including facilities for disabled persons respected.	50% if compliant with NFBC with minor problems or issues identified, 75% when completely compliant, 100% when compliant and above.		Please provide a declaration confirming that your building does, or will in the future, be capable of full compliance with NFBC Please identify any problem areas or issues which you foresee in meeting these criteria in relation to expected fit-out requirements described in Annex 3.1.1.
	3.2. Security		50	
	Security Requirements in line with Physical Security Industry Level recommendations of the National Security Auditing Criteria (Katakri version II, 2011).	50% when confirmation of compliance with security requirements, 75% when proven by a detailed security description, 100% when security design in compliance with security requirements is available.		Please state whether the building has/will have the possibility to be compliant with the Physical Security Industry Level recommendations. Please briefly describe the building's existing/planned security services with a description of the standard of security devices in the building.

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3.3.	Air Quality		50	
	Adequate indoor air and environmental quality system to guarantee the comfort of personnel.	50% when S2 classification in line with NFBC, 75% when S1 classification for private/office area and conference facilities, 100% when RH guaranteed between 40% and 70% with respect of NFBC.		Please briefly describe the air quality control and level in - office zone and conference rooms - other zones
TOTAL FUNCTIONAL, OPERATIONAL & TECHNICAL REQUIREMENTS			1000	