REQUEST for PROPOSAL
“RfP”
PROJECT MANAGEMENT SERVICES
IN LONDON

1. INTRODUCTION
PRI is soliciting proposals from Project Management firms to submit proposals for providing comprehensive project management services for the relocation of our headquarters to a new office space in London. This Request for Proposal (RfP) outlines the requirements and criteria for selecting a suitable partner for project management services in London.

2. BACKGROUND
PRI is a leading advocate for responsible investment worldwide and operates as a non-profit organisation dedicated to comprehensively understanding the investment implications of Environmental, Social, and Governance (ESG) factors. Our global network of signatories is actively supported in integrating these critical principles into their investment and ownership decisions.

With our current London office lease set to expire in May 2025 and forthcoming changes in the UK real estate market regarding Minimum Energy Efficiency Standards, the PRI is compelled to transition to a new office space. We are actively seeking new office space to align with evolving energy efficiency standards, and we will be prioritising buildings with better energy efficiency, aligning with our financial prudence and long-term viability.

This relocation to a new headquarters is predominantly a pragmatic response to lease expiration and regulatory changes but presents a chance to also align with the PRI’s vision for sustainability, enhanced operational efficiency and increased engagement with our signatories and visitors as well as being close proximity to stakeholders. Our aim is to secure a sustainable headquarters that reflects the core mission and values of the PRI, targeting office spaces rated EPC B or higher to meet evolving Energy Efficiency Standards.

Furthermore, this transition presents an opportunity to enhance the overall employee experience by providing a suitable workplace. Collaboration and teamwork will remain central to our ethos, as we design a hybrid workplace that embraces new modes of working, integrates advanced technology, and incorporates biophilic design elements.
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It is important to note that as a non-profit organisation, PRI is exceptionally mindful and considerate in the utilisation of membership fees, ensuring that every expenditure aligns with our mission and delivers tangible value to our stakeholders. Ultimately, this relocation endeavour is driven by a dual focus on addressing lease expiration and meeting energy efficiency standards, with the overarching goal of creating a more productive, sustainable, and cohesive work environment for all involved.

3. SCOPE OF WORK

3.1. Project Management and Surveying: Conducting thorough initial assessments of current and potential office spaces, developing project briefs and property strategy plans, providing property search support and building evaluations, and conducting comprehensive condition surveys and feasibility studies.

3.2. Financial Management: Handling all aspects of financial management for the relocation project, including developing and managing the project budget, forecasting project costs, providing cost control measures, managing valuations, and final accounts settlements.

3.3. Property and Due Diligence: Reviewing lease agreements to ensure they align with the company's objectives and providing input on lease-related matters such as space utilisation, tenant improvements, and leasehold obligations.

3.4. Risk Management and Compliance: Overseeing risk management and compliance throughout the relocation project, identifying and mitigating project risks, ensuring statutory and health & safety compliance, and obtaining necessary licenses and approvals.

3.5. Procurement Strategy and Tender Management: Strategising procurement by developing a plan for selecting contractors, preparing tender documents, managing the tender process, recommending awards, and coordinating contract documents.

3.6. Design and Specification Phase Management: Coordinating building services, ensuring compliance with specifications, producing and managing tender documentation and specifications, and overseeing the design team during proposal development and approval processes.

3.7. Contract Administration and Employer's Agent: Handling contract administration duties by managing contracts with vendors and service providers and serving as the PRI’s agent throughout the relocation process, ensuring smooth communication and compliance with contractual obligations.

3.8. Project Coordination and Communication: Leading project coordination and communication efforts, establishing effective communication channels among project team members, organising, and leading principal meetings, and providing regular updates to stakeholders.

3.9. Fit-Out Phase Management: During fit-out, the Project Management consultant should ensure the quality control, monitor progress, administer contracts, and maintain safety compliance. Additionally, facilitate client communication, obtain approvals, and document all activities to ensure efficient and safe completion aligned with project requirements.

3.10. Logistics and Transition: Assisting with logistics and move management during the relocation process, developing and maintaining a comprehensive master program, coordinating the logistics involved in physically relocating office contents, and ensuring practical management post-move. Overseeing the overall transition process, ensuring meticulous planning and execution of all relocation aspects.

3.11. Facility Services and Systems: Overseeing the implementation of essential facility services and systems, ensuring Mechanical, Electrical and Plumbing (MEP) meet necessary standards, and designing and supervising the installation of various systems.
3.12. **Sustainability and Health & Safety**: Prioritising sustainability and health & safety throughout the relocation project, assisting in achieving sustainability certification on fit-out, implementing sustainability measures, and ensuring strict adherence to health & safety protocols.

3.13. **Documentation and Reporting**: Diligently manage all documentation and reporting throughout the relocation project. This includes preparing regular progress reports and financial forecasts and ensuring all necessary documentation for statutory approvals and contracts is managed effectively. Additionally, upon project completion, the consultant will compile and share a comprehensive Handover folder. This folder will contain essential documents such as As-Built Drawings, Schedules, Certificates, Warranties, Health & Safety files, and any other relevant materials.

3.14. **Commissioning and Post-Move Support**: Offer comprehensive assistance during both the commissioning phase and the post-move period. This involves addressing any post-move issues, liaising with stakeholders, and overseeing the completion of any outstanding works or defects that occur before and after the relocation.

4. **PROPOSAL REQUIREMENTS**: Interested parties are requested to submit proposals that include the following information:

- Provide a comprehensive company profile, highlighting experience in Project Management across various office projects in London.
- Details of the project management team assigned to the project, including qualifications, experience, and roles/responsibilities.
- Detail relevant qualifications, certifications, affiliations, assumptions, and exclusions that demonstrate your company's expertise and credentials.
- Describe previous similar projects and successful outcomes achieved, showcasing your company's track record of delivering successful results.
- Present a proposed approach and methodology for fulfilling the scope of work outlined in this RfP, demonstrating an understanding of project requirements and offering innovative solutions.
- Propose a realistic timeline for project completion, including key milestones and deliverables, aligned with the project scope and objectives.
- Provide a clear fee structure, including any additional costs or expenses associated with the project.
- An overview of your company's approach to identifying, assessing, and mitigating project risks throughout the relocation process.
- Include references from past clients to validate the company's capabilities and reputation for delivering high-quality services.
- Present plans for ensuring health and safety compliance throughout the project, including sustainability initiatives to minimise environmental impact.
- Proof of insurance, licenses, certifications, and any other regulatory compliance documentation required to perform the project.
- Offer any additional information that further demonstrates the suitability of the company for this project, such as unique expertise, innovative approaches, or value-added services.
5. EVALUATION CRITERIA
The evaluation process will be conducted between the 26th of June and the 10th of July. During the Initial Evaluation Process, we will shortlist the candidates that will advance to the Final Evaluation Process and Interviews. Proposals will be evaluated based on the following criteria:

1. **Fee Structure Transparency**: Evaluation of fee structure transparency, including setup costs, ongoing and future fees, and value for money.
2. **Alignment with Project Objectives**: Assessment of understanding and alignment with project goals and requirements.
3. **Experience and Expertise**: Review of the company’s track record and expertise in managing similar projects.
4. **Methodology, Feasibility, and Budget Alignment**: Review of proposed strategies for feasibility, innovation, and effectiveness in meeting project objectives, including verification of realistic timelines and budgets aligned with project expectations.
5. **Competency and Clarity of Response**: Assessment of the clarity and competence demonstrated in the response to the RFP.
6. **Qualifications and Certifications**: Verification of qualifications, certifications, and affiliations to assess credibility and expertise.
7. **Client References and Project Outcomes**: Examination of past client references and successful project outcomes to gauge reliability and quality of services.
8. **Cultural Fit & Environmental Responsibility**: Evaluation of compatibility with PRI’s organisational culture and assessment of environmental responsibility as well as alignment with sustainability standards.
9. **Value-Added Services**: Consideration of any additional services or unique offerings that differentiate candidates.
10. **Professionalism and Responsiveness**: Evaluation of overall professionalism and responsiveness throughout the proposal process.

6. SUBMISSION CRITERIA
Proposals must be submitted electronically to Orient Tzintoli at orient.tzintoli@unpri.org no later than the 26th of June at 17:00 GMT.

7. TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12th of June 2024</td>
<td>RIP Issuance</td>
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<td>26th of June 2024</td>
<td>Submission Deadline.</td>
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<td>10th – 17th of July 2024</td>
<td>Final Evaluation Process &amp; Interviews</td>
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<td>24th of July 2024</td>
<td>Selection of Preferred Project Management consultant.</td>
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<td>31st of July 2024</td>
<td>Contract Negotiation and Award.</td>
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<tr>
<td>9th of May 2025</td>
<td>Current Office Lease Expiry.</td>
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8. CONTACT INFORMATION
For inquiries or further information regarding this RIP, please contact:
- Orient Tzintoli (Head of Facilities), orient.tzintoli@unpri.org
- Tracy Sims (Office Manager), tracy.sims@unpri.org
9. CONFIDENTIALITY

By accessing and responding to this Request for Proposal, you agree:

■ To maintain the confidentiality of all information provided herein, any unauthorised disclosure of this information will result in disqualification from the selection process.

■ To take all necessary measures to protect the confidentiality of the information provided by our organisation, including but not limited to proposals, financial data, and business strategies.

■ Participating agencies are prohibited from disclosing any confidential information obtained during the proposal process to third parties or using it for any purpose other than preparing their proposal for PRI.

■ The confidentiality obligations outlined above shall remain in effect for a calendar year after the conclusion of the proposal process.

10. CONTRACTUAL TERMS & CONDITIONS

10.1. Please include your proposed terms and conditions (to be reviewed by PRI). PRI reserves the right to propose a form of contract without alteration to your fee proposal.

10.2. You acknowledge that PRI shall not be reimbursing you in any manner for the time taken in responding to this RfP process.

10.3. Late submissions will not be accepted or considered for evaluation.

10.4. Feedback will not be provided to candidates who are not selected to advance to the Final Evaluation Process and Interviews.

10.5. All engagement of services must comply with applicable laws and regulations. Such laws and guidelines include human rights, environmental, employment, health and safety, anti-tax avoidance and anti-corruption regulations.

10.6. All processes relating to PRI purchases will be fair, unbiased, transparent and aim to attract the widest and diverse pool of applicants as possible and appropriate

10.7. Selection should be based on transparent and objective criteria, free from personal interests, biases, or other untoward or political influences.

10.8. Procurement should be consistent with the PRI’s mission, purpose and values

10.9. Responsible persons should not disclose information that confers unfair advantage or financial benefit or detriment on a supplier or potential supplier

10.10. Responsible persons should not engage in any activity that would create a conflict of interest

10.11. Responsible persons must ensure that appropriate records are kept as complete and accurate as possible, and timely kept.
APPENDIX

CURRENT OFFICE SPACE
- Location: 25 Camperdown Str. E1 8DZ, London
- Current Lease Expiry: 9th of May 2025
- Notice to terminate: 6 months
- Dilapidations: To be negotiated with the Landlord

HOW WE OPERATE
PRI operates at a global level with a dispersed workforce and presence in many countries to support local markets and signatories in various regions. Our headquarters, based in London, hosts the largest portion of our workforce, with approximately 170 employees. Following the pandemic, our organisation has adopted a hybrid working approach to enhance employees’ work-life balance, while also including team days during the week to foster in-person collaboration.

CURRENT OFFICE UTILISATION
The utilisation of the office fluctuates throughout the week, with Tuesdays, Wednesdays, and Thursdays experiencing the highest levels of activity. Mondays are moderately busy, while Fridays tend to be the least busy of the days.

STRATEGIC OBJECTIVES:
- **Lease**: Find a new London HQ due to the lease expiry in May 2025
- **Energy Standards**: Adapt and comply with changing Minimum Energy Efficiency Standards within the UK property market.
- **Financial Responsibility**: Optimising costs through a detailed financial analysis, ensuring competitive lease terms, cost control throughout the project and value for money relative to market standards.
- **Operational Efficiency**: Creating an optimal working environment for hybrid working arrangements, accommodating two-thirds of the workforce while ensuring regular office presence for signatories and visitors.
- **Sustainability Alignment**: Align the new headquarters with our sustainability mission by upgrading to an office space with an EPC B or higher rating to comply with changing energy efficiency standards and reduce environmental impact.
- **Collaboration and Productivity**: Foster collaboration and teamwork by designing a hybrid workplace that adapts to evolving work practices, incorporating diverse work environments conducive to human connection and collaboration.
- **Space Optimisation and Engagement**: The new HQ should meet the needs and expectations of stakeholders, signatories, visitors and our workforce.
THE BRIEF

1. **Project Overview & Responsibilities**: The objective of this project is to manage the relocation of our office to a new space in London, ensuring alignment with our strategic goals and sustainability objectives. The Project Management consultant will partner with PRI to support identifying a suitable office space, suggest negotiation points on lease terms, facilitate effective communication with several parties, oversee design and fit-out, and manage the entire move process. Key priorities include strict adherence to budget, compliance with regulations, mitigation of project risks and ensuring minimal disruption to our operations. The successful relocation will provide a modern, efficient, and sustainable workspace that supports our business needs and enhances employee well-being.

2. **Deliverables**:  
   ■ Comprehensive property assessment reports for potential office spaces, detailing suitability, condition, and compliance with regulatory standards.  
   ■ A detailed project plan outlining key milestones, activities, and timelines for each phase of the relocation process.  
   ■ Procurement documentation, including tender documents, vendor contracts, and cost estimates.  
   ■ Support with design specifications for the new office layout, ensuring alignment with organisational requirements and details included in the brief.  
   ■ Regular progress reports providing updates on project status, budget tracking, and any issues or risks identified.  
   ■ Oversee of fit-out of the new office space, including installation of furniture, equipment, and IT infrastructure.  
   ■ Coordination of the physical move, including logistics planning, transportation, and setup of office contents in the new space.  
   ■ Post-move support and commissioning, addressing any issues or concerns following the relocation and ensuring full operational readiness.  
   ■ Documentation of all project activities, including approvals, permits, and warranties, compiled into a comprehensive project file for future reference.  
   ■ Final acceptance documentation, confirming successful completion of the relocation project and handover of the new office space to the organisation.

3. **Timeline**: The lease of our current office expires, and we are working backwards from this date expecting the relocation project to be completed by April 2025, with key milestones including initial assessments, design phase, procurement, fit-out, final move-in and dilapidations. The Project Management consultant must provide a detailed project schedule outlining all major activities and deadlines, working backwards from the lease expiration date.

4. **Budget**: As we are a non-profit organisation, financial responsibility will be a major factor while working on the budget allocated to deliver the best value for money workspace. We expect the consultant to provide detailed cost estimates for the office relocation project, encompassing possible expenses and other associated costs. The consultant will be
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responsible for managing the project within the agreed-upon budget. Any proposed deviations from the budget must be communicated and approved by the project stakeholders in advance. Our priority is to achieve cost-effectiveness while maintaining the quality and efficiency of the relocation process.

5. **Location:** While we will be appointing a commercial real estate agent to assist in finding suitable office space within London, we expect the Project Management consultant to provide support throughout this process. The consultant's role will involve collaborating with the real estate agent to ensure that the selected location meets our requirements by providing insights and recommendations to facilitate informed decision-making regarding the choice of location.

6. **Space Requirements:** Regarding space requirements, we aim for a smaller office size compared to our current space. Ideally, the new office size would range between 11500 to 13000 Sq. Ft., on a single floor. Essential amenities within the building include bike storage, showers, and accessibility features for inclusivity. Additionally, we highly value elements such as ample natural light, gender-neutral toilets, and external communal spaces or roof terraces during the building evaluation.

7. **Environmental Sustainability:** The new office space should exemplify our company's dedication to environmental sustainability. We prioritise features such as high energy efficiency ratings, green building certifications like LEED or BREEAM, integration of renewable energy sources, and measures for water conservation and waste management. Accessibility to public transportation and cycling infrastructure, alongside a focus on social responsibility and community engagement, are also paramount. Furthermore, where budget allows, we aim to obtain a relevant environmental assessment accreditation for our fit-out program, ensuring that our commitment to sustainability extends throughout all aspects of our operations.

8. **Technical Requirements & Services:** We require assurance that the chosen building does not require major renovations or upgrades, such as structural changes, interior refurbishments, or updates to Mechanical Electrical and Plumbing (MEP) systems, within the next 10 years. Additionally, we are seeking an office space equipped with modern IT infrastructure, including servers, networking equipment, and computing devices, to support seamless digital operations. High-speed internet access, preferably through dedicated leased lines or fibre-optic connections, is essential. Robust security measures, including access control, surveillance cameras, firewalls, and encryption, are also vital to safeguard sensitive data and assets. Finally, we will evaluate higher buildings that offer enhanced services such as communal areas, an in-house cafe, and rentable meeting rooms to enrich the experience for occupants and foster a collaborative environment. Our goal is to ensure a functional and efficient working environment within the selected office space.
9. **Preferred Lease Terms:** Preferred lease terms include a commitment to a 10-year lease with an option to break after 5 years. This arrangement aims to ensure that the investment in the selected space is worthwhile and allows for flexibility. As an organisation, our vision is to cultivate a workspace that fosters a strong sense of belonging and community. We aspire to make a long-term commitment to our office space, seeking a location where our team feels deeply connected and invested.

10. **Defects Liability:** We expect the Project Management company to negotiate favourable terms regarding snagging and defects liability period, ensuring that any structural or functional issues arising within a reasonable timeframe after occupancy will be rectified by the design and build company at no additional cost to us. This provision is essential to guarantee the long-term operational efficiency and functionality of the office space.