

REQUEST FOR INFORMATION (RFI)

This notice is placed on behalf of UNGSC. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to United Nations Global Service Centre using the fax number provided below.

Title of the RFI:

SYSTEMWIDE SPACE UTILIZATION STUDY AND SPACE OPTIMIZATION AT UNGSC, BRINDISI (ITALY)

Date of this RFI: 18 December 2020

Closing Date for Receipt of RFI at PD: 12 January 2021

RFI Number: RFIUNGSC359

Address RFI response by fax or e-mail to the Attention of: Ms. Daniela Esposito

Fax Number: N/A

E-mail Address: unlb-procurement@un.org

UNSPSC Code: 81000000,81100000

DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) is looking into the possibility of engaging services from qualified professional consultancy firms to impartially evaluate allocation and utilization of spaces and infrastructures to identify ways to reduce real estate and facility occupancy costs while improving and enhancing workplace performance and employee productivity.

The objective is to receive recommendations that will be made bearing in mind the goal of reducing utilities and maintenance costs while optimizing space use. Space that is inefficiently configured or designed, poorly utilized, or in deteriorated condition will be identified.

Data will be analyzed and compared to metrics based on campus use and peer institutions to identify underutilized spaces. The UNGSC would also like to provide its employees with an appropriate mix of workspace alternatives that accommodate varying job functions and activities across the compound.

The result study shall comprise of four (4) main objectives: The expected actions and results are listed below.

1. Develop strategies to reduce the UNGSC's real estate footprint and occupancy costs.
 - a. Action: Conduct a space utilization study
 - b. Result: Identify densification opportunities and recommend new policies governing space actions

2. Identify the appropriate target utilization rate that reduces the UNGSC's overall footprint without compromising workplace effectiveness.
 - a. Action: Analyze the UNGSC's average space utilization and compare to industry standards, best practices and peer comparators
 - b. Result: Recommend adoption and policy enforcement of a new space utilization target range of 14.5 – 16 USM (Usable Square Meters)

3. Reduce unnecessary footprint and utilities costs (energy, water, etc.) related to real estate use.
 - a. Action: Create a programmatic planning and scenario analysis tool that incorporates recommended collaboration and support space standards and facilitates the UNGSC's ability to customize programs and spaces according to their specific need
 - b. Result: Recommend an implementation framework supporting business case development and justification of space requirements.

4. Situate space as a tool to improve user satisfaction and operational activities.
 - a. Action: Conduct a benchmarking study comparing the UNGSC's space standards, policies and practices to public and private sector peers.
 - b. Result: Identify workplace improvement opportunities that will enhance productivity, improve employees' satisfaction with space and the UNGSC's ability to attract and retain talent. Recommend workplace standards that support new ways of working that will improve individual and team productivity. The goal of the Request for Information is to receive recommendations on the specific guidelines required on what to include in the future tender for the complete professional service.

In the past years, UNGSC has made significant progress to more effectively utilize and manage space.

Some specific developments include:

- UNGSC's Campus Support (CS) maintains a robust space management relational database management system (FRIM) that includes the amount, type, capacity and assignment of each room. The database includes fields for occupant name, indirect cost recovery categories of use, room features, offices seat type, HVAC equipment, refurbishment and maintenance costs.
- The UNGSC Space Allocation and Facilities Review Committee (SAFRC) reviews all workspace requests, facilities maintenance or refurbishments that are due and proposed new projects which are outside the authority of the Chief Campus Support.
- Guidelines for Office Space Allocation at UNGSC establishes principles and delineates guidelines for assignment of office space. Campus Support applies these guidelines when assessing utilization of office space, developing what-if scenarios, planning for new facilities and designing new or renovated buildings (Standard Office Space Based On Capital Master Plan Standards For United Nations Common Premises, United Nations Engineering Support Manual, United Nations Office Space Planning Guidelines).
- UNGSC's Campus Support, SGITT (Service for Geospatial, Information and Telecommunications Technologies), and Environmental Unit are partnering to advance data analytics by leveraging space and campus activity data, including staffing and research expenditures.

Since the inception of the UNGSC Space Allocation and Facilities Review Committee (SAFRC), Senior Management has become more aware of the pressures placed upon the campus's space. By means of periodical surveys, the UNGSC community reported that the space management guidelines and policy combined with increased use of data analytics has resulted in greater transparency and confidence that decision-making is not arbitrary.

There is recognition that more can be done to overcome remaining barriers to maximizing space utilization and ensure that space is strategically allocated to align with strategic plan goals and priorities.

Campus Support considers it critical to better understand current dynamics and find ways to optimize and enhance use of existing infrastructure space to support UNGSC's operations and promote target KPIs.

The amount of physical space required for each Service varies widely depending upon the operational activity's reliance upon specialized equipment and physical materials.

Current UNGSC space allocation break-down

Type	No. of Rooms	Sqm.
Archive	5	243.48
Boiler	22	215.76
Cafeteria	6	778.6
Conference	26	1,220.70
Corridor	43	1,568.27
Entrance	15	391.06
Gym	5	503.28
Hallway	20	505.32
Internet	1	81
Kitchen	23	338.57
Office	352	10,144.70
Paint Booth	4	335.69
Restroom	14	202.73
Sauna	1	15
Seminary	5	305
Server	18	696.25
Stairs	10	272
Storage	41	3,307.43
Technical	39	1,048.62
Toilet	138	1,352.45
Training	4	233
Warehouse	10	21,645.80
Workshop	28	12,847.80
Totals	830	58252.51

The responses to this RFI shall assess current practices, policies, and procedures regarding the allocation of space, identify opportunities for improvement, and make recommendations for realizing opportunities to ensure the most optimized and efficient use of space in order to reduce recurring utilities and maintenance costs.

The RFI response should recommend specific goals for various space uses:

- a) Conference and Learning Centre (UNGSC Training Hub)
- b) Workshops, warehouses, and storages
- c) Data center, server rooms, and technical room
- d) Offices and Administrative Support
- e) Staff Welfare facilities

Please also provide a brief description of your company's experience in optimising space and reducing utilities' costs, as follows:

Company profile and services:

-A brief general description of your company, its structure, years in business and the line of business dealing with similar services

-Brochures and/or methodologies of the related services

- A list of recent engagements for providing similar services

Price options:

- Please indicate total pricing range as well as available pricing models in order to have the information on how to build the Bill of Quantity for the requesting of prices.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please note the following:

- a. All costs for preparing a response for the RFI must be covered by the vendor.
- b. This RFI is a separate and independent process.
- c. Responses will not be treated as proposals, but may be used to create any subsequent solicitation document. Respondents should clearly mark any proprietary information submitted in response to this RFI.
- d. The response to this RFI will not be used to pre-qualify vendors.
- e. The provided information will not be contractually binding to the vendor.
- f. To keep response formats consistent, the responses must be in PDF document (transmitted via email).
- g. Upon receipt of the response to this RFI, UNGSC may request additional information/clarifications to the vendors.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

VENDOR RESPONSE FORM

TO: Ms. Daniela Esposito
Email: unlb-procurement@un.org
FAX: N/A

RFI Number:

FROM:

SUBJECT: SYSTEMWIDE SPACE UTILIZATION STUDY AND SPACE OPTIMIZATION AT UNGSC, BRINDISI (ITALY)

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION	
UNGM Vendor ID Number*:	
Legal Company Name (Not trade name or DBA name) *:	
Company Contact *:	
Address *:	
City *:	State:
Postal Code*:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.**

RFI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to United Nations Global Service Centre (UNGSC) by the closing date set forth in this RFI. *Due to the high volume of communications, UNGSC is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.