

Invitation for Expression of Interest

Development of BEAM Plus F&B

1. Introduction

BEAM Society Limited (BSL) is seeking expression of interest from consultants to conduct a new development for our environmental assessment method for restaurants – BEAM Plus F&B* Version 1.0.

*Food & Beverages

BSL, owner of Building Environmental Assessment Method (BEAM), is a non-profit public organisation committed to developing and implementing BEAM assessment tools, assess green buildings and train BEAM Professionals. BEAM assessment tools have certified green building developments for more than 2,000 projects. On per capita basis, BEAM is one of the most widely used voluntary green building labelling schemes of its kind in the world.

2. Background

Hong Kong is renowned as a food paradise and boasts its comprehensive range of exquisite cuisines. However, the associated problem in the form of used cooking oil, fume, noise, plastic and food waste is staggering. Thousands of tons of food waste are thrown away each day. According to Government statistics, such food waste accounts for more than 30% of Hong Kong's municipal solid waste- one of the largest percentages in the world. Over the course of the COVID 19, the number of restaurant takeaway orders has increased tremendously. As a result, enormous amount of single-use plastic containers, disposable cutlery, plastic carrier bags etc. end up in our landfills.

BEAM constantly strives to increase its sustainability participation and it is hope that by developing a dedicated tool for the F&B field will encourage the food industry to participate in various ways to reduce the carbon footprint and waste, and to build a sustainable environment.

3. Scope of Work

3.1 The appointed Consultant shall have a team of professionals including a licensing consultant, a kitchen consultant, engineer, a graphic designer and a BEAM consultant. The Consultant shall provide professional services, study, research and produce a BEAM Plus F&B rating tool based on the following framework:

- a) Apart from the BEAM Plus F&B Assessment Manual, the Consultant shall produce a BEAM Plus F&B Technical Guide to be read in conjunction with the Manual. The intention of this Technical Guide is to provide the background and elaboration on the credit requirements. The Technical Guide shall form an essential reading for participants involved in the BEAM Plus process including the Applicant, BEAM Assessors (BAS) and all those with a professional interest in the interpretation and implementation of this BEAM Plus assessment tool. The Consultant shall propose the format of the Technical Guide, for instance, whether it should be part of the Manual or

a separate document, for the approval of the Employer. The whole document, including the Manual and the associated Technical Guide will be hereinafter referred to as “F&B Manual”

- b) The Consultant shall prepare a separate Commentary that records the considerations and rationale during the development of each credit. The Commentary shall provide comprehensive record for the decision-making process of the Consultant in establishing the credit requirements.
- c) The Consultant shall aim for a simple certification process/ submittal so that the number of records would not be laborious to the extent which would pose a deterrent to applicants to seek certification. In this connection, the tool will only call for relevant, essential and definitive evidence to demonstrate compliance.
- d) The Consultant shall incorporate credits using two distinct approaches within the framework. Firstly, applicants can claim credits through the prescriptive approach by committing to specific sustainable measures. This approach allows applicants to earn credits through descriptive statement on adhering to predefined criteria, ensuring that their projects meet established sustainability standards. Conversely, for credits which the performance approach is more appropriate, such as those related to energy and water conservation, the applicants must demonstrate the achievement of quantifiable environmental benefits. This entails furnishing measurable data and evidence to showcase that their projects have contributed to enhancing environmental sustainability and conserving resources.
- e) Most restaurants are usually divided into three main areas: Front of House, Back of House, and the Kitchen. Among these, the kitchen is considered the most energy-intensive area. Therefore, it is crucial to prioritize and focus on the environmental impact of the kitchen.
- f) To improve understanding of credit requirements, each credit should feature half to one A4 page of graphic illustrating its scope and components. Where possible, quantities of impact and benefits will be graphically presented for easy comprehension. This visual aid aims to enhance clarity, utilizing relatable analogies like equating X ton of waste to Y no. of double-decker buses, ensuring accessibility and understanding for diverse audiences.
- g) Due to the variability in sizes and types of restaurants, different certification options should be available to cater for the specific needs of small or larger establishments, as well as different categories such as fast food and high-end restaurants. The Consultant shall study and identify any other needs of the market and include relevant elements in the pool of credits to allow for different green attainment of BEAM Plus F&B certification.
- h) The Consultant should note the following principles in developing the F&B Manual -
 - (a) Simplified assessment
 - (b) Air, Carbon, Waste and Water reduction
 - (c) F&B Operation Focus
 - (d) Holistic & Themed certification

- i) The Consultant shall produce the English, Traditional Chinese and Simplified Chinese versions for the F&B Manual.
- 3.2. The ultimate goal is to make the F&B Manual tool practical, flexible and user-centric, while maintaining the unique function in promoting green and sustainable buildings in Hong Kong.
- 3.3. Based on the above framework, the major scope of work of this consultancy is summarised below (hereinafter referred to as “Services”):
- a) Review and Research
 - i. The Consultant shall bear in mind that the rating tool shall be tailor-made and suitable for Hong Kong. Apart from studying the similar tool/ scheme/ programme in Hong Kong, to benefit from the experience of other countries, the Consultant shall study other similar schemes/ guidelines in the world including but not limited to GRA Standards (United States), Food Made Good (United Kingdom), Green Mark (Singapore), SAGE (Australia) etc.
 - ii. The Consultant shall also study the environmental impact of the Food and Beverage industry. The study shall include at least the following aspects-
 - (a) Food waste
 - (b) Water usage
 - (c) Energy consumption
 - (d) Packaging and waste management
 - (e) Staff wellness
 - (f) Emissions and air quality
 - b) Stakeholder Engagement
 - i. The Consultant shall undertake stakeholder engagement exercises to obtain feedback from the industry on the F&B Manual with a view to further fine-tuning the rating tool to a final version.
 - c) Sensitivity Analysis
 - i. The Consultant shall carry out sensitivity analysis in the form of desktop studies using a number of representative sample projects to test the likely outcomes of assessment when applied to real cases.
 - d) Submission Templates/ Credit Summary/ Forms
 - i. Taking into account the outcome of the above study, the Consultant shall proceed to compile the F&B Manual and prepare the necessary Submission Templates, Credit Summary and forms.
 - e) Pilot Assessment
 - i. Upon completion of the Finalized version of F&B Manual, the Consultant shall perform certain number of pilot assessments using real case(s) to test the

feasibility and effectiveness of the rating tool as an assurance in attaining the high quality.

- f) Training/ Presentation/ Examination Materials
 - i. The Consultant shall develop training, presentation and examination materials on the new rating tool and conduct training sessions and public talks for the Employer's specified audience.
- g) Chinese Translation
 - i. Apart from the Commentary, the Consultant shall produce both the Traditional Chinese and Simplified Chinese versions of the F&B Manual, Submission Templates, Credit Summary and Forms.
- h) Commentary
 - i. The Consultant shall from time to time compile the commentary recording the decision-making process during the development of the credits. Upon completion of the Agreement, a complete set of Commentary shall be made available to the Employer

3.4 The whole consultancy excluding pilot assessment(s) as defined in item 3.3 e) above is expected to be completed within 11 months from the date of consultancy commencement with interim stages in between. While pilot assessment(s) are expected to last from 3-9 months.

4. Shortlisting Criteria

The applicant will have to demonstrate the following-

- (a) A proper approach to the assignment and adequate understanding of the requirements;
- (b) Experience in research and application of green building rating tools;
- (c) Experience in Hong Kong and/ or overseas, especially in green building/ F&B design, green certification, environmental management, waste management, energy performance, water saving and indoor environmental quality for new/ existing building/ F&B premises; and
- (d) Appropriate qualifications and working experience of key staff: The inclusion of F&B licensing consultant, kitchen consultant, engineers, sustainability consultant and BEAM Pro etc. in the team will be essential. Strategic teaming-up is permitted.

5. Expression of Interest

If you are interested in tendering for this assignment, please submit i) your written expression of interest and ii) Application Form for Supplier and Contractor **by email to Ms. Samantha CHAN (samchan@beamsociety.org.hk) before 17:00 on 27 August 2024.** The application form must be

completed and returned with the EOI response for BSL to be considered in the shortlisting process. The email subject title should be marked "EOI for Development of BEAM Plus F&B (Confidential)". Late submission will not be accepted.

Your expression of interest shall contain the following information on a maximum of four A4 pages (exclusive of appendices):-

- (a) Your broad approach to the assignment;
- (b) Indicative Organisation Chart showing the lead consultant and sub-consultant(s) (if available);
- (c) Previous relevant experience;
- (d) Your comment(s) to the scope of work of this assignment (if any).

The expression of interest must also contain the name, title, telephone number, e-mail and correspondence address of a contact person to which subsequent enquiries should be addressed.

Following the Expression of Interest, participants will be shortlisted by BSL for submission of detailed technical and fee proposals.

6. Enquiries

Should there be any enquiry regarding this EOI invitation, please contact Ms Samantha Chan of BSL Secretariat at Tel No. 3610 5732 or e-mail address: samchan@beamsociety.org.hk.

Marking Scheme for EO1
Consultancy on Development of BEAM Plus F&B
(Confidential)

Assessment Criteria	Weighting (%)
1. Approach to the assignment and appreciation of the requirements	10
2. Experience in research and application in green building rating tools <ul style="list-style-type: none"> • Evidence of conducting research to analyze the strengths, weaknesses, and applications of different green building rating tools • Job reference to support adequacy of hands-on experience applying green building rating tools to assess sustainability performance of actual building projects 	30
3. Experience in green building/ F&B design in Hong Kong and/ or overseas (refer to paragraph 4c) <ul style="list-style-type: none"> • Job reference demonstrating experience in applying green building design principles and strategies in local and or overseas projects • Evidence demonstrating good understanding of sustainability considerations and the appropriate incorporation of such green building considerations in the building design and/ or the operation of F&B facilities (e.g. air, energy, water and waste) 	35
4. Qualifications and working experience of key staff (refer to paragraph 4d)	25

The passing mark shall be **60%**.

Among the consultants which pass the assessment, the **top five** consultants which score the highest marks will be shortlisted.

APPLICATION FORM FOR SUPPLIER AND CONTRACTOR

PART A COMPANY INFORMATION			
Name of Company			
Registered Address			
Correspondence Address			
Business Registration No.			
Name of Proprietor/Director			
Company Web-site			
Telephone No.		Fax No.	
Contact Person		Title	
Telephone Number		Email	
<i>Please enclose the Company's Organizational Chart and a copy of the Business Registration Certificate.</i>			

PART B PRODUCTS / SCOPE OF SERVICES
<i>Please enclose a list of references.</i>

PART C AWARDS AND CERTIFICATIONS	
Certified Management Systems (such as ISO9001, ISO14001 or ISO45001, etc.)	<input type="checkbox"/> Yes. Please list below and provide copy of certificates: <hr/> <input type="checkbox"/> No
Have there been any Occupation Health & Safety or Environmental related incidents or accidents in the past 3 year?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes. State the incident and explain what actions have been taken to ensure they will not happen again?*
Other Awards / Certifications received	Please list below and provide copy of certificates:
Additional Information	

* The application to become a BSL supplier / contractor may be approved even if incidents or accidents have occurred as long as appropriate actions have been implemented to prevent recurrence.

PART D CONFLICT OF INTEREST	
Are any owners / employees of the Company currently employed by BSL?	<input type="checkbox"/> Yes (Please provide details below) <hr/> <input type="checkbox"/> No
Do any owners / employees of the Company have a personal relationship with any BSL employee?	<input type="checkbox"/> Yes (Please provide details below) <hr/> <input type="checkbox"/> No
Are any owners / employees of the Company former BSL's employees?	<input type="checkbox"/> Yes (Please provide details below) <hr/> <input type="checkbox"/> No

PART E SIGNATURE

- I hereby declare that the information provided above are accurate and truthful.
- I have read and understand the “Notice to all Visitors” as shown at BSL’s website:
https://www.beamsociety.org.hk/en_about_us_9.php

Printed Name _____

Title _____

Company Chop and Authorized Signature

Date