



Invitation to Tender: Design and delivery of a Materials Exchange Portal

Reference: 2022/23: 2a

(Note: this is a re-issue of invitation to tender 2021/22-23)

1. Overview

This invitation to tender is issued by ReLondon (“the customer”) for the provision of consultancy services (by “the contractor”) to:

- Conduct a technical discovery as well as a user discovery
- Finalise the outline of the MVP and determine build strategy and process
- Design and build the aggregator portal
- Perform user testing

Whereby the contractor will have:

- The business and technical skills to effectively run a discovery process and design, deliver and test the materials exchange portal.
- The capacity to deliver this project mostly “in-house”, with minimal recourse to third parties.

The consultant will need to work closely with the following key ReLondon team members (“the Project Group”): Lalenya Maroulakis (Digital Product Manager) and Graeme English (Circular Economy Advisor).

2. Background to ReLondon

ReLondon is the operating name of the London Waste and Recycling Board (LWARB) that was established in 2008 under the GLA Act. It is a partnership of the Mayor of London and the London boroughs to improve waste and resource management in the capital.

Since its establishment, it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services (against a backdrop of declining

recycling rates nationally) and introduced a world leading programme of circular economy support for public bodies and businesses.

ReLondon works with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in circular economy thinking and practice. The organisation relies largely on public funding and returns on investments into waste infrastructure, which have been mainly from the government, EU programmes, and GLA funding.

3. Background to this tender

The built environment is accountable for over 10% of London's consumption-based emissions and is the city's biggest producer of waste.

ReLondon has partnered up with a consortium of 31 organisations across four cities (London, Copenhagen, Hamburg and the Helsinki region) to work together on the Horizon 2020-funded 'Circular Construction In Regenerative Cities' (CIRCuiT) project to tackle this source of waste.

As part of CIRCuiT a functioning 'Materials Exchange Portal' is to be developed which at a basic level will:

1. Enable users to find materials available for reuse that can be used in their construction projects, and
2. Enable existing platforms to extend the reach of their listings of reusable materials for use by others in the City

By responding to the needs of designers to reliably source local reusable materials and facilitating 'urban mining' initiatives where materials are sourced from demolition sites, a materials exchange portal has potential to facilitate new markets for reused products. It may also facilitate the just-in-time deliveries from demolition sites to new construction projects and support effective logistical planning.

Instead of competing with the active services available in each of the four CIRCuiT cities, it is intended that the CIRCuiT Materials Exchange Portal will link to these existing materials exchange platforms (where they are in service and regularly updated).

1. Objective of this work

The core objective of this work is to develop a fully functioning Materials Exchange Portal for London that pulls listings from at least 3 providers and can be expanded or replicated in other cities.

A secondary objective is to facilitate the advertising of materials available for reuse by providing links back to listing providers.

Users 'seeking' materials for their projects may be from commercial businesses, governmental organisations or private individuals. They may be designers, architects or developers, or simply those seeking to carry out home renovations. Users 'providing' materials may be demolition contractors or reclamation yards looking for the right platform to list their item, or gather information.

The CIRCUIT Materials Exchange Portal will be referred to as 'the Portal' for the remainder of this document, while the acronym CMEP may also be used as required.

2. The specific requirements

The following list will support the achievement of the objectives. Bidders are invited to set out their expertise on what they consider are key requirements and features in their application (see Section 13).

1. Aggregation

- a. A website showing the available 'reusable' construction material in the London area by aggregating listings from a growing list of exchange portals and providing links to their listings.

The following platforms have been identified as the initial providers:

- i. Globechain (see appendix A)
- ii. Eviromate
- iii. Salvoweb
- iv. Opalis
- v. Surplus Web
- vi. [Enfield](#) Excess Material Exchange

We would expect a minimum of 3 integrations completed by the deadline for this project and a process or method for future integrations to be provided.

- b. Formatting of listings so that they are presented in a uniform structure on the CMEP (see appendix B)
2. Searchable
 - a. Provide search functionality that allows a user to find relevant materials – e.g. keyword search, categorisation,..
3. Up-to-date
 - a. Ensure listings are regularly updated so as to avoid out-of-date listings or information.
4. Internationalisation
 - a. Build in a way that will allow for the platform to either expand to international cities or be easily replicated in other cities. Advise on pros/cons of either strategy and the process through which this would be achieved.
5. Signposting
 - a. Gather basic diagnostic information about items users want to list in order to direct them to the appropriate provider to advertise its availability (and give them the information required to select one or more provider(s) e.g. cost, reach, user type).
6. Measurable
 - a. Provide insight into analytics around, at a minimum, click-through rates, number of (daily) visitors to the platform and search queries. Ideally, this information would be downloadable and exportable so that we may analyse and/or share the data.

3. The project engagement and deliverables

We expect the following activities to be conducted:

- a) Conduct an in-depth technical discovery and user discovery. Present a clear report on the findings of this initial phase and the further implications on the project.
- b) Confirm the clear MVP outline that is to be built by the November deadline.
- c) Determine and present the build strategy and process – including a clear project plan that is kept up-to-date as well as a risk register.

- d) Alert on any potential delays or complications in a timely manner and present mediating options to the ReLondon Project Group.
- e) Facilitate platform hosting (this will likely be hosted on the existing CIRCuIT website).
- f) Maintain a professional relationship with the existing platforms that will be aggregated on the platform.
- g) Participate in project meetings with the Digital Product Manager and Circular Economy Advisor as required:
 - a. Project initiation meeting – meet the ReLondon Project Group and agree the scope, methods and activity to be undertaken.
 - b. Effectively respond to feedback and questions from the Project Group.
 - c. Regularly (TBD) connect with the Project Group in update meetings.
 - d. Provide transparency on ongoing tasks and timeframes and ensure this communication is kept up-to-date (e.g. through Click-Up, Trello, Jira,..).
- h) Conduct platform testing and report on findings.
- i) A fully launched Materials Exchange Portal delivered by November 30th, 2022.

Due to Covid-19 restrictions it is expected that the bulk of the work will need to be undertaken virtually. It will be possible to use ReLondon office space to undertake any meetings provided the prescribed government guidance and social distance measures are followed.

Deliverables:

1. A fully functioning Materials Exchange Portal that pulls listings from at least 3 providers active in London by **November 30th 2022**, including the functionalities as set forth in point 5.
2. A report/description of the approach and methodology used to build the Materials Exchange Portal. This document will be used to inform and facilitate the internationalisation of the platform in the future either through expansion or replication. This report may be submitted up to one month after the platform deadline, i.e. by **December 31st 2022**.

Key timelines:

The CMEP will launch on **November 30th 2022**.

4. Budget

The budget for the design and delivery of the CMEP is £40,000 (exc. VAT).

5. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from ReLondon.

Milestone	Date
Invitation to Tender issued	10 th May 2022
Clarification questions return deadline	17 th May 2022
Tender return deadline	27 th May 2022
Tender assessments and confirm short list	w/c 30 th May 2022
Interviews if required	w/c 30 th May 2022
Award of contract	w/c 30 th May 2022
Inception meeting and project initiation	w/c 6 th June 2022
Portal launch deadline	30th November 2022
Project end	To be agreed

Interim milestones to be proposed and agreed upon commencement of contract.

6. Interface/ contract management

The main point of liaison between the Service Provider and the client will be Lalenya Maroulakis, Digital Product Manager at ReLondon.

7. Quality of service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the contract.

8. Delivery personnel

ReLondon requires bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project.

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to ReLondon.

ReLondon may, at its discretion, request that the Service Provider remove and replace any Key Personnel from the service that ReLondon considers in any respect unsatisfactory in the delivery and performance of the contract. ReLondon shall not be liable for the cost of replacing any Key Personnel.

9. Submissions

Bidders are expected to submit a bid with two sections which includes the following.

Technical approach (6-8 pages A4 excluding appendices)

Proposed solutions and methodology

- Your approach/methodology to delivering the work, clearly addressing each of the key requirements in section 5
- How you will measure the effectiveness of the platform from both a technical and user experience point of view

In addition, as appendices, please provide at least three examples of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and their ability to deliver its requirements. Please keep examples to a maximum of one side each but use a dedicated appendix for any diagrams of Design and Architecture, Workflows and other descriptions.

A. Project management approach

- How the contract is to be managed
- How you propose to communicate progress, raise and resolve issues and record decisions

Timeline and key milestones with reference to the activities in section 6 and any additional activities you foresee.

Inputs you will require from the ReLondon team prior to and during the assignment

B. Delivery team

- Who will be working on the contract and a description of their role in delivering the contract
- Who the key interface with ReLondon will be

In addition, as appendices, please provide a CV for each team member.

Financial proposal

A Pricing Schedule giving day rates and anticipated number of days for nominated personnel against the project milestones and showing the anticipated total amount for the project. All quotes should be submitted in British pounds (£) and should include daily fees and VAT. A template for the outline of the financial proposal is provided below.

Bidders should split out costs for each element of the CMEP. Bidders are also invited to set out an overview of the estimated costs associated with the upkeep, skills, resources and expertise needed to manage the CMEP, insofar as possible at this early stage and with the understanding that these may change in the future.

We anticipate that the Portal will be hosted on the existing CIRCuIT website, however please also provide a monthly/ad-hoc cost breakdown for hosting and/or future support after the project completion.

	No. of Days	Daily Rate (£)	Name of Resource delivering the Milestone	Total Cost per Milestone (£)
Milestone 1				
Milestone 2				
Milestone 3				
Total Costs (£) excl VAT:				
VAT (£)				
Total Cost (£) incl VAT:				

Any clarification questions must be submitted by email to tenders@relondon.gov.uk by **5pm 17th May 2022**. Bids must be submitted by email to tenders@relondon.gov.uk by **5pm 27th of May 2022**. For both questions and bids, please use the reference "ReLondon tender: 2022/23: 2a (re-issued) – Design and delivery of a Materials Exchange Portal".

10. Contract

The contract will be formally let by the London Waste and Recycling Board (operating as ReLondon) and ReLondon's standard terms and conditions will apply (available on request).

Travel and expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

11. Evaluation

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
1.Total price including VAT as detailed in the Pricing Schedule provided.	20%
2.Quality of proposed solutions and methodology. Examples of previous marketplaces or API-based platforms as an indication of the ability to deliver on the platform goals.	40%
3.Project management approach, including key milestones and timelines that will deliver the project requirements	20%
4.Experience and fit of allocated personnel, their skills and technical capability	20%

Scoring	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

12. Acceptance of bids

In issuing this invitation to bid, ReLondon is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

ReLondon will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

13. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

14. Appendix

A. Globechain API

<https://developer.globechain.com/>

B. CMEP Listings Format

As part of a CIRCuIT work package, consortium partner BRE developed data templates for materials information that can help to develop circular economy processes.

These form a basis for the property fields that could be used in the CIRCuIT Materials Exchange Portal. Where data is imported from a platform provider, many of these fields may be blank (or hidden) but should be included as they are identified to demonstrate best practice by the project.

Grey = priority fields

White = desirable fields

Property	Description
Class	The classification of the component. This should follow a standard convention. E.g. Uniclass, IFC or some other system for objects and collections of identical objects.
Description	Free text field, with guidance for author to include certain details such as specific type/model, what form (e.g. single object, collection of multiple similar objects, collection of multiple non-identical objects, substance) previous use, grade/quality, condition, any equipment required for transport/assembly, etc. This could also be broken down into a series of sub-fields
Hazardous constituent X – class (if applicable)	The class of a hazardous material contained within the component.
Hazardous constituent X – % by mass (if applicable)	The percent by mass of the component that hazardous constituent X makes up.
Date available	Estimated date that the component will be available, for situations where a listed component is not yet available for delivery (e.g. because it is contained within a building/assembly that is yet to be deconstructed). Otherwise put 'available now'.
Price	The component seller's asking price for the component.
Location	The current location of the component, using a standard address format.
Contact email	(IF APPLICABLE) Email address of key contact from whom potential buyers can obtain further information about a component and with whom collection/delivery of the component can be coordinated.
Photograph(s)	Photos should provide a fair representation of aspects such as class, grade, condition and so on. If a collection of similar objects, photographs should include one of a single representative instance, as well as the collection as a whole (if possible).
Suitable future use X – assessment method	The approach used to assess whether the component is suitable for the defined use X

	(corresponding to one of the uses listed against 'List of suitable future uses'), including details of any standards or protocols that were adhered to.
Preparation procedure X undertaken – description	Description of a procedure that was undertaken to prepare the component for reuse (e.g. cleaning), including any quality standards or protocols adhered to.
Preparation procedure X required – description	Description of a procedure would be required to prepare the component for reuse (e.g. cleaning), including any quality standards or protocols that would have to be adhered to.
Content type 1 – Class	One type of constituent that the component is composed of. E.g. could be a chemical constituent of a substance, a class of complex object (e.g. windows) in a collection of non-identical objects, etc.
Content type 1 – Mass	The mass of the constituent referred to by 'Content type 1 – Class' present within the listed object/collection.
Transport requirements	Free text description of the transportation equipment required, e.g. load-bearing capacity and spatial dimensions of vehicle.