

EACI Building procedure: additional questions

- The agency EACI was established in 2006. Which planning assumptions were used as a basis for the establishment of the agency?

For example what was the development in personal staff planned? What was the agreement concerning the building, office space and rent for the agency?

The Agency was established as the Intelligent Energy Executive Agency and became autonomous in 2006. In that setting, the Agency with 46 staff occupied one floor in the MADDO building. When the agency was transformed in 2007 into the EACI, a cost-benefit study was carried out by an external contractor and a financial statement was prepared by the Commission services presenting the expected evolution of the agency with regard to the management of programmes, the required staff to manage these programmes and the corresponding operating budget. As a temporary arrangement the agency rented additional office space in ORBAN.

The financial statement covers the period 2007 to 2015: the programmes the agency manages run until 2013 under the current financial framework, but the operating budget and staff are planned for an additional two years in order to ensure a smooth and continuous programme management and winding up (in the unlikely event that the agency's lifetime is not extended). As foreseen in the financial statement, it is planned that the agency staff will grow to 159 in 2013 (155 in 2010), and the budget foresees a corresponding evolution in office needs and other overhead costs.

In order to host all staff under a single roof, the agency launched a building tender procedure. In addition to the planned agency staff, office space is needed for blue book trainees (twice a year 6-7 trainees) and for the business consultants managing the IT helpdesk and the IT Tools for the Enterprise Europe Network of the Entrepreneurship and Innovation Programme (up to 15 in-house consultants).

- Is there a 'decisional link' between the mandates, activities and agreed staffing of the agency, on the one hand, and its building needs, on the other hand? Is the building situation taken into account when such decisions are taken?

No explicit decisional link exists although clearly the agency must have the necessary office space to carry out the tasks assigned to it. From a financial point of view, the 2007-2013 financial statement takes account of the building needs of the Agency in the overhead costs. Given the nature of the activities of an executive agency, i.e. the implementation of all the activities in the lifecycle of a programme focusing on project management and the associated communication tasks, it is very important to have a common set of procedures and to ensure a harmonized and uniform processing of tasks. In order to maximize operational efficiency, the agency needs to house all staff under a single roof, and to be located close to the four parent DGs (although outside the European Quarter).

- Was it evident from the beginning on, that the current locations are only temporary solutions?

Yes. When the agency mandate was extended (2007), the agency occupied one floor in the MADDO building. Hence it was clear that the available office space was insufficient to cover the needs of the agency. While the agency started a building tender procedure, it rented temporary office space in ORBAN. Meanwhile, this rent contract has been extended

four times for small periods of time; a *final* extension to 30 November 2010 was recently agreed.

- Which assessment criteria have been applied for the public procurement procedure?
In point 5 of the building questionnaire, an overview is given of the assessment criteria used during the procedure. The current answer provides a more in-depth answer on the assessment criteria used during the evaluation of the 26 proposals received in response to the public prospection notice. In accordance with the Commission methodology for building procedures, the evaluation report of the Evaluation Committee was submitted to the Commission's Real Estate Committee ('Comité Immobilier') which gave a favourable opinion.

The assessment criteria to be used for the evaluation of the proposals were communicated in point 5 of the property prospection notice that was published in the Official Journal.

At first, proposals were to be assessed against the exclusion criteria:

5.1 Exclusion of proposals:

- *any proposal for a fitted out building that is ready for use by the Agency later than 30.6.2010 will not be evaluated;*
- *any proposal whose office surface does not reach the minimum indicated will not be evaluated;*
- *any proposal whose location does not correspond to the requirements set in point 2 (outside the European Quarter and at a maximum of 3 kilometres in a straight line from the Berlaymont building) will not be evaluated.*

Proposals which matched the exclusion criteria were then subject to an evaluation based upon the criteria set in point 5.2 of the publication:

5.2 Qualitative assessment:

All proposals will be given a qualitative mark (Q) in function of an assessment based on the following quality criteria:

- 1. accessibility of the building by public transport (train, tram, metro, bus) — 30 points (minimum required: 18 points);*
- 2. interconnections with the other Commission buildings — 20 points (minimum required: 12 points);*
- 3. energy performance of the building — 10 points (minimum required: 6 points);*
- 4. efficiency of the surface areas proposed — 10 points (minimum required: 6 points);*
- 5. compliance with the building standards manual before fitting out — 30 points (minimum required: 18 points).*

Any proposal which does not obtain the indicated minimum number of points of each criterion will be rejected.

- Can you please provide more detailed information on the fitting-out works?
- What kinds of fitting-out works are necessary?
- Could you please set out in detail what the amount for fitting-out does include?
A detailed description and budget of the fitting-out works, i.e. bringing the building in conformity with the technical standards specifications of the Commission ("MIT"), and getting it ready for use of the EACI is enclosed. The total cost of these works is 2 697 565 € whereby the landlord committed himself to bear 162 475 € of the costs, so the net cost

for the EACI is 2 535 490 € or 390 €/m² office space. The main cost categories are placing of the walls, ceiling works, electricity works, data works, security.

- Are any interests to be paid for the fitting-out expenses?
- What will be the total amount for fitting-out when taking interests into account?
- Could you please provide the reimbursement schedule for the fitting-out costs?
A reimbursement schedule for the fitting-out works over 15 years is enclosed. If the Agency reimburses in conformity with this schedule, then it will pay annually a 'redevance complémentaire' of 234 223,21 €. Over 15 years it would reimburse a total amount of 3 396 236;60 € being an amount of 2 476 830,75 € of capital reimbursement and 919 405,85 € of interest. The capital amount is lower than the nominal amount (2 535 090,46 €) as the agency obtained an additional usufruct fee gratuity of 6 months.
As mentioned in the information note, the agency will reimburse the fitting-out works anticipatively, in accordance with budget availability.

- Are the areas already rented in the same building fully utilised?
The Research Executive Agency ("REA") and the European Research Council Executive Agency ("ERCEA") occupy the office space on the floors 13 to 25 of the building B of the Covent Garden real estate complex.

The EACI is not in a position to answer directly this question which should rather be addressed to the two executive agencies concerned. However we understand from the agencies that the vast majority of office space is currently occupied and any spare capacity is very limited.

- Will there be an immediate take-up of all the space or is it a gradual process?
The EACI will be located on floors 10, 11 and 12 of the building B. The agency is currently working hard together with the technical services of OIB to have the technical files ready by the time of contract signature, in order to ensure that the EACI takes up all the available office space before the end of November 2010.
- Could you please provide more detailed information on what the charges mentioned on page 6 Nr. 3 include?
As mentioned, the EACI will not have to pay any taxes such as regional or real estate tax. The charges mentioned on page 6.3 relate to all the operational costs the agency will have to pay, such as costs for gas, electricity, water, cost for access to the grid, rent and maintenance of 'compteurs', etc. These costs will be paid on quarterly basis to the building manager and are estimated at 38 €/m² office space.