

EXPRESSION OF INTEREST



Amnesty International UK seeks expression of interest for office design and fit out

ABOUT US

Amnesty International UK is one of the largest sections in our global movement, and we play an important role in providing funding for Amnesty International's work around the world as well as campaigning for change globally and in the UK. We have a vibrant, well-established activist movement with local groups, country coordinators, youth, student and trade union networks, and thematic networks, as well as educators and ambassadors.

BACKGROUND & CONTEXT

Our current London office (the Human Rights Action Centre, 17-25 New Inn Yard, London, EC2A 3EA) is currently being marketed for sale, and a new space is being negotiated for lease acquisition at 1 Easton Street, London, WC1X 0DW. This project is therefore subject to the conclusion of both the sale of our current premises and formal approval of both the sale and lease agreement for the new space.

Having undertaken a comprehensive workplace needs analysis during 2024 we are now looking to identify a partner that can translate the findings of this analysis into a fully costed, practical and workable specification that will meet the needs of our organisation, employee wellbeing, latest environmental sustainability and best practice accessibility requirements.

SCOPE

The successful partner will be expected to oversee and manage the design and Cat B fit out to a single second floor office space of 11,750sq ft, within the specified time frame, and approved budget. The partner will be required to:

- Provide comprehensive project planning and management.
- Provide the design and realisation of fit out of the new office space, including, but not limited to, MEP, structured cabling, flooring and finishes, signage and branding integration, incidental furniture supply and installation, ensuring compliance with all relevant building codes and regulations.

ABOUT YOU

The successful partner will demonstrate the following relevant experience:

A) Office Space Planning and Design:

Specialist expertise in office space planning and design, including the development of innovative and efficient layouts that align with modern workplace trends.

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B) Accessibility Expertise:

Proven experience in providing best practice accessibility principles into workplace design and planning.

Successful completion of projects that showcase the ability to create inclusive designs, particularly in accommodating employees with diverse needs.

C) Environmental Sustainability:

Proven experience in integrating environmental sustainability principles into workplace design and planning.

Previous projects demonstrating a commitment to green building practices, energy efficiency, and environmentally conscious decision-making.

D) Budgeting and Financial Management:

Experience in providing recommendations that align with the financial constraints of the client organisation.

E) Stakeholder Engagement:

Demonstrated ability to facilitate effective communication and between client organisations and potential landlords or property managers.

F) Project Management:

Proven project management skills in overseeing the successful implementation of workplace design and relocation projects.

Successful collaboration with contractors (both subcontracted direct and client appointed) to ensure the seamless execution of approved plans.

G) References:

Ability to provide a list of references from previous clients who can verify experience and success in similar projects.

H) AIUK's ethical values:

Ability to demonstrate a commitment to AIUK's values.

SUBMISSION REQUIREMENTS

Interested suppliers are encouraged to submit an expression of interest, including relevant experience and qualifications. We look forward to working with a partner who can bring our vision to life with quality and efficiency.

All expressions of interest should contain:

- Company profile and background
- Brief details of relevant project examples, emphasising the scale, complexity and outcomes achieved.

Partners will be shortlisted for the next stage of the process (Invitation to respond to a full RFP) based on the information provided.

As part of the complete RFP submission process, we plan to conduct ethical screening of potential partners. By responding to this expression of interest, you acknowledge and

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agree that if your firm progresses to the full RFP stage, you consent to this screening and will provide AI UK with any necessary company details to facilitate the process.

TIMELINE

The deadline for expressions of interest is **24 January 2025**.

Applicants who are shortlisted will be provided with further detail via the full RFP document and invited to submit a full written proposal in response and present to a panel from AIUK. Dates for these stages are still to be confirmed, but RFP release is anticipated in February with written responses and presentation to panel expected in March 2025.

We ask that e-mail submissions of expressions of interest with the initial information requested (in Word or PDF format) are received by claire.silburn@amnesty.org.uk by 24 January 2025.

FURTHER INFORMATION

We reserve the right to reject any or all submissions and to negotiate with the successful partner. Unfortunately, individual feedback will not be provided for this initial stage but will be provided for all subsequent stages where requested.