



## BCO Research Specification

### Future transport: The implications to office demand and specification

The BCO is pleased to invite your company to submit a research proposal for an important research study as described below.

#### Background

Transportation is changing. Transport matchmaker apps enable the instant matching of drivers and passengers. There are more local car clubs and private car sharing. Corporately-provided office coaches can provide a workplace on wheels for the journey to the HQ. Longer battery life is increasing the use of small, electric cars; while autonomous vehicles may free offices from the need to provide parking altogether. Meanwhile, the servicing of offices could be fulfilled by drones, droids or sophisticated delivery systems meaning fewer daily deliveries: but different requirements to access buildings and deliver goods.

Wider trends suggest an increasing preference for inner city living, walking, bicycling, and public transport, especially for younger people and those in the growing digital tech sector. Budget airlines flying between large, expensive cities with job opportunities and affordable, attractive cities such as Lisbon potentially sever the link between home and place of work through weekly commuting.

Other factors to be considered are the long term increase in the amount of remote working, outsourced jobs in the 'gig' economy, and the effect of housing shortages and affordability on the location of office jobs.

#### Research objectives

This research project aims to identify changing transport methods for delivering workers, visitors and goods to office buildings and articulate the impact such future innovation may have to both the nature of office demand and the design of offices.

It should offer some recommendations after taking into account:

- Future gazing of transportation and logistics (servicing offices)

specifically) changes to c. 2030.

- Demographic trends and expectations in UK office workers (age, gender, family stage, sector of employment).
- Specifically, trends and expectations for urban populations and worker catchments in the UK to c. 2030
- Differences between and within UK cities, and between central, suburban, out of town office parks and those located within reach of public transportation nodes. To include current parking requirements for different vehicles.
- The identification of long term transportation changes and planned major investments covering commuting by multiple modes and different modes of accessing transportation through apps to connect drivers and passengers.
- Case studies of innovative transportation and logistics solutions drawn from the UK and worldwide, identifying how they affected – or may affect - the location and specification of offices from which conclusions applicable to the UK market can be drawn.

## Report and scope

The output will consist of well-founded future scenarios on different relationships between a variety of transportation methods and the demand for office space by both location and specification/design.

## Methodology

Views should be formed by literature review; interviews and case studies. The BCO would suggest a combination of transport planning and architectural skills would be beneficial.

## Audience

The audience for this report will be BCO members and the wider property market.

## Output

The output of this project will be a concise report. The BCO Research Committee would retain the right to ask the successful party to present the findings at a maximum of two events as required, one of which will be in London. There may also be requirements to speak to the media or contribute a blog, at the BCO's discretion.

## Report structure and specifications

The final report will be text-based but due to the subject matter images will be of equal importance, particularly maps and architectural schematics. The BCO will require the Contractor(s) to supply good quality images that have the necessary copyrights.

The BCO will be responsible for design and branding. We do not expect a lengthy report is required to fully address this subject and would guide around 20-30 pages. The report must contain a robust one page executive summary which can be referred to on a standalone basis.

## Tendering process

Proposals of no more than 4 pages will be used to determine the Contractor(s). We suggest that your response sets out:

- how your proposed team will address the requirements of the study, with section headings for illustration
- your proposed project team and their relevant experience
- your appreciation of what we're trying to do
- your knowledge of the subject matter
- your capacity, time requirement and fee base

## Project Management

The project will be managed under BCO's standard framework consultancy contract. The content will be overseen by Bill Page, the BCO's Chairman of the Research Committee and Arezou Said the BCO's Director of Research and Policy, who will also act as Contract Manager for the project. The BCO expects a named member of the Contractor's staff to be in sole charge of the project.

The Contractor will be required to update the above BCO contacts regularly on progress during the course of the project with an interim report produced according to the timing below.

## Timetable

- Invitations to tender will be concluded on or before 28<sup>th</sup> July. This will be conducted under open tender.
- The closing date for receipt of proposals will be Friday 1<sup>st</sup> September.
- A final decision will be made on or before 15<sup>th</sup> September. Interviews may be required to select the successful party, to be determined by the BCO.
- We would expect to publish the report by 31<sup>st</sup> January 2018 therefore set a deadline for a first full draft of 12<sup>th</sup> January 2018 and final submission by 24<sup>th</sup> January 2018.

## Budget

The budget for this project is limited to £25,000 excluding VAT

## General

Any information supplied by the client to the contractor during the project must be returned no later than one month after the end of the contract period. A copy of any materials used during the research programme will be required by the BCO for retention. The executive summary will be hosted on the BCO's website without access restriction. The final report will be restricted to BCO members only for a period of three months after which it will be freely available. The intellectual property of this project will be owned by the BCO but the contractor will be permitted to use it for their own purposes from three months after publication subject to the terms in the contract.

## Further information

Any queries regarding this specification should be addressed to

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***Deadline for the proposal is Friday 1<sup>st</sup> September 2017 at 5pm and it should be submitted by email to [arezou.said@bco.org.uk](mailto:arezou.said@bco.org.uk).***