

# Non-Domestic Retrofit - Retail / Logistics

## Call for Applications: Task Group

This Call for Applications document provides an overview of the objectives and emerging methodology for the second phase of UKGBC's Non-Domestic Retrofit workstream, this time focussing on the Retail and Logistics sectors. This project leads on from the upcoming retrofit project, focussed on Commercial Offices, due to launch in January.

This document summarises how UKGBC member organisations can apply to be part of the project Task Group. This opportunity is ideal for organisations that own, manage, or invest in assets in the retail and logistics sectors who are actioning, or are considering engaging in, retrofit strategies for those assets. Organisations who support clients with retrofitting strategies on these asset types - in design, delivery, or operation - are also well suited.

## Project Overview

This project will build on UKGBC's foundation-setting guidance, [Delivering Net Zero: Key Considerations for Commercial Retrofits](#), and utilise the methodology and key learnings from the ongoing [Commercial Retrofit - Offices](#) project (due to be published January 2024), to create a new cost evaluation study, focusing on buildings in the retail and logistics sectors.

### Aim

The aim of this project is to deepen awareness and understanding amongst investors, owners, managers, designers, and consultants of the cost, potential for operational energy efficiency, and the consequent embodied carbon impact of different retrofit measures. This is intended to inform planned upgrades to existing assets and help overcome common challenges to maximise compliance with future Minimum Energy Efficiency Standards (MEES) and to meet the likely ambition behind emerging net zero carbon performance targets.

### Scope

This next phase of work will focus on buildings in the retail and logistics sectors. It is the intention that future phases of this workstream will look at other non-domestic asset types.

The emerging project scope is as follows:

- Develop a suite of evidence that explores and provides the **cost, operational energy efficiency potential, and embodied carbon impact** (as well as any co-benefits) associated with common retrofit measures for different types of properties in the retail and logistics sectors, to offer a path of sequential design, operational, and management solutions to set buildings on a path to close the gap to net zero carbon.
- Focus on **one or more building typologies in the retail and logistics sectors**, considering factors such as age, size, location, space use, operational strategy, fabric/construction, HVAC system type and performance, lease type, and others to explore the variety of different challenges faced by stakeholders looking to decarbonise their or their clients' assets.
- Collate **real-world examples of retrofit measures** (light, deep, optimisation focused), to illustrate and compare the true impact of different retrofit solutions that facilitate the transition towards net zero, showcasing effective outcomes alongside lessons learnt.

We anticipate the project outcomes will help **strengthen and consolidate the business case** for non-domestic retrofit of retail and warehouse buildings, leverage key market trends, and focus pressure on Government through defining **key policy asks** that could further accelerate commercial retrofit strategies.

However, it is important to note that the project scope is still evolving and will be refined to effectively respond to stakeholders' experiences of non-domestic retrofit in the retail and logistics sectors.

The project will:

- Expand on the existing guidance, clarifying key elements and providing more detail where needed,
- Explore common retrofit measures, that could offer a sequential design path for different types of properties to close the gap towards net zero carbon,
- Collate real world examples of solutions that showcasing effective outcomes alongside lessons learnt.

The project won't:

- Supersede the existing guidance,
- Define what net zero means for retail or warehouse assets, or how to carry out deep retrofits to achieve 'net zero',
- Provide retrofit solutions that in any way replace the need for understanding and assessing each individual building and developing tailored retrofit strategies accordingly.

## Task Group

As is typical with UKGBC projects, and as per the model for the previous phases of this non-domestic retrofit workstream, this project will be supported and delivered by a specialist Task Group. The Task Group will be responsible for fine-tuning the final scope, attending the series of focused workshops, and researching, drafting, and reviewing material in support of the final output.

The Task Group will work towards the following key objectives:

- Reflect on your organisation's experiences (or those of your clients) undertaking building optimisation, light and deep retrofit projects across a range of buildings in the retail and logistics sectors and provide insight into key challenges and solutions.
- Review and analyse common retrofit measures appropriate to the retail/warehouse asset types as defined to determine typical costs, operational energy efficiency improvements, and consequent embodied carbon impact, alongside any co-benefits
- Support the project outcomes by providing real-world examples of optimisation, light and deep retrofit measures, with associated cost, operational energy, embodied carbon and co-benefit data
- Explore solutions that could help overcome common challenges that are identified
- Summarise emerging trends which may impact incentives for optimisation, light or deep retrofits in the future.

## Project programme

The anticipated period for which Task Group member input is required is **March to October 2024**, including attendance at a minimum of 5 Task Group Workshops (2 in-person and 3 online). The output is expected to launch shortly after summer. This programme is currently provisional and Task Group Workshop dates will be confirmed as soon as possible.

## Programme Partners

The [Advancing Net Zero](#) (ANZ) programme is made possible due to the generous support of our [Programme Partners](#), shown below.



## Applications

### Requirements of Task Group members

We are specifically looking for individuals and organisations with experience and understanding of retrofitting commercial buildings. Ideally, this will include representation from:

- Landlords / Owners
- Developers
- Advisors (Architects, Building Services Engineers, Environmental Engineers, etc.)
- Energy modelling consultants
- Cost consultants
- Property and facilities managers
- Contractors
- Any other stakeholders involved in the commercial retrofit process.

Selection will be based on the suitability of both the individual applicants and the organisation they are representing. The individuals representing the partnering organisation should have a minimum 5 years of relevant experience or specific knowledge around retrofitting for commercial assets.

To ensure the output best responds to the needs of the industry, we would like the Project Partners to be involved in the development of the output. Expected responsibilities and commitments include:

- Contribute a minimum of **8 hours per month** between January and June, inclusive of workshop times.
- Depending on the final agreed project scope, to support the development of the output throughout its development including attending project meetings and allowing time to feedback in-between.
- Provide specialist knowledge and expertise as needed to support development of the output.
- Support dissemination of the output through participation in or presentation at awareness-raising and engagement events.

The partnering organisation and individual are expected to help promote the launch of the summary report, including engaging their communications (or other internal) teams where relevant.

### How to apply

**Task Group** applications will remain open until **Friday 8<sup>th</sup> March**. To apply using the template below, discuss this opportunity, join the mailing list, or for general enquiries, please email [ANZ@ukgbc.org](mailto:ANZ@ukgbc.org).

Table 2: Application template

<b>Organisation name</b>	
<b>Full name, job title and department of proposed representative</b>	
<b>Relevant knowledge, experience, and skills for this project</b> (max 200 words)	
<p><b>Are you able to provide specific expertise that could support in analysing common retrofit measures, i.e. energy and carbon modelling, cost consultancy, etc.</b></p> <p><b>Please describe expertise and any constraints.</b></p>	
<p><b>Are you able to provide specific real-world examples (of retrofit measures, and/or projects) that could be used in the development of project outcomes.</b></p> <p><b>Please describe types of examples, and any constraints.</b></p>	
<p><b>Are you able to provide specific case studies, ideally with associated cost, operational energy, and embodied carbon data?</b></p> <p><b>Data can be anonymised if necessary.</b></p>	
<p><b>Do you have access to detailed operational energy models for the above case studies, and would you be willing to conduct further modelling to test further potential retrofit solutions?</b></p> <p><b>Please give details of the project/model type and resource available to action updates.</b></p>	
<b>Is there anything else you would like to add, for us to consider as part of the application?</b>	

Applicants will be chosen based on their experience, whilst seeking to ensure a diversity of individuals within the Task Group. UKGBC is committed to actively targeting a diverse representation in the composition of all project groups. We want to be inclusive to everyone regardless of ethnicity, religious beliefs, gender, marital status, age, disability, sexual orientation, or political beliefs.