**Thwing and Octon Parish Council**

Clerk: Sandra Morrison

The Grange

Main Street

Thwing

YO25 3DY

Tel: 01262 470496 /07939 123610

**Thwing & Octon Parish Council**

**Invitation to tender for renewable energy feasibility study**

**About Thwing & Octon Parish Council**

Thwing & Octon is a community of around 200 residents in East Riding. The Parish Council have identified an opportunity to explore renewable energy systems in the parish, to benefit residents. The Parish Council owns some land parcels that could be used to site renewable energy systems – we have identified solar PV as the preferred technology. We have recently undergone a community plan process, and received strong support for this idea from the community.

The Parish Council would also like to assess the potential for a local solar scheme on household rooftops, potentially through a community owned scheme, or other suitable delivery mechanism. We want to commission a feasibility study to assess the scope for renewable energy at Thwing & Octon Parish Council.

**Introduction to this scope of work**

This ITT is for work carried out under Stage 1 of the Rural Community Energy Fund (RCEF), our application has been reviewed and provisionally accepted by the Tees Valley Combined Authority, who are managing the grant fund, pending the selection of a suitable tenderer and full grant application. The focus for services will be to evaluate the feasibility of renewable energy opportunities within the land parcels owned by the Parish Council and on rooftops in the community, as described in more detail later in this document.

The Rural Community Energy Fund (RCEF) has been designed by the DEFRA and BEIS to help support rural communities maximise the income generating potential of renewable energy and promote community-owned renewable schemes.

The Fund is administered by the Tees Valley Combined Authority, and aims to achieve its objectives by providing funding for community organisations to establish the feasibility of and develop the business plan for renewable energy facilities. We wish to apply for the grant to commission a feasibility study for community facilities in the village.

This is a significant opportunity for Thwing & Octon Parish Council to investigate renewable energy systems within the parish boundary. Installing such systems can protect communities from volatile fuel costs and generate income which can be used to provide benefits to the local community, like undertaking education projects, tackling fuel poverty, and more. Generating energy and income streams through local energy systems could power our streetlights, homes and community facilities – and cut our environmental impacts in the community.

Please note that Thwing & Octon Parish Council do not guarantee to issue any work and no guarantee can, or will be, given by Thwing & Octon Parish Council regarding the scope, volume, trade requirement, value, duration, category or continuity of work to be undertaken, nor should any bidding consultant or organisation seek any implied value of work or work scope in any of the information supplied by Thwing & Octon Parish Council.

**Project brief**

Thwing & Octon Parish Council wish to appoint a suitably qualified consultant to deliver a feasibility study compliant with RCEF’s Stage 1 feasibility approach for renewable technologies at the new building and a potential energy network. The checklist for these reports is included as an appendix.

We wish to explore the potential for electricity generation for the community, and have identified solar PV, wind turbines, and battery storage as potential options. We are commissioning this feasibility study to determine which technology would be best for the sites in scope.

This study should include:

1. Executive Summary for non-technical audience

2. Community Engagement

3. Community Benefits

4. Technology

5. Financial Projections

6. Planning & Permitting

7. Site

8. Operation and Governance

9. Scheduling

10. Conclusions

In order to deliver a report compliant with the Stage 1 feasibility approach, we therefore require the consultant to undertake the following:

1. Technical appraisal:
* identify which of the proposed technologies is best suited to electricity generation at the sites in scope. Priority generation technologies for review are solar PV and wind on the land parcels, and integrated solar PV for homes and community buildings, and lampposts. This technical assessment should therefore include:
	+ current energy usage patterns of the community
	+ spatial analysis of the proposed host sites, identifying locations for any new generation equipment, and any access issues [this will require site visit(s)]
	+ potential to connect neighbouring buildings to a shared energy network (e.g. homes, the pub, etc)
	+ structural survey
	+ suitability of generation systems for the existing building fabric, energy consumption patterns, projected future energy use, etc
	+ orientation and shading analysis
	+ initial local grid condition review and grid connection enquiry with the Distribution Network Operator
	+ appraisal of energy storage, networks and grid export limitation options
	+ review of planning requirements for the additional systems
	+ any constraints – physical, technical or logistical
* work with Thwing & Octon Parish Council to identify the criteria against which any proposed system will be assessed
* confirm the capacity of the generation plant, as well as annual and lifetime energy generated.
* calculate the environmental benefit of any proposed technology
* identify any risks, constraints or requirements for preferred technologies at each site
1. Financial appraisal:
* assess the capital costs and lifetime operational costs of each recommended technology
* assess the potential revenue streams, including energy savings, energy sales, financial incentives, etc
* calculate the financial performance of any proposed system, including metrics such as:
	+ net present value over system lifetime and any other relevant timescales
	+ payback period and return on investment
	+ internal rate of return
	+ cost of carbon savings
* identify any assumptions, key sensitivities or dependencies that could affect overall financial performance
* present the recommended systems as a clear business case with supporting rationale for review by decision makers, and communication to other stakeholders, e.g. prospective funders or energy clients
1. Community benefit assessment:
* the tenderer should work with Thwing & Octon Parish Council to identify what kind of benefit the community could reap, and what scale this would be. The benefits of this scheme must be for the benefit of the whole community, and this should be reflected in the tenderer’s proposed approach. Current ideas include using the monies to offer more activities to more residents; offer further employment opportunities through the revenues associated with this scheme; local grants and supporting local causes, for example the Scouts and Guides, cricket club, etc
* identify any non-financial benefits from the scheme, for example educational programmes for the local school, local investment and ownership
* this stage should also involve suitable community engagement activities – we ask that your response include a proposal for how best to engage appropriate groups in this project’s development
1. Funding routes and governance models:
* identify the most suitable funding sources for this project for Thwing & Octon Parish Council, and outline what would be involved in accessing these funds
* quantify the relative benefits of any funding route, for example grants vs. financing products, and propose a recommendation to Thwing & Octon Parish Council
* assess and recommend a suitable governance model for the scheme, if required (e.g. third party owns and operates, or wholly owned and operated by Thwing & Octon Parish Council).
1. Implementation roadmap:
* for any proposed system, identify the next steps to implementation for Thwing & Octon Parish Council, e.g. fundraising activities, supplier engagement, further community engagement, etc
* develop an implementation timeline for the proposed project
* identify the planning and permitting requirements of the scheme(s) as proposed
* identify any risks associated with implementing this scheme
* recommendation on whether to apply for RCEF Stage 2 development funding
1. Communications:
* The appointed consultant will be responsible for agreeing all third-party communications with Thwing & Octon Parish Council, for example with local residents, other local groups, and existing facility users, as required
* The method of engagement with these groups will be agreed in advance

As this project will be subject to reporting requirements from the funders, tenderers should state their approach to project management and quality assurance, and how this will ensure compliance with RCEF’s reporting requirements. Tenderers should also include a separate project plan document.

**Tender assessment criteria**

For a tender to be assessed, the tenderer must:

* Complete all the information requested in the format provided (supplementary material may also be submitted – please keep brief, general marketing material will not be accepted)
* Have successfully delivered similar projects, ideally with direct experience of delivering RCEF projects
* Align working practice and project outcomes to Thwing & Octon Parish Council’s values and aims
* Provide evidence of Public Liability Insurance and Professional Indemnity Insurance.

Compliant tenders will be assessed based on information provided by the tenderer. The following scored criteria will be used:

* Your understanding of the project brief and client requirements (5%)
* Overall description of your methodology to deliver the required services (30%)
* Company and team experience of similar projects - please provide 3 case studies with references and CVs for the proposed team, detailing their key project responsibilities (Please make clear if any are sub-contractors) (25%)
* Your approach to project and risk management (10%)
* Fixed price for delivery of full project deliverables and outcomes, including a short statement outlining any added value you will bring to the project. Please itemise the budget, and confirm invoicing schedule (30%)

Each of the criteria will be scored using the scale below:

0 - No response or wholly unacceptable

1 - Partially meets requirements, but with significant weaknesses

2 - Largely meets requirements but with some weaknesses

3 - Fully meets the requirements

4 - Excellent – exceeds requirements and adds value

Please also supply the following company information (pass/fail):

* Company name
* Address
* Registered office
* Registered number
* Legal status (e.g. sole trader, Private Limited Company, Public Limited Company)
* VAT registration number
* Name of parent company or details of group structure
* Main phone number
* Website
* Please confirm within your response that you hold the following insurance levels:
	+ Professional liability - £2 million
	+ Public liability - £5 million preferably £10million
	+ Employers liability - £10 million
* Person to contact regarding this tender
* Position
* Contact details
* If you are responding as part of a consortium bid please provide details of all partner organisations

**Budget**

The total budget for this work should not exceed £30,000 (excl. VAT). Tenderers should quote a fixed price fee for the scope of work proposed, including a breakdown of activities and any assumptions therein.

**Tender timetable**

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| --- | --- |
| Tender issued | 7th October 2019 |
| Response deadline | 12 pm 21st October |
| Tender evaluation | w/e 25th October  |
| Preferred supplier identified | 25th October |
| Stage 1 application to RCEF | 1st November |
| Provisional start date (subject to award of grant) | January 2020 |

Tender responses should be addressed to The Clerk in the ordinary course of post, to be received no later than Monday 21st October at 12pm. The tender should be in a sealed envelope and shall remain sealed until the prescribed date for opening Please mark the sealed envelopes “Thwing & Octon Parish Council renewable energy feasibility study proposal”.