

INVITATION TO TENDER FOR:

RCEF FEASIBILITY STUDY

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Response date: **30th October 2015**

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Section 1. Background and conditions of the project

1.1 Introduction

Teign Energy Communities Ltd (TECs) is a registered Community Benefit Society with the aim of engaging with local community groups and other stakeholders to deliver a portfolio of renewable energy projects throughout Teignbridge.

We have a team of directors with a good breadth of experience, stakeholders and a network of supporting organisations delivering some of the operational roles needed by TECs. However, we realise the need for external service providers to supply consultancy services in specialised areas of Community Energy. The aim of this ITT is to identify a suitable consultant to provide these services either direct, through an appropriate 3rd party or by collaborating with other tenderers.

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 WRAP pending the selection of a suitable tenderer. The focus for services will be Business, Legal and Technology support to evaluate the feasibility of 2-3 solar PV opportunities as described in detail later in this document.

Following a successful outcome of RCEF Stage-1 and, if the feasibility study requires it, we may also apply for Stage-2 RCEF funding.

Please note that TECs do not guarantee to issue any work and no guarantee can or will be given by TECs with regard to 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 TECs.

1.2 Background on TECs

Our concept is to be an umbrella organisation (TECs) supporting the people of Teignbridge and stakeholders to deliver sustainable and viable Renewable Energy (RE) projects throughout the local authority district. TECs intends to raise capital through public share offers for vetted RE projects and own/operate these. Revenue would be generated from the sale of electricity and RE incentives if available, this would pay for share dividends, operating costs and a community fund.

a. Our plans

Our medium term business identifies the following priorities

- i. To own, install and/or acquire ~500 - 5,000 kWp of solar PV on a small number of large sites (not less than ~50kWpk each) in Teignbridge by 2020.
- ii. Smaller solar PV sites (not less than ~12kWp), certain biomass heat installations and hydroelectric projects may also be considered on a site by site basis.
- iii. Larger ground mounted solar PV arrays (~>1 MWp) will be considered as opportunities arise. The current limitations on grid connectivity as well as the regulatory uncertainties in terms of incentives for Renewable Energy, present a higher risk compared to the preferred approach.

In the immediate term, TECs is commissioning an initial pilot installation (~50kWp) as soon as this is feasible in 2015. Capital funds for this will be sought from selected investors associated with the site and other TECs stakeholders/supporters.

b. Current stakeholders and supporting organisations

- Teignbridge District Council (TDC)
- Teign Housing
- Templar Academy Schools Trust (TAST)
- Transition Newton Abbot CIC (TNA)
- Two Valleys Community Energy
- The Avenue Church
- Regen SW

c. Where we are

TECs have assigned a founding board of directors and have registered a Community Benefit Society (CBS) with the Financial Conduct Authority (FCA) as a limited company. Final iterations of the business plan are being scrutinised and the group are looking to progress with several Solar PV schemes. Suitable sites have been identified and pre-registered for FiT with Ofgem. We have one licensing agreement put in place between the board of directors and our stakeholder TAST. We are now looking to assess the feasibility of other sites/opportunities post FiTs.

1.3 Contract requirements

Consultancy services are sought to establish the feasibility of delivering solar PV projects at 2-3 larger sites in Teignbridge. The consultant will define and document all necessary Business, Legal and Technical aspects for these opportunities. Details of these are defined in section 1.4 & 1.5 below.

An overall report to deliver the RCEF specified requirements will also be necessary. Please refer to WRAP's Initial Feasibility Report Checklist (<http://www.wrap.org.uk/content/application-and-guidance-rce>).

In its phase-1 of operations TECs has identified various processes/templates needed to carry out its first PV project(s). These may form the basis for the consultant to use in assessing the new opportunities, but are not mandatory. The consultant is expected to work with the Board and others assigned by the Board to deliver the appropriate processes, systems and forms.

Managing the specific outcomes/deliverables defined in this ITT and any 3rd party providers involved will be the responsibility of the consultant. TECs may retain overall project management responsibilities which will include outcomes/deliverables not covered in this ITT.

Additional ad-hoc advice during and following this work is also sought.

1.4 Scope of supply

The fixed price contract will cover:

- **Technology Assessment** of 2 industrial parks (Brunel in Newton Abbot and Heathfield near Bovey Tracy) as well as at least one 'typical' car park owned by Tegnbridge District Council (TDC). This will include identifying, and gaining initial agreement, suitable stakeholders/sites. The consultant will need to ensure that TEC's criteria as well as realistic/appropriate regulatory, financial, legal and technology criteria are met when selecting specific sites/organisations.
- Based on the Technology Assessment above, undertake a **Business Assessment** to ensure financial viability and identify appropriate risks associated with the different projects. This should establish the various business processes/templates needed for TECs to carry out its future operations. These include Financial, Accounting and Marketing functions.
- Based on the Technology and Business Assessment above, deliver templates for the various **Legal/Contractual Agreements** required and the preparation of a share offer prospectus. In addition provide comment/review of the actual contracts and prospectus prepared by TECs using the templates provide.
- **Project Management** of the overall project which will require setting up a project plan and include regular reporting to the TECs Board as well as coordination of the different elements and deliverables.

TECs is also interested in any proposals the tenderer may have in respect of activities not identified above and later in the outcomes/deliverables.

We also require a time/project based rate for ongoing support for future opportunities. We recognise that this can only be a budgetary quotation as the effort involved will depend on the exact nature of the project. However, an estimate of costs for a 'typical' project in the following areas should also be quoted:

- Technology assessment of a single ~50kWp installation.
- Legal and commercial advice and contract agreements for future projects, e.g. ~5MWp shared-ownership solar farm.

1.5 Project Outcomes/Deliverables

For each of the sites identified, the **Technology Assessment** will include:

1. Site visit
2. Initial feasibility checks to include:
 - a. Orientation and shading analysis
 - b. Access checks
 - c. Roof structural appraisal
 - d. Electrical connection suitability
 - e. Grid connection enquiry with DNO (Western Power Distribution)
 - f. Appraisal of energy storage & private-wire potential as well as grid export limitation options
 - g. Planning scoping
 - h. Economic appraisal to include estimate of system cost, annual energy generation and income from FITs
 - i. Appraisal of expected energy use on site and potential for power purchase agreements
3. Creation of Invitation to Tender document for Installers (Based on templates provided by TECs)
 - a. Develop tender specification for equipment standards and installer criteria
 - b. Spec must comply with MCS Guidelines as stated in MIS3002
 - c. Must include requirement for ongoing maintenance and provision of monitoring system
 - d. Ensure all relevant Health & Safety standards are specified
 - e. Tender to be agreed by Board before distribution to installers
4. Project development with Installers
 - a. Issue tender to selected installers that match criteria provided by TECs
 - b. Liaise with Installers during tender process
 - c. Collect tender responses, assess and provide assessment and recommendations to TECs board.
5. FiT pre-registration/accreditation and status verification with Ofgem if still available.

The **Business Assessment** will include:

1. A financial model (as a minimum, to include those line items identified in the TECs template) .
2. Review and comment on TECs' Business Plan as this is updated to reflect the technology assessment outcomes.
3. Represent TECs during financial/legal negotiations with potential stakeholders previously identified.
4. Set up financial/business processes and templates including accounting spreadsheets, financial reporting, asset management, cash flow, tax, VAT.
5. Identify/select (tender for) external auditors.
6. Register for enterprise investment scheme or equivalent, if available.

The **legal/contractual agreements** will include:

1. Contract templates for TECs to obtain agreement with stakeholders and service providers, including but not limited to:
 - a. Stakeholder Agreement – Between Stakeholders and TECs regarding the aim of TECs and each party's responsibilities.
 - b. Exclusivity Contract – Between Stakeholders, Site owner and TECs to ensure preliminary work carried out at the expense of TECs is protected.
 - c. Roof/Space Lease– between building/site owner or long-term lessee and TECs.
 - d. Power Purchase Agreements (PPA) – Declare rates and terms.
 - e. Service Provider Contract – Between TECs and external service providers as appropriate. In particular to include operations and maintenance for the sites identified.
 - f. Shared ownership/revenue contracts - between TECs and a third party developer if this is the outcome of the technical feasibility.
2. A share offer prospectus template for TECs to use to raise capital for the sites identified by the technology assessment.
3. Options, with estimated costs, on how to launch and administer a share offer including in-house administrative systems for TECs to operate.

Project Management will include:

1. Create and maintain a project plan for the duration.
2. Monthly reports on progress as well as attending Monthly Board meeting (1st Tues of the month).
3. RCEF report on the feasibility study using the template provided.

1.6 Tender process and project timetable

A number of consultants/organisations will be asked to tender. We expect there will be several questions/clarifications and have therefore allowed sufficient time for this to take place before short listing one or more tenderers. We have also allowed time for a meeting of shortlisted tenderers in the timetable below, this will provide further opportunity to clarify any remaining points before the RCEF application is submitted.

An electronic copy of the response will be sufficient, however we do require the Tender Conditions to be signed and returned by post/e-mail as soon as possible. The latter will be seen as confirmation of your intent to respond.

The TECs Board of Directors, taking advice from its Support Forum, will make the final selection of the successful bidder. We will use a predetermined evaluation, the main criteria being summarised below.

As the final confirmation of the work is dependent on a successful RCEF application, we are not in a position to confirm the project start date at this point. However, we are reasonably confident that a positive outcome is achievable despite recent government announcements. We will of course keep the successful tenderer informed of progress at all times.

The tendering timetable will be as follows:

1.	Request for tender documents formal issue	12th October 2015
2.	Tenders returned to TECs – the tenderer will supply a compliant tender including a fixed price for the entire scope of work specified in this invitation to tender	e-mail: 30th October
3.	TECs selects short list or a successful tender, informing all those who tendered of the outcome	6th November
4.	1 hr meeting (in person or by Skype) of short listed tenderer(s) with TECs representative(s) to present their response and provide an opportunity for both parties to explore options and ask questions.	During the week starting 9th November
5.	RCEF application submitted to WRAP for consideration.	16th November
6.	RCEF decision (estimate)	~1-3 months from submission
7.	Formal project start (estimate)	~ spring 2016

1.7 Contact details

The following is a list of people, their project roles and contact details associated with this project, please contact the appropriate person direct.

Fuad Al-Tawil (TECs secretary): Overall administrative responsibility ; 01626 87 2721;
fuadaltawil@yahoo.co.uk

Noel Fowler (TECs Finance Director): Contractual/Legal responsibilities; 07411 11 5225;
noel@sueandnoel.co.uk

1.8 Tender assessment criteria

For a tender to be assessed, the tenderer must:

- complete all of the information requested in the format provided (supplementary material may also be submitted);
- have successfully delivered similar projects in the Community Renewable sector (reference required) and
- Provide evidence of Public liability insurance and Professional Indemnity Insurance.

Compliant tenders will be assessed on the basis of the information provided by the tenderer, the judgment of the TECs Board, advice from the TECs Support Forum, placing emphasis on the following criteria at the levels indicated:

- Price (value for money) - 25%
- Fitness for purpose - 25%
- Specific criteria, including understanding our requirements, ability to deliver, understanding the technology/locations we've identified, the current political/commercial context, etc. - 40%
- Presentation (of the tender response) - 10%

Tender conditions

The tenderer agrees to comply with the following tender conditions:

- 1 By signing these conditions the tenderer confirms their intent to submit a response to this ITT by the dates indicated.
- 2 The tenderer must notify in writing if any of the submitted tender information changes or if the tenderer becomes aware that information provided to TECs is inaccurate, incomplete or misleading.
- 3 The tenderer must not hold itself out as an agent of TECs or make any representations that would lead people to believe that TECs guarantees the services offered by the tenderer or their subcontractors.
- 4 If any claim is brought against TECs and the claim is caused by any act or activities of the tenderer (or their subcontractors) under or in direct connection with the deliverables/outcomes or any other act, omission, misrepresentation or negligence on the part of the tenderer (or its subcontractors), then the tenderer must indemnify TECs from and against all costs, expenses (including, but not limited to, legal and other professional fees and expenses) losses, damages and other liabilities (of whatever nature, whether contractual or otherwise) suffered or incurred by TECs,
- 5 The tenderer must gain TECs' prior written agreement to any publicity in connection with this tender.

By signing below the tenderer agrees to be bound by the Tender and confirms that the information set out in its submitted tender documentation document will be true and accurate in all respects:

.....

for and on behalf of [*insert tenderer name*]

Name:

Position:

Date:

Section 2. Information required

2.1 Tender information requirements

A. Brief Project Description	
A.1	Overall description of your approach to deliver the required services
A.2	Names and references to any subcontractors and their roles in delivering this project
A.3	Overall description of your experience and ability to deliver the various elements of the project
C. Price	
C.1	Fixed price for delivery of full project deliverables/outcomes as described in sections 1.4 and 1.5 of this document, please also itemise this as appropriate.
C.2	Budgetary price of ad-hoc prices (use examples provided)
C.3	Any additional costs not already included in C.1

2.2 Local knowledge and impact

A.	Has your company worked in or around Teignbridge before? If so, please give details.
B.	Are all subcontractors local to the area (within ~30 miles of Teignbridge)?
C.	Please advise your approach to using technology to communicate effectively with the TECs team.

2.3 Warranties & Guarantees

A.	please provide details of your warranties and any insurance cover for these.

2.4 Company Information

Organisations can also partner to compete for a bid. In this case, please provide below the details of the lead bidder and how this organisation will ensure a high standard of deliverables/outcomes is achieved with its tenderer partners/subcontractors.

a. Address Details:

Company name:			
Address:			
Town:		Postcode:	
Registered Office (if different from above):			
Phone:		Fax:	
Easy-access contact (i.e. local office, 24/7 hotline)		Website:	
Person to contact regarding this tender:			
Position:			
Direct line:		Mobile:	
E-mail:			

b. Company Details:

Legal status (e. g. Sole Trader, Partnership, Private Limited Company, Public Limited Company or other):			
Details of any outstanding claims or litigation against the Company:			
VAT registration number (if any):		Date established or registered:	
Name of Parent Company or details of Group Structure Include details of other organisations when bid is on behalf of a group of organisations:			
Number of staff (direct employment):			

c.

Technical scope

How long has your organisation been active in supporting Community Energy projects and what is its total number supported to date?	
Have you completed an RCEF or similar grant application? Please provide details.	
What is your specialist area and what are the other services you provide?	
Can you provide one or more case studies and a reference Community Energy project/group from your previous experience?	YES, documents enclosed <input type="checkbox"/> NO <input type="checkbox"/>

2.5 Check list of documents to include in the tender

Please provide the following documents in addition to your quote/completed questionnaire and the signed declaration in section 1.9:

- Contractual terms and conditions including payment terms
- Full details of warranties and insurance backed cover
- Case Study and reference contact details
- Copy of standard quote

PLEASE REMEMBER TO COMPLETE AND SIGN THE DECLARATION IN SECTION 1.9 AND POST THIS TO THE ADDRESS PROVIDED. SUBMITTED SIGNATURES MUST BE ORIGINALS.