



**INVITATION TO TENDER FOR
DEMONSTRATION ZONE PROJECT
MANAGER**

October 2015

TABLE OF CONTENTS

1.0	BACKGROUND	
1.1	Introduction	3
1.2	Demonstration Zones	3
2.	SCOPE OF CONTRACT	
2.1	Introduction	5
2.2	Scope of Work	5
2.3	Project Manager Skills and Experience	6
2.4	Location	6
2.5	Contract Schedule	6
3.0	INSTRUCTIONS TO TENDERERS	
3.1	Introduction	7
3.2	Clarifications	7
3.3	Tender Amendment	7
3.4	Withdrawal	7
3.5	Conditions for Tendering	7
3.6	Information to be Returned with Tender	8
4.0	EVALUATION	
4.1	Evaluation Criteria	8
4.2	Award of Contract	9

APPENDICES:

APPENDIX A FORM OF TENDER

1.0 PROJECT BACKGROUND

1.1 Introduction

Wave Hub Limited (WHL) is the site operator for Wave Hub, the world's largest and most technologically advanced site for testing and demonstrating arrays of wave energy devices. The company is currently owned and funded by the UK Government Department for Business, Innovation and Skills.

WHL's objectives are to:

- Drive research and innovation by enabling grid connection and testing of large scale offshore renewable energy installations.
- Ensure safe and efficient operations at our demonstration sites that meet customers' needs.
- Foster a growing offshore renewable energy industry in the regions we are active in.
- Assist Government to secure the UK's position as a global leader in offshore renewable energy.

Further information is available at www.wavehub.co.uk

1.2 Demonstration Zones

1.2.1 Introduction

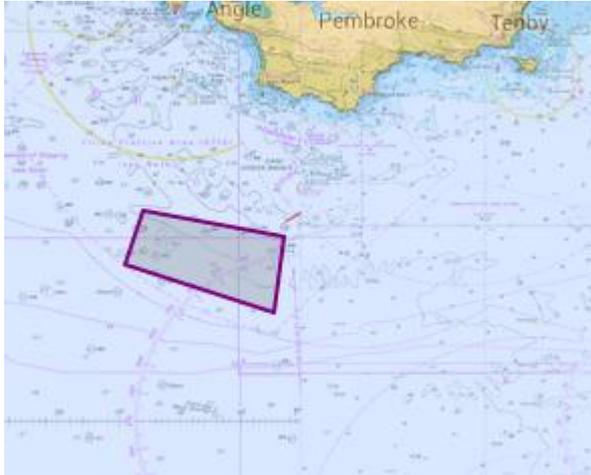
To help the industry accelerate the development of marine energy technology, in 2013 the Crown Estate identified seven seabed areas around the UK suitable for wave and tidal stream test and demonstration activities. These 'Demonstration Zones' were identified using a multi-criteria analysis informed by the Crown Estate's Marine Resources System (MaRS) and input from stakeholders which included wave and tidal stream resource, consenting issues and grid access. Each zone has the potential to support the demonstration of wave or tidal stream arrays with a generating capacity of up to 30MW for each project.

The Crown Estate invited third party organisations to tender for the Headleases for these zones and become Third Party Managers, managing access to the Demonstration Zones and, should they wish to, undertaking supporting development activities such as survey work or installation of supporting infrastructure.

WHL identified the Demonstration Zones as an opportunity to expand the business by broadening the core offer at the Wave Hub site and managing additional wave sites, all with different characteristics, as well as diversifying into offering site services for the testing and de-risking of tidal stream devices. The core capabilities and experience of the WHL operations team perfectly matched the Crown Estate's requirements for managing and developing the zones and, in July 2014, WHL was successful in being awarded the Pembrokeshire Wave Demonstration Zone and North Devon Tidal Demonstration Zone.

1.2.2 Pembrokeshire Demonstration Zone

The Pembrokeshire zone is a 90 sq km area of seabed located between 13-21kms off the south Pembrokeshire coast, as illustrated below. It has the benefit of being in close proximity to deep water port facilities and marine related support services as well as a 400kV transmission line and substation located coastally at the Pembroke Power station.

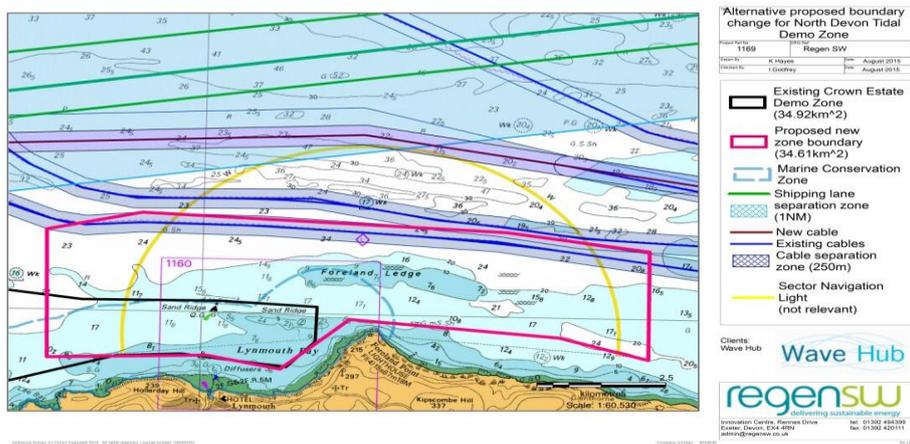


Demonstration of marine energy technology has been prioritised in the West Wales and the Valleys European Regional Development Fund (ERDF) programme and a Government backed Energy Enterprise Zone is also nearby offering a range of business development incentives.

WHL is working in partnership with Pembroke Port, Pembrokeshire County Council and Marine Energy Pembrokeshire to develop the zone.

1.2.3 North Devon Demonstration Zone

The North Devon zone is a 35 sq km area of seabed currently located between 3.5-10 kms off the coast of Lynmouth in the Bristol Channel between Foreland Point and Hangman Point. The location of this zone may change in the next couple of months following a consultation exercise on moving the zone to the east to capture the higher tidal resource near Foreland Ledge. Both the existing and proposed zones are illustrated below.



Heart of the South West Local Enterprise Partnership has prioritised marine renewable energy for EU Structural Funds and the zone also benefits from being with the South West Marine Energy Park. WHL is working in partnership with North Devon Council, Devon County Council and Exmoor National Park Authority to develop the zone.

2. SCOPE OF CONTRACT

2.1 Introduction

WHL has appropriate arrangements in place to manage access to the Demonstration Zones. However, it does not have sufficient capacity to undertake any development activities for both Pembrokeshire and North Devon Demonstration Zones. It is therefore seeking to appoint a Project Manager to enable the necessary feasibility, design and consents work to get underway; to secure funding for this activity; and to manage stakeholder engagement.

2.2 Scope of Work

The scope of work for the Demonstration Zone Project Manager is set out below.

2.2.1 Pembrokeshire Demonstration Zone

The West Wales and the Valleys European Regional Development Fund has prioritised development of Wales's two zones – Anglesey tidal zone and Pembrokeshire wave zone. WHL's initial application for funding was approved and a business plan has recently been invited. The first phase of work we envisage commissioning is:

- Technical Feasibility Study – consultation with developers, initial design & technical specification, grid access and general impact assessment.
- Legal Study – consenting and permitting considerations including scoping.
- Business Case – the market, case for the project, delivery vehicle options, funding strategy and wider economic impact study.

If the findings from this phase of work are positive we envisage phase 2 will comprise detailed design and consents, securing a grid connection and preparing a delivery vehicle business plan.

Initially, WHL is looking to appoint a Project Manager to be responsible for the following specific services:

- i. Developing further the scope of work for phase 1.
- ii. Providing technical input to the Pembrokeshire Demonstration Zone Business Plan for the Welsh European Funding Office.
- iii. Preparing tender documents for the work packages included within phase 1.
- iv. Managing the procurement of suitably qualified and experienced contractors.
- v. Preparing and implementing a stakeholder engagement plan.
- vi. Representing WHL at local meetings.

We envisage this activity will take place over a period of 4-6 months.

2.2.2 North Devon Demonstration Zone

The next steps for taking forward the North Devon Demonstration Zone will be more limited than for Pembrokeshire as there is less funding currently available. The initial focus is therefore on delivering phase 1 - Technical Feasibility Study, Legal Study and Business Case. We envisage the scope of these work packages may also have to reduce to reflect the funding that could be made available.

The Project Manager will assist WHL to identify and implement an effective strategy for taking forward the North Devon Demonstration Zone and in particular they will be responsible for the following specific services:

- i. Preparing an affordable scope of work that enables the key elements of phase 1 to be delivered.
- ii. Providing technical input to any funding applications.
- iii. Preparing a stakeholder engagement plan.

We envisage this activity will take place over a shorter period of 3-4 months.

2.3 Project Manager Skills and Experience

WHL is looking to appoint a successful Project Manager with strong skills and experience in the following areas:

- Offshore energy sector;
- Planning and consenting, particularly of marine renewable energy sites;
- Project funding, in particular European funding applications;
- Project management;
- Procurement, including preparing and assessing tenders;
- Stakeholder engagement, including with the public and private sectors and both national and local organisations; and
- Preparing and delivering presentations to a range of different audiences.

2.4 Location

The Project Manager will need to be based either in, or within a reasonable daily commuting distance from, South Pembrokeshire. WHL may be interested in utilising a third party's premises at the start of the contract but is also exploring options for its own permanent office.

2.5 Contract Schedule

The contract will commence on 1 December 2015 or as soon thereafter as possible and will run for up to six months until 31 May 2016. Please note these dates are subject to confirmation and may change.

The timetable for the procurement process is as follows:

Invitation to tender issued	29 October
Tenders returned to Wave Hub Limited	16 November

Interview	w/c 23 November
Appointment decision	by 27 November
Contract start date	1 December

3.0 INSTRUCTIONS TO TENDERERS

3.1 Introduction

Failure to comply with any of these instructions may lead to tenders being rejected.

3.2 Clarifications

If there is any query regarding the meaning of the Tender Document the Tenderer shall set out such queries in writing for clarification and address them to Claire Gibson, Wave Hub Limited, John Harvey House, 24 Foundry Square, Hayle, Cornwall TR27 4HH. Requests for clarification shall be submitted in writing, in sufficient time to allow a response and at least two working days before the final date for submission of Tenders. Any emails should be sent to claire.gibson@wavehub.co.uk

3.3 Tender Amendment

During the tender period WHL may issue Tender Amendments to clarify, modify or add to the Tender Document. A copy of each Tender Amendment will be issued to every Tenderer and shall become part of the Tender Document. No addition or alteration shall be made to the Tender Document unless it is the subject of a Tender Amendment.

3.4 Withdrawal

If a Tenderer decides that they are unable to submit a Tender they shall immediately notify WHL. The Tenderer shall then return the Tender Document to WHL, including any copies. The Tenderer shall state in writing the reasons for withdrawal.

3.5 Conditions for Tendering

WHL does not bind itself to accept the lowest or any Tender, nor shall WHL be liable for any expenses incurred by the Tenderer in preparation of the Tender. Tender qualifications are to be avoided by prior clarification of requirements or interpretation with WHL. A qualified Tender may be rejected.

3.6 Information to be returned with Tender

The following information is to be returned in the order specified in a single hard copy along with one electronic copy on CD or by email:

- Completed Form of Tender.
- Background information about the tenderer.
- Details about the proposed Project Manager including an up to date CV and evidence of how their skills and experience meet the requirements of this appointment.
- Outline of the intended approach to delivering the scope of work and satisfying the requirements of this appointment.
- Confirmation the Project Manager is available from the estimated start date of this appointment.
- Information on any potential conflicts of interest.
- Details of your professional indemnity insurance cover.

Tenders should be returned to Wave Hub Limited, John Harvey House, 24 Foundry Square, Hayle, Cornwall TR27 4HH quoting Tender Number TEN/15/008 by **noon on Monday 16 November 2015**. Tenders should not bear any identification of the sender and should be marked 'Tender – Do Not Open'. Tenders received after the time stated for return will not be considered.

4.0 EVALUATION

4.1 Evaluation Criteria

Submissions will be assessed based upon the most economically advantageous tender. There will be a quality/price split of 60/40. The following assessment criteria will be applied to the submissions:

Quality – 60 points

- | | |
|---|----|
| • Project Manager's skills and experience | 40 |
| • Proposed approach to the scope of work | 20 |

Price – 40 points

- | | |
|----------------------------|----|
| • Commercial Offer (Price) | 40 |
|----------------------------|----|

This will be based on the Tendered Weekly Rate from the Form of Tender. The number of points will be awarded such that the lowest Tenderer for the project receives 40 points, others will receive points based on their percentage above the lowest tender.

From this assessment a shortlist will be established and interviews will be held with a shortlist of tenderers during the week commencing 23 November. Tenderers will be expected to present their organisation, experience, and approach to this commission.

4.2 Award of Contract

If and when it is decided to award a contract, a written notification will be sent to each of the Tenderers advising of our decision.

The provider will be responsible to WHL's Managing Director and work closely with WHL's Commercial Director.

APPENDIX A: FORM OF TENDER



WAVE HUB LIMITED

FORM OF TENDER FOR DEMONSTRATION ZONE PROJECT MANAGER

TO: Wave Hub Limited
John Harvey House
24 Foundry Square
Hayle
Cornwall
TR27 4HH

TENDER RETURN DATE: 12pm, 16th NOVEMBER 2015

Sir,

I/We having inspected this Tender Document, relating to the above project and hereby offer to deliver the services as set out in the Tender Documents to your entire satisfaction.

Hourly Rate	
Day Rate	
Weekly Rate	

The above rates should exclude VAT and also all expenses to deliver the Services, which should be charged at cost.

I/We understand that you do not bind yourselves to accept the lowest of any tender. I/We undertake to enter into a formal agreement as set out in this tender document.

In the event that additional services are required by the Client, these will be instructed in writing before that work commences.

Dated thisday of

Signature

Capacity in which signed

Full Name of Company

Address (for correspondence)

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Telephone No: Fax No: