Henley-on-Thames
Town Council

Invitation to tender for renewable energy feasibility study
Henley Town Council

This is a brief for a consultant to undertake an investigation into the feasibility of successfully developing power and heating renewable energy solutions for a number of Council-owned properties with the inclusion of energy efficiency recommendations.

The objective is to reduce the usage of energy from the grid for six Council-owned sites, replacing it with self-generated renewable energy and generating income for the community.

The tender submissions will be used to inform an application to the Rural Community Energy Fund for a Stage 1 feasibility grant of up to £40,000. The consultancy work will be conditional on a successful application.

About Henley Town Council

Henley-on-Thames is a community located in South Oxfordshire surrounded by a Chiltern landscape of wooded hills and green fields and the River Thames, and is made famous for hosting the Henley Royal Regatta which has been running for over 175 years.

Henley Town Council declared a climate emergency in January 2020 joining countries, communities and organisations all under increasing pressure to reduce their impact on the natural environment. Henley Town Council wants to demonstrate environmental stewardship and ensure that their operations are sustainable and can be enjoyed by future generations.

The Town Council have identified an opportunity to explore renewable energy systems in the town, to benefit the community. The opportunity includes six Council-owned assets including, the Town Hall, King's Arms Barn, the Old Fire Station Gallery, Brunner Hall, Jubilee Park floodlighting and Leichlingen Pavilion at Mill Meadows. All of which are Council-run and utilised by the community.

The Town Council would like to explore the possibility for renewable energy supplies combined with energy efficiency solutions at the points described, in order to supply power and heat to the community buildings and sports facility, generating income for the Town Council on behalf of the local Community.

The preferred generation technology options to explore include solar photovoltaic, air source heat pumps, ground source heat pumps, solar thermal and biomass. The preferred energy efficiency solutions include insulation, draft exclusion, pipework insulation, heat emitter upgrades and energy management.

Reducing the running costs of the sites, as well as generating carbon free revenue will benefit the community through freeing up Town Council budget for upgrades to the Community owned facilities and improving the comfort of site users. Switching to renewable energy will reduce the demand on the electricity grid locally and enable the council to decarbonise and move away from fossil fuel heating sources.

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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 Greater South East Energy Hub, 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 and energy efficiency opportunities at the six identified sites: The Town Hall, King's Arms Barn, the Old Fire Station Gallery, Brunner Hall, Jubilee Park floodlighting and Henley Pavilion, Mill Meadows.

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 Greater South East Energy Hub 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.

The tendered works must include:

- A renewable energy and energy efficiency technology appraisal for the six Council-owned assets
- Site visits, including energy audits, and a schedule of proposed meetings and reporting schedule
- Community engagement work that includes consultations with the residents/site users and shows their levels of buy-in for the project and potential community shareholding
- A financial analysis for the recommended technologies and the cost breakdown for each one
- The recommended governance model for the proposed solution, and an appraisal of the governance models considered
- Risk register and the tenderer's approach to project management
- An implementation roadmap for the next phases of projects development
- A final report with a clear recommendation

Please note that Henley Town Council do not guarantee to issue any work and no guarantee can, or will be, given by Henley Town 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 Henley Town Council.

Project brief
Henley Town Council wish to appoint a suitably qualified consultant to deliver a feasibility study compliant with RCEF's Stage 1 feasibility approach for renewable technologies. The checklist for these reports is included below.

We wish to explore the potential for energy generation (power and heat) and energy efficiency for the six Council owned assets, and have identified solar photovoltaic, air source heat pumps, ground source heat pumps, solar thermal, biomass, insulation, draft exclusion, pipework insulation, heat emitter upgrades and energy management as potential options. Although, the scope should not be limited to these solutions and may include other opportunities. We are commissioning this feasibility study to determine which technologies would be most suitable for the sites in scope.

This study should include:
1. Executive Summary for non-technical audience
2. Community Engagement Activities
3. Community Benefit analysis
4. Technology Assessment
5. Financial Assessment
6. Planning & Permitting Assessment
7. Site analysis
8. Operation and Governance
9. Project plan & next steps 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 energy generation and efficiency at the sites in scope. This technical assessment should therefore include:
    - current energy usage patterns of the buildings in scope
    - spatial analysis of the proposed host sites, identifying locations for any new generation equipment, and any access issues [this will require site visit(s)]
    - energy efficiency audits to identify energy saving opportunities [this will require site visit(s)]
    - 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 systems and engagement with the Local Planning Authority to assess likelihood of securing planning permission
    - any constraints – physical, technical or logistical

    - environmental permitting requirements
- work with Henley Town 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

2. 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

3. Community benefit assessment:
    - the tenderer should work with Henley Town 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 upgrades to community-owned facilities
    - 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

4. Funding routes and governance models:
    - identify the most suitable funding sources for this project for Henley Town 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 Henley Town 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 Henley Town Council).

5. Implementation roadmap:
    - for any proposed system, identify the next steps to implementation for Henley Town 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

6. Communications:
    - The appointed consultant will be responsible for agreeing all third-party communications with Henley Town 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.

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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 Henley Town 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

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Company information

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

Data protection
It is expected that the winning bidder will operate under standard GDPR regulations.

Conflict of Interest
The Tenderer should indicate how any conflicts of interest which might arise if selected to undertake this work would be identified and if such a conflict were to arise how this conflict would be addressed.

Terms and Conditions
The works described in this invitation to tender are what is currently envisaged to be required, but the Client reserves the right to vary these requirements, by mutual agreement with the successful tenderer.

The Client also reserves the right to terminate the contract, subject to full payment of work which has been satisfactorily completed.

Submissions should be open for acceptance for up to 90 days.

The Client is under no obligation to accept the lowest or any tender submission.

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Budget
The total budget for this work should not exceed £40,000 (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

Tender issued	18 January 2021
Response deadline	29 January 2021
Tender evaluation	1-3 February 2021
Preferred supplier identified	3 February 2021
Stage 1 application to RCEF	5 February 2021
Provisional start date (subject to award of grant)	May 2020

Tender responses should be addressed to Sheridan Jacklin-Edward on behalf of the Town Council, by email, to be received no later than Friday 29th January at 5pm.

Tenders should be submitted as a single pdf email attachment to:

Name: Sheridan Jacklin-Edward
Email: clerk@henleytowncouncil.gov.uk