



HELSTON TOWN COUNCIL



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THE GUILDHALL • HELSTON • CORNWALL • TR13 8ST

Invitation to Tender for Professional Services

An Invitation to Tender for services to provide technical assessment and a business plan for a single site solar PV land array in a local parish, as part of a wider community energy project planned for the Helston and Lizard area.

17 May 2021

Please send tender returns to: -

Town Clerk

Helston Town Council

The Guildhall

Helston

Cornwall TR13 8ST

Please send completed tender documents (paper copy and memory stick) in a sealed envelope marked 'Rural Community Energy Fund tender' to be received by

12.00 noon on Monday 7 June 2021.

Please contact Martin Searle, Projects Officer, Helston Town Council if you require any further information. E: regeneration@helston-tc.gov.uk T: 07707 547313

1 Background

Helston Town Council (HTC) has recently declared a Climate Emergency and has facilitated the formation of the Helston Climate Action Group (HCAG) to work on solutions to the climate emissions from our local area.

A key element of the aims in the Helston Climate Action Plan (see below) is to reduce the carbon footprint of local communities by increasing renewable energy generation locally and to use the surplus funds from local ownership of energy generation for the benefit of the local community.

We used Cornwall New Energy funding via Helston Downsland Trust, to help benchmark Helston's current carbon energy footprint and explore what local renewable energy options exist. Whilst this report shows what can be done within the Town boundaries, it also clearly indicates that the best option to reach carbon neutrality is to work closely with neighbouring parishes to develop our local resources. Helston is the only town and the local centre for communities on the Lizard, as recognised by Cornwall Council in the Helston and South Kerrier Community Network Area.

Following on from the benchmarking study we developed the Helston Climate Action Plan¹ which includes: -

- Aiming to reach Carbon Neutral by 2030
- Restoring local nature
- Promoting local resilience
- Supporting local food production
- Developing local renewable projects such as wind, PV and coppice wood
- Promoting local community energy projects

Given the major grid constraints in this area of Cornwall we have concluded that the most effective ways to develop the Action Plan and move towards carbon neutrality include working within these local grid constraints. As the Town Council we are keen to assist the local ownership of renewable energy installations to enable higher local benefits to flow to our communities.

HTC intends to apply for grant funding under Stage 1 of the Rural Community Energy Fund (RCEF) which requires an applicant to obtain at least three quotations for professional services

¹ <http://www.helston-tc.gov.uk/VirDir/CoreContents/News/Display.aspx?id=23718>

to investigate the feasibility of a community energy project and it is in this respect that you are being invited to bid for the work as set out in Section 3.

The RCEF Project Team, which includes representatives of HTC and HCAG, has provided a checklist of areas which require detailed and professional investigation during the study and production of a final feasibility report, full details are provided in the Appendix. The areas relevant to this ITT are listed below.

2 *Area of Study: Helston and its rural hinterland*

HTC has worked with assistance from the South West Energy Hub on a Scoping Study which explored options for local PV arrays large enough to be helpful in meeting the aims of the Action Plan. We have identified and gained initial landowner interest for a site within the local area and wish to progress this site in this Phase 1 study. The proposed site is in the 4-5 MW range.

Full details of the proposed site will be provided to the winning bidder.

3 *Outline of tender tasks*

The following sections must all be considered as part of the feasibility study's required output; therefore, HTC would like to know how you propose to deliver against each of the four following sections in turn. HTC understands that you may wish to enlist the assistance of associate specialists to provide expert knowledge in or around specific areas of the requirements as part of a consortium. If this is the case, then the costs incurred for each element of specific advice or delivery must be listed in the cost breakdown. In any case we require separate cost statements for the four sections noted below.

If you choose not to bid for delivery of any of the sections listed, then you must state this categorically in your bid.

We are requesting bids in the following topics: -

- Landowner lease agreement
- Planning
- Business plan development
- Grid connection

3.1 Site landowner agreement

The landowner has already signed an Exclusivity Licence. The landowner lease agreement will be negotiated by HTC in this phase of the project development in liaison with the winning bidder's team.

3.2 Solar PV site technology and planning assessment

Given the grid constraints in this area of Cornwall, the technical assessment has to include working with grid consultancy and potentially battery assessment for determining the best option for the envisaged scale of installed PV on the selected site relative to technical & planning issues and financial viability.

Planning issues:

Landscape design

Land use

Hedging and visibility

Access and technical requirements

Landscape designations and local planning guidelines

Consultations with the Local Planning Authority on the preparation of and submission of a Screening Opinion Request.

Technical issues:

Grid connection

Site design in relation to landform, utilities, grid connection location and potential storage requirements

Technical assessment of equipment suitable for this location – panels, inverters, grid connection shelter/building, acoustic muffling.

3.3 Business plan

We require the delivery of an initial cost analysis exercise for the project to include a detailed analysis on capital and operating expenditure, including professional fees; design fees; equipment procurement; construction costs; installation costs, auxiliary equipment purchase and installation; grid connection fees; engineering overheads, commissioning costs and running costs.

In addition, a breakdown of expected income streams is required: generation income from the sale of electricity to licensed electricity suppliers, and potential costs and income from

any proposed battery investment. These income streams should be subjected to future stress modelling to take into account of the effect of electricity price changes with an indicator of the sensitivity of the business case to fluctuating electricity prices and values.

The third element of the business plan is proposals on suitable corporate governance structures to include appropriate models ensuring at least 51% community ownership and potential for high community benefits to accrue from the income streams, alongside suitable methods of raising the required capital and operating finance. This analysis should include an appraisal of differing debt options, asset ownership, and a community share issue,

It should be assumed that project equipment is installed from late 2023 onwards.

3.4 Grid connection

The following sections must all be considered as part of the grid study's connection process. Therefore, we would like to know how you propose to deliver against each of the following sections in turn.

- 1 Prepare a grid connection application in discussion with Western Power Distribution, building on the initial work of the Scoping Study which indicates that the chosen site has good access to a suitable grid connection at the expected scale.
- 2 Determine methods needed to overcome any local grid constraints, if identified, for the site.
- 3 Prepare grid connection budget and potential timing of availability of such a connection.

4 Budget

Please provide a time and cost breakdown for each section of anticipated work as follows:

- 3.1 Landowner lease agreement
- 3.2 Solar site planning assessment
- 3.3 Business plan
- 3.4 Grid connection agreement preparation

5 Bid requirements and tender evaluation

5.1 Bid Requirements

Please submit CVs of all personnel to be assigned to the project listing relevant experience in the specific areas. Proof of Professional Indemnity Insurance must be provided to the value of at least £1million.

Please submit your bids to the return address by **12.00 noon on Monday 7 June 2021**

As this is part of an RCEF application there is no guarantee that any contract will be awarded unless and until a positive grant decision has been received in writing.

5.2 Tender evaluation

Tenders will be assessed against the following evaluation matrix.

Topic	overall weighting	category	category weighting	element	element weighting
Price	20%		20%		20%
Quality	80%	technical	20%	capability	10%
				resources	10%
		service delivery	5%	flexibility & communications	5%
		quality	10%	customer care/quality of service	10%
		environment	25%	low carbon delivery	20%
				environmental targets	5%
		social value	20%	awareness of local issues	10%
				social enterprise capability	10%
Totals			100%		100%

HTC, working in partnership with HCAG is committed to moving the local area to low carbon working as quickly as possible and we see this project as an important part of how we move in that direction. This project aligns with the principles and vision of the Helston Climate Action Plan.

Appendices

Appendix i RCEF requirements for report of feasibility study

1. Executive Summary
2. Community Engagement
3. Community Benefits
4. Technology
5. Financial Projections
6. Planning & Permitting
7. Site
8. Operation and Governance
9. Scheduling
10. Conclusions

for more details, please see the RCEF Guidance Notes.