



The Village Hall with Endless Possibilities

Curdridge Reading Room Invitation to tender for renewable energy feasibility study

About Curdridge Reading Room

Curdridge is a community of around 1,500 residents in South Hampshire. The Reading Room is effectively the community hall, and sits at the heart of this idyllic village. It runs for the benefit of all the inhabitants of Curdridge and neighbouring villages. By providing a facility for recreation, sport, religion and learning activities, Curdridge Reading Room truly lives up to its motto as “the village hall with endless possibilities”.

However, the existing facility is no longer fit-for-purpose and we plan to construct a new building on an adjacent plot, funded by the sale of the current building. We would like to explore the feasibility of on-site renewable energy systems to make the facility as sustainable as possible. With plans to sell part of the existing site to a housing developer, there is also potential for connecting new homes via a local energy network. This feasibility study has therefore been commissioned to assess the scope for renewable energy at Curdridge Reading Room.

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 Waste and Resources Action Programme (WRAP), 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 on key community facilities – new building and proposed housing – 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 WRAP, 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 Curdridge Reading Room to investigate renewable energy systems for the proposed works. 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. Currently the Reading Room facilities are used by various members of the community and host monthly meetings for charities and similar groups. Improving our facilities for these groups will strengthen community ties and ensure the viability of these groups.



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Please note that Curdrige Reading Room do not guarantee to issue any work and no guarantee can, or will be, given by Curdrige Reading Room 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 Curdrige Reading Room.

Project brief

Curdrige Reading Room wish to appoint a suitably qualified consultant to deliver a feasibility study compliant with RCEF's Stage 1 feasibility approach (<http://www.wrap.org.uk/sites/files/wrap/Stage%201%20Feasibility%20Report%20Structure%20v16.1.pdf>) for renewable technologies at the new building and a potential energy network.

We wish to explore the potential for building-integrated renewable systems and have identified solar PV, solar thermal and heat pumps (ground or air) as potential. The capacity will depend on the specification of the new community centre and the new houses, approximately 10 dwellings are proposed. These systems would be sized to meet the energy demand of these facilities (accounting for any anticipated uplift for future use changes); the exact sizing will be determined during the study. Initial estimates suggest that 120kWp of roof mounted solar PV, 350kWth of solar thermal and over 100kW of ground source heat pumps could be possible at the site.

The planned housing development has stimulated plans for a local energy network to connect the new homes. This has been echoed by developers of the scheme and is considered a viable opportunity for the project.

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 the respective buildings (new community centre and new dwellings) and any further identified networked buildings. Priority generation technologies for review are solar PV/thermal and heat pumps for the new building, and solar PV/thermal and a heat network for the housing development. This technical assessment should therefore include:
 - 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. Scout Hut, cricket club, and new build homes additional to the redevelopment of the Reading Room)
 - 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
 - any constraints – physical, technical or logistical
- work with Curdrige Reading Room 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.
 - N.B. Early estimates suggest a potential capacity of 120kWp (roof mounted solar PV), 350kWh (solar thermal) and over 100kW (ground source heat pumps). The appointed consultant will need to confirm the available capacity, and the optimal size for the facilities in scope.
- calculate the environmental benefit of any proposed technology



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- 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 Curdridge Reading Room 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
- 4) Funding routes and governance models:

- identify the most suitable funding sources for this project for Curdridge Reading Room, and outline what would be involved in accessing these funds
- quantify the relative benefits of any funding route, for example grants vs. financial incentives, and propose a recommendation to Curdridge Reading Room
- 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 Curdridge Reading Room)

5) Implementation roadmap:

- for any proposed system, identify the next steps to implementation for Curdridge Reading Room, e.g. fundraising activities, supplier engagement, further community engagement, etc
- develop an implementation timeline for the proposed project
- identify any risks associated with implementing this scheme

6) Communications:

- The appointed consultant will be responsible for agreeing all third-party communications with Curdridge Reading Room, for example with local residents, the sports club committees, 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.

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 Curdridge Reading Room'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 £16,600 (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	w/c 7 th May 2018
Response deadline	Friday 18 th May 12pm
Tender evaluation	w/c 21 st May
Preferred supplier identified	By 1 st June
Stage 1 application to RCEF	w/c 11 th June
Provisional start date (subject to award of grant)	September 2018

Tender responses should be submitted electronically by Friday 18th May at 12pm to treasurer@curdridgereadingroom.co.uk and marked "Curdrige Reading Room renewable energy feasibility study proposal".