



Staplehurst Cricket & Tennis Club

Feasibility Report for Community Energy Project

Invitation to Tender

Introduction to project

This ITT is for work carried out under stage 1 of the Rural Community Energy Fund (RCEF). Our application has been reviewed by WRAP and is awaiting the selection of a suitable tenderer and full grant application. The focus for services will be to evaluate the feasibility of renewable energy opportunities at key sites in the community 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 a renewable energy facilities.

Please note that Staplehurst Cricket and Tennis Club does not guarantee to issue any work and no guarantee can, or will be, given by 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 the Club.

Project background

Staplehurst Cricket and Tennis Club (SC&TC) (TN12 0DH) is located in the civil parish of Staplehurst within Maidstone Borough Council. It is a rural community with a population of around 6,000. SC&TC is a key focal point for the community. It is the largest community organisation in Staplehurst and the most extensively used event facility in the village. More than 50% of its members are under 18 and the club provides a huge amount of sports coaching for young people, as well as adults. It also has strong links with the local school.

SC&TC is undergoing a significant period of development and has recently acquired planning permission to build two residential properties on its site. The sale of this land will fund the redevelopment of the clubhouse and ensure the club's longer term stability. We will shortly be seeking planning permission for clubhouse redevelopment and will be incorporating our renewable energy objectives into the planning application.

We would like to explore options for developing renewable energy technologies on our site to provide lower energy bills and improve our sustainability. To this end we are seeking funding to

develop a solar PV system on the clubhouse and a ground source heating system. Our aim is to develop a Power Purchase Agreement (PPA) with the housing developer from the resulting renewable energy (both electricity and heat) which will generate an income stream for the club. Under the conditions of the planning application the developer will need to source 25% of the housing's energy needs from renewable sources so we are confident that an arrangement would be reached. It is keen to work with the Cricket and Tennis Club in the provision of renewable energy for the houses.

With a view to obtaining RCEF funding of a report, SC&TC invites tenders for the preparation of a Feasibility Report on the viability and benefits of a Community Energy Project based on the scope outlined below.

Project brief

SC&TC wishes to appoint a suitably qualified consultant to deliver a feasibility study compliant with RCEF's Stage 1 feasibility approach¹ for the development of renewable technologies for the clubhouse. Please note that the clubhouse has yet to be redeveloped therefore the consultant will need to work as closely as possible with SC&TC's architects and other technical consultants to ensure a coordinated approach and that due consideration is given to the any pre-existing development plans.

The study should include an appraisal of both solar PV and ground source heating and 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

The consultant will work closely with SC&TC to:

- Assess the anticipated energy demand of the new clubhouse
- For both technology options (solar PV and ground source heating), evaluate options for potential system including (where applicable):
 - Orientation and shading analysis
 - Access checks
 - Assess area for potential for ground source heating and most suitable system

¹ <http://www.wrap.org.uk/sites/files/wrap/Stage%201%20Feasibility%20Report%20Structure%20v16.1.pdf>

- Appraisal of private wire and heat export potential
- Initial local grid condition review and grid connection enquiry with the Distribution Network Operator should a private wire option prove unfeasible
- Limitations and constraints of chosen technologies
- Confirm potential capacity of both technologies. We envisage that a solar PV system of 25 – 30kW is possible – this should be confirmed. The capacity of the GSHP will be determined by the energy demand profile and the potential to connect neighbouring buildings.
- If ground source heating is deemed to be unsuitable, investigate alternative options for renewable heat, for example biomass fuelled systems.
- Calculate the environmental benefit of the proposed technologies.
- Produce a roadmap to implementation including a risk review and anticipated scheduling.

2) Financial appraisal

The consultant will:

- Assess the capital costs and lifetime operational costs of each 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.
- Identify the most suitable funding sources for this project for SC&TC (including grant funding and community share offers) and specify the procedures and timescales involved.

3) Management and planning

The consultant will:

- Undertake a logistics scoping exercise, including timescales for significant building works if required and how any project will coincide with planned housing development and clubhouse redevelopment.
- Assess whether these installations will require any additional planning permission or permits.
- Work closely with SC&TC to ensure that the clubhouse redevelopment incorporates these proposed technologies.
- Assess whether this project will meet the requirements of the planning permission for the new housing development, which requires 25% of its energy to be generated through renewable sources.

4) Operation and governance

The consultant will work closely with SC&TC to:

- Assess the capacity of SC&TC to see whether it is an appropriate entity to manage and deliver this project.
- Identify the key people within the organisation who will be responsible for managing the delivery of the project, raising finance and overseeing the ongoing delivery of the installation.
- Ensure that there are succession plans in place within SC&TC to ensure that the project is properly managed over its lifetime.

5) **Community engagement and benefit assessment**

The consultant will:

- Work closely with SC&TC to identify tangible community benefits arising from this project, and the scale and longevity of these benefits.
- Outline a proposal for how best to engage the wider community in the project's development.

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 SC&TC'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 (if applicable)
- Contact details of lead
- Website
- Confirmation of required level professional indemnity insurance - £1million

Budget

The total budget for this work should not exceed £14,000. Tenderers should quote a fixed price fee for the scope of work proposed, including any assumptions therein, and any added value you would bring to the project.

Tender process and project timetable

As the final confirmation of the work is dependent on a successful RCEF application, we are not able to confirm the project start date at this point. However, we are confident of a positive outcome and we will keep the successful tenderer informed of progress at all times.

The tendering timetable is as follows:

ITT formal issue	22/01/18
Deadline for tender submission	02/02/18
Tender outcome communicated to all tenderers	09/02/18
Stage 1 application submitted to WRAP for consideration	16/02/18
RECF decision (estimate)	30/03/18
Formal project start (estimate)	Mid April 18

Tender responses should be submitted electronically by **02/02/18** to john.swannick@staplehurstcricket.co.uk, and marked "SC&CT renewable feasibility study proposal".