



CRANLEIGH PARISH COUNCIL

Invitation to Tender (ITT) Rural Community Energy Fund (RCEF) 08 November 2021

1. Request for Tender

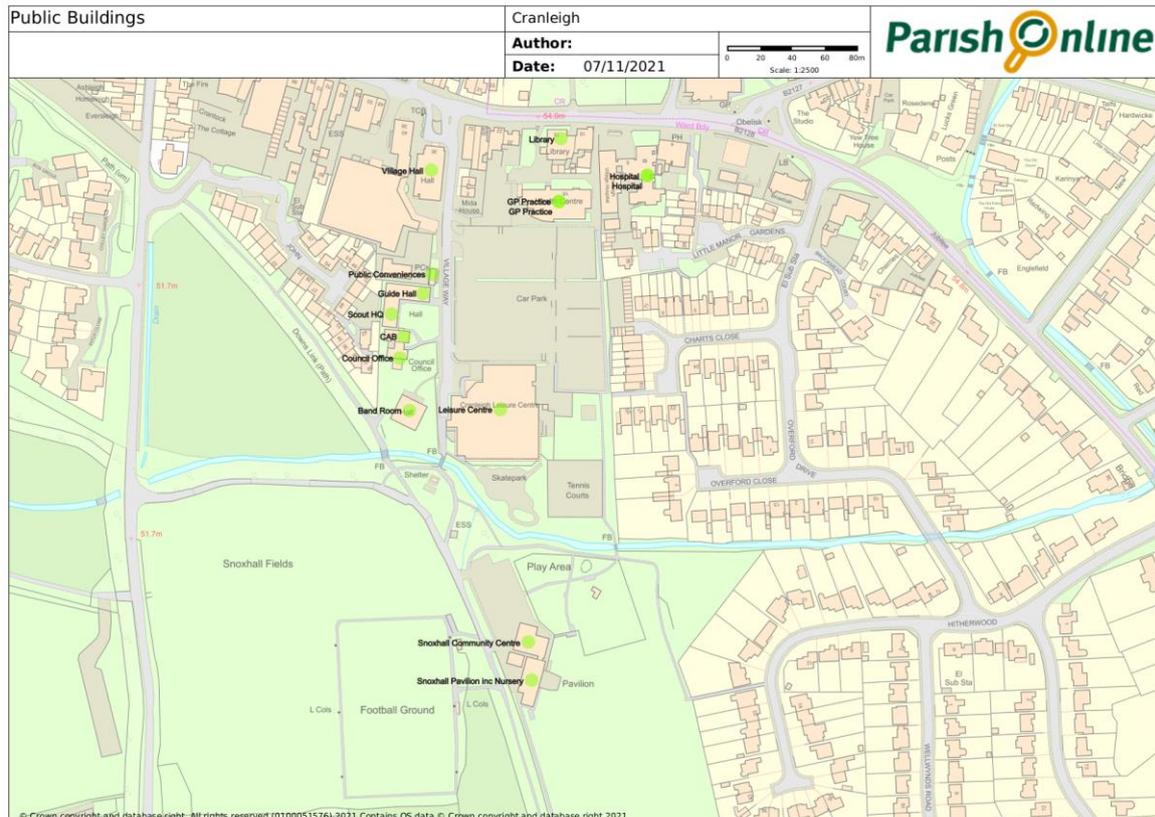
- Cranleigh Parish Council is the grass roots local authority serving the parish of Cranleigh and substantial landowner within close proximity to public buildings.
- The Parish Council is issuing a tender for a feasibility study which would enable the community of Cranleigh to investigate locally owned renewable energy to support public buildings and help to meet the government's targets for renewable energy and carbon reduction.
- The Parish Council submitted an application for the Stage 1 Rural Community Energy Fund to the Greater South East Energy Hub on 05 November 2021. The outcome of the grant application is expected in 8 – 12 weeks.
- This Tender is issued in accordance with the Parish Council's Financial Regulations and the open procurement procedure of the 2014 EU Public Procurement Directive.
- The closing date for submissions for this tender is **5.00pm on Monday 13 December 2021**.

2. Scope of works

- The report should include, as a minimum, the following sections and comply with the RCEF Feasibility Study Structure:
 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

<https://www.energyhub.org.uk/wp-content/uploads/2019/09/4.-RCEF-Feasibility-Study-Structure-FINAL-V0.1.pdf>

- Public Buildings in close proximity to the High Street that could benefit from this scheme include the Leisure Centre, Library, Council Offices, CAB, Scouts and Guides, Band Room, Public Conveniences. NHS properties and other public buildings.



- Following a successful Stage 1 RCEF study there may be the potential to undertake a more detailed Stage 2 business development grant of up to £100,000.

<https://www.energyhub.org.uk/wp-content/uploads/2021/03/5.-Stage-2-RCEF-Guidance-Notes-FINAL-V0.4.pdf>

4. The Consultant

The consultant should be suitability experienced and qualified. The tender submission should contain details of:

- Company experience:** evidence of previous work delivered in a similar field.
- Individuals working on the project:** A demonstrable track record of experience and/or qualifications in the relevant field is required. This may be demonstrated by their professional accreditation, CV, case studies, testimonials etc.
- Financial modelling experience:** Assurance that you have the appropriate financial experience to put together the required financial plans required for the project.
- Professional Indemnity:** Professional indemnity insurance of over £5m to cover the investment of time and money we will be making based on their advice.
- Public / Employers liability insurance:** Details of the level of insurance carried are required. Public liability insurance should be a minimum of £10m.

5. **Work Plan and Method Statement**

- A work plan and method statement may be provided as part of the tender submission describing how the consultant will structure and undertake the deliverables set out in the scope of works.
- The method statement may include a statement on how the consultant will propose to manage health and safety and the community in undertaking this consultancy, with particular reference to Covid-19 precautions.

6. **Price**

You should:

- Provide detailed costing for all activities in the scope of works. Project costing should be clearly broken down by project tasks. The proposal should include the cost of attending any meetings to commence / present the conclusions from the work.
- Propose an invoice structure and payment terms for the project.
- The tender is to be regarded as fixed price for the scope of works detailed in the submitted work plan. However, in case the scope changes, a day rate for those individuals delivering the tender should be included in the proposal.
- The price should be valid for 90 days awaiting outcome of the stage 1 grant application.

7. **Management of the work**

- You should include details of how contact will be made with the Parish Council during the works. For example, brief progress reports would be made weekly by email and that meetings (in person or zoom) will be made when needed.
- The Parish Council's lead contact is the Parish Clerk Beverley Bell Email: clerk@cranleigh-pc.gov.uk Telephone: 01483 272311

8. **Data protection**

- It is expected that the winning bidder will operate under standard Data Protection regulations.

9. **Conflict of Interest**

- You 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.

10. Tender Assessment

Tenders will be assessed by considering the following and awarding points on a weighted basis.

1. Project Team - Company	
Criterion	Weighting
Relevant company and project team experience as set out in the consultant (section 4) of this ITT.	20%
2. Method statement	
Criterion	Weighting
Quality of approach to achieving the scope of works and work plan set out in sections 2 & 5. This will be assessed in terms of: <ul style="list-style-type: none">• The quality of the information supplied in response• The clarity of the description for achieving each deliverable• Description of the challenges, constraints, barriers and opportunities	50%
3. Pricing Approach	
Criterion	Weighting
An excel spreadsheet detailing the estimated hours per person to deliver the consultancy approach. This must include costs for attendance (physical/virtual) at project meetings and community meetings, including all expenses. A breakdown of the day/hour rates for all everyone working on the project must be included.	30%
TOTAL	100%

11. Warranties and Disclaimers

- Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Client to enter into a contractual arrangement.
- Any costs incurred in the creation and the preparation of any Tender, in establishing legal entities or otherwise in connection with this procurement exercise will be your responsibility and will not be borne by the Client, including (but without limitation) if this procurement exercise is terminated or amended by the Client for any reason.

12. Terms and Conditions

- The works described in this 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.
- The Client is under no obligation to accept the lowest or any Tender submission.

13. Intellectual Property

- The report, presentation and all intellectual property and copyright of all materials prepared under this commission shall rest with the Client.

14. Tender Submission and Closing Date

- The deadline for submission of the Tender is **5.00pm on Monday 13 December 2021**.
- Tenders should be submitted as a single pdf email attachment to:

Beverley Bell, Parish Clerk, Cranleigh Parish Council
clerk@cranleigh-pc.gov.uk

15. Insurance

The Tender should also include the following table with their offer giving details of the insurance covered:

- The level of **Professional Indemnity Insurance** carried £.....(The minimum level of insurance required is £5m)
- The level of **Public Liability insurance** carried £..... (Minimum £10m)

16. Questions and Site Visits

Please contact the Parish Clerk Beverley Bell if you have any questions regarding this Tender or would like to make a site visit:

Beverley Bell
Parish Clerk
Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF
Email: clerk@cranleigh-pc.gov.uk
Telephone: 01483 272311