



Request for Consultancy for Haltwhistle Solar Energy Project & Community Energy Vehicle

Background

Haltwhistle Partnership, supported by Community Action Northumberland (CAN), is seeking tenders from suitably qualified and experienced consultants to carry out all tasks in relation to the Haltwhistle Solar Energy Project stage 2 feasibility.

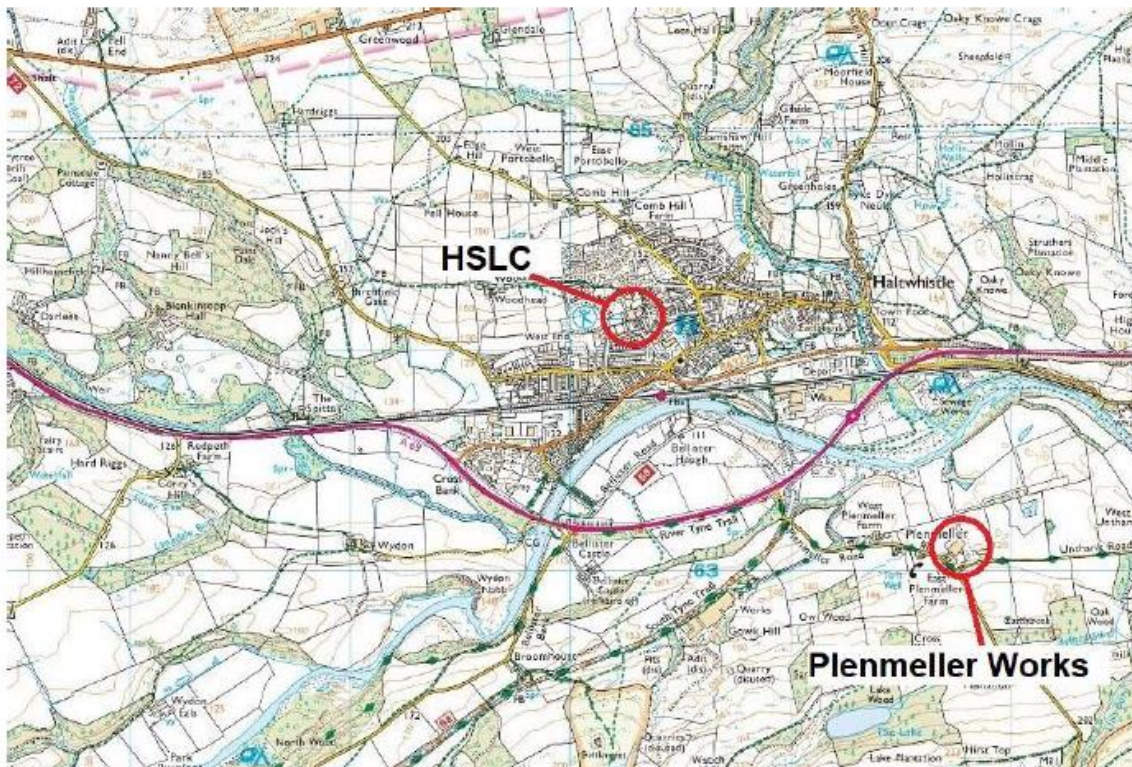
The project is a result of the recently completed Haltwhistle RCEF (Rural Community Energy Fund) stage one feasibility study, copies of which are available.

The Brief

We have now secured RCEF stage 2 funding and are seeking to take forward detailed feasibility, based on the stage 1 feasibility findings, as follows:

- 1. Haltwhistle Swimming and Leisure Centre:** There is an existing 27kW PV solar panel system on the main south facing roof which was installed in 2015. Stage 1 feasibility recommended that an additional 70kW PV installation was feasible on the remaining roof space. We wish to carry out the following detailed feasibility work to progress this recommendation:
 - Full roof survey
 - Full system design
 - Secure planning permission
 - Associated legal and consultancy work
- 2. Hillside:** Owned and occupied by the area's local youth charity – 'Young and Sweet' – the Hillside property lies immediately adjacent to the Swimming & Leisure Centre. The building was the subject of a community asset transfer from Northumberland County Council to Haltwhistle Partnership in 2017. Following agreement from the local authority, the building was subsequently transferred to Young and Sweet to enable the expansion of their youth services in 2021. Although not included in the stage 1 work, initial inspections of the building suggest significant potential to install solar PV panels to the roof of this single storey building. We wish to carry out the following detailed feasibility work to enable this building to be included in this project:
 - Full roof survey
 - Full system design
 - Secure planning permission
 - Associated legal and consultancy work
- 3. Berry factory:** Stage 1 feasibility recommended a 600 kW solar PV installation to the roof of this building. The proposal is to for a community installation to the roof with all power supplied to the factory. We wish to carry out the required detailed further feasibility work as follows:
 - Full roof survey
 - Full system design
 - Secure planning permission
 - Associated legal and consultancy work (including site legal agreements and power purchase agreement).

In addition, we wish to carry out the necessary work to assess and then implement the best mechanism to establish a community company, as recommended in the stage 1 feasibility.



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Haltwhistle Partnership (HP) is the local development trust which supports the community in Haltwhistle and surrounding area to develop and implement a wide range of projects and activities. HP is both a charity and a company limited by guarantee.

[Home \(haltwhistle.org\)](http://haltwhistle.org)

Community Action Northumberland (CAN) supports and sustains rural communities across Northumberland by promoting and tackling rural community issues, empowering local organisations and supporting individuals. CAN works with a wide range of partners to share resource and knowledge to achieve the best results for rural Northumberland communities. CAN is both a charity and a company limited by guarantee.

[Community Action Northumberland \(ca-north.org.uk\)](http://ca-north.org.uk)

Deliverable Outcomes

We anticipate the following will be achieved:

Installation planning:

- Completion of roof surveys to all three buildings, liaising with all property occupiers throughout.
- Completion of planning applications and securing planning permission.
- Preparing cost estimates for all installation works including the PV systems, metering and electrical connection.
- Preparation of financial projections for each installation.
- Preparation of all legal agreements required with Berry, HSLC, Young & Sweet and the landowner for the Berry site to include:

- roof leases
- landowner agreement
- power purchase agreements

A budget should be included in all submissions to pay required legal costs. The selected consultant will undertake all procurement (complying with funding rules at all times), organisation and oversight, liaising with all parties throughout.

Vehicle set up and business planning:

- Development and agreement of the ownership, legal and governance structure for the community energy vehicle in consultation with CAN and stakeholders.
- Drafting the organisation rules/articles and ensuring appropriate registration with input from legal advisors if necessary.
- Work with CAN and partners to draft the organisational business plan, including a clear plan for future community investment.

Budget

A total budget exists of £52,320 inclusive of VAT. This needs to cover all work including any specialist legal, planning, or other consultants to be utilised.

Timeline

Brief issued	29 th April 2022
Questions and Clarifications from Consultant	29 th April – 17 th May
Bid submitted to CAN	Noon on Wednesday 18 th May
Contract Awarded	24 th May
Work commences	31 st May
Contract completed	28 th February 2023

The project team will be available for communication throughout the project.

Responses

The project team would be happy to discuss the brief in more detail before the bid is submitted.

All questions and requests for clarification should be emailed to andydean@ca-north.org.uk

Responses should be submitted electronically by Noon on 18th May 2022 to:
andydean@ca-north.org.uk

Responses should include, but not be limited to:

- Your approach to delivering the project
- The team, including the main contact, who will deliver the project
- Examples of previous relevant work
- The budget required
- Confirmation of the timescale for delivery
- Outputs to be delivered
- Details of any additional specialists you intend to use (e.g. legal or other specialisms) or a budget allocation and proposed method of procuring this expertise

Evaluation Criteria

The response will be assessed by the project team.

Understanding of the brief	10%
Quality of the approach to be taken	40%
Relevant experience	10%
Cost	40%