



Invitation to Tender For the Coll Community Development Trust (CCDT)

August 2018

Brief for consultant to carry out a study to identify any constraints, provide a suitable site design, and carry out a review of the most suitable turbines for a proposed community wind farm at Arnish, Isle of Lewis

Introduction

Coll Community Development Trust, which will be referred to as CCDT throughout this document, is seeking tenders for the provision of technical advice for an income generation project on the Arnish Moor, just outside Stornoway in the Isle of Lewis. The aim of the scheme is to create an income for a number of community groups, all of whom will be involved in the scheme.

Financial assistance is being provided by Local Energy Scotland (LES). Assistance is also being provided by Community Energy Scotland (CES), and a consultant is sought who can provide expertise, knowledge and resources not otherwise available in the community groups or in CES/LES. Knowledge of wind farm design and extensive practical knowledge in this area will be required, and demonstrable experience of assistance with similar projects is highly desirable.

Background

During initial feasibility work, CCDT (working with CES, LES and other community groups), highlighted the Arnish site as a potential development option. CCDT are leading on this work on behalf of a number of community groups, on a site within the area owned by the Stornoway Trust. All of the community groups are keen to investigate the feasibility of a wholly-owned community wind farm with the aims of realising an income for development within their communities.

Some early feasibility work has already been done on the site. This includes:

- Initial discussions with the Local Authority Planning Department;
- Meeting with Scottish Natural Heritage (SNH), and subsequent communication with SNH resulting in a tender document for the ornithology work;
- Initial discussions with the Stornoway Trust, as Landlord;
- Meeting with the other large developer with plans on a nearby site;
- Budget Estimate request from Scottish and Southern Electricity Networks (SSEN);
- Financial assessment for a 30MW project;
- Report detailing the best vehicle to take forward a community owned scheme with various community shareholders

All of the information listed above will be made available to the chosen consultant and should be used to inform the final study.

Other work planned to be carried out separately to, but in conjunction with, this tender includes:



- Wind Yield Analysis
- Power Purchase Agreement (PPA) Assessment (to review what forms of financing may be available to the project)
- Accountancy work to set up a new company
- Legal work (following confirmation on the potential size and site design for the site)
- Community facilitation work

Arnish Moor area details

The land being considered is on the Arnish Moor just outside Stornoway on the Isle of Lewis, and is owned by the community landowner Stornoway Trust. An idea of the extent of the land to be covered in the feasibility study can be found in the map in Appendix 1.

The landowner, Stornoway Trust, is supportive of the feasibility study and attended an initial site walkover with Community Energy Scotland and Local Energy Scotland as well as providing a letter of support. Stornoway Trust are likely to be a partner in the project, and may take the lead in developing the project.

Work to be included in the study

As detailed above, some initial site feasibility work has already been carried out, including the drawing up of a tender document, agreed by SNH, for the site's ornithological requirements. Ornithological work is therefore not included as part of this work.

The chosen consultant will be required to carry out the following:

1. Identify site-specific constraints and information required for the planning application and to satisfy consultees where required, including, but not limited to:
 - a. Ecology (excluding birds)
 - b. Archaeology concerns
 - c. Landscape impact
 - d. Visual impact and cumulative impact analysis (including photomontages and ZTV)
 - e. Radar and aviation issues including impact on MOD and low flying
 - f. Telecommunication links interference studies
 - g. Construction issues, including access

This should include a site visit. The consultant will be expected to engage with relevant planning consultees, provide them with outline information, collate responses and identify potential obstacles. These consultations should include, but should not be limited to, Scottish Natural Heritage, Scottish Environmental Protection Agency, Royal Society for the Protection of Birds, Ministry of Defence, Ofcom and telecoms and microwave providers in the area, Historic Scotland, Civil Aviation Authority/National Air Traffic Service, Distribution Network Operator, Outer Hebrides Fisheries Trust and the local planning authority.



2. Review of turbine type, costs and size to maximise the potential income for the group. This should include details of estimated capital costs for the project.
3. Establish a site layout design, showing space available as well as location of turbines, laydown areas and substation. This design should incorporate correct recommended limits for noise, shadow flicker and any potential for visual intrusion, along with identification of local connection point on 11/33kV network.

As part of this study it is important to be aware that there are currently grid constraints in place throughout the island, but that there is a new interconnector being proposed for 2023 which should allow the full capacity of the site to be realised. It is therefore desired that the full capacity of the site is assessed here, i.e. assuming that no grid constraints are in place.

Methodology

Consultants are invited to propose how they intend to approach the delivery of the requirements set out above. It is expected that the following activities will be included:

- Introductory face-to-face meeting with the group to assess needs and preferences, as well as to agree ways of working, timeframe, logistics, etc.
- Conduct consultations when and where appropriate with relevant stakeholders, MOD, DNO, HIAL;
- Site visit;
- Regular progress reports and close liaison and cooperation with CCDT;
- Presentation (by phone/VC link) to CCDT and other partners of the findings and draft report, with opportunities for discussion and questions. The outcome of this will be used to finalise the reports.

Expected Outputs

1. Draft report (electronic copy to be submitted to community group) for comments, containing:
 - a. Text with introduction, findings, main conclusions and recommendations
 - b. Maps, plans and illustrations where appropriate
 - c. Appendices and methodology used, including for financial modelling, persons consulted and documentation used.
2. Site design drawing
3. A phone meeting with the group, CES, and any other parties invited by us to present the draft report and receive comments and suggestions for the final draft of the report.
4. Following comments, one hard copy of the final report and an electronic copy of the final report in Microsoft Word format or PDF are to be provided to CCDT Copyright of the report is to be vested in CCDT



Project Timetable

The key milestones are:

Week beginning 1st October 2018: Project initiation – meeting with CCDT committee reps

Week beginning 5th November 2018: Submission of draft report

Week beginning 19th November 2018: Feedback provided to consultant

Week beginning 3rd December 2018: Submission of final report and site design

Details of timescales to be agreed with selected consultant once contract has been issued.

Guidance on tender submissions

The following is required in the tender response:

- Demonstration of how all elements of the tender will be met;
- Details of relevant company experience;
- Details of relevant skills and knowledge, including CVs of individuals who will be involved in the delivery of the contract;
- Detailed costing for all activities necessary to complete the feasibility study, setting out individual staff costs, fieldwork/survey costs, equipment and materials costs, secretarial, travelling and subsistence expenses, legal document costs, overheads, formatting and proof checking, graphic design and any other associated costs including VAT where applicable. **Costs should be detailed per work item;**
- CCDT should have a primary point of contact responsible for the project and this should be included in the response;
- Demonstration of how the contract will be managed effectively, including a workplan detailing the approach to gathering, collating and incorporating information from different sources, and identification and management of any potential conflicts of interest. This should incorporate quality control and review at appropriate stages;
- Details of Professional Liability Insurance;
- The document will be delivered in a mutually agreeable format.

The organisation/person will need to demonstrate the following in their tender submission.

- A track record of developing wind and hydro projects
- Relevant technical knowledge and experience
- Track record of working successfully with community groups
- Ability to effectively manage budgets and other resources.
- Good interpersonal and communication skills.
- Ability and experience of preparing wind feasibility documents.
- Examples of similar work
- Value for money

The ideal submission would show a strong record, knowledge and experience of developing community-owned wind projects to planning permission and beyond.



Tenders will be assessed based on the following criteria and weighting:

Criteria	Score (out of...)
Ability to meet the brief	30
Experience of preparing feasibility reports	10
Knowledge and experience of developing projects to planning	10
Track record of working with community groups	10
Demonstration of how contract will be managed (including workplan)	10
Value for money	20
Added value	10

Tender Presentation

Individuals/organisations should be prepared to provide a presentation of their tender if selected for interview.

Budget

The budget for this work is £6,000 excluding VAT, and the successful tenderer will demonstrate the best value in meeting the specific requirements of the brief.

General Variations to Contract

It is possible that other unforeseen additional work will arise during the course of this consultancy. As any of this may give rise to a requirement for a variation in agreed works or a contract extension, the successful consultancy would be expected to quantify its charges for any potential additional work. This will also be subject to formal approval by the group and the funders prior to any further work being undertaken.

Equally, as the feasibility study progresses, 'showstoppers' to a wind development may become apparent and further work after this would not be worthwhile. In this case, a pro rata payment would be made for the work and associated reports completed.

Management

The contract will be managed by CCDT. The main contact is:

Calum Macdonald
Chair
66 Outend Coll, Isle of Lewis, HS2 0LP

Telephone: 01851 820 582
Mobile: 07796 587 953
Email: callymo582@hotmail.com



Any questions regarding this tender brief should be addressed to:

Kirsten Macdonald

Kirsten.Macdonald@communityenergyscotland.org.uk

01851 707880

Closing Date

The deadline for submission of the tenders is 9am on Monday 17th September 2018. Tenders should be as a pdf email attachment addressed to:

Calum Macdonald

Chair

Telephone: 01851 820 582

Mobile: 07796 587 953

Email: callymo582@hotmail.com and cc andrew.maclennan1988@gmail.com

Interviews may be the week beginning the 24th September 2018. Successful tenders will be notified by the 1st October 2018, but contract award will be subject to funding approval.



Appendix 1 – Map showing Project Area

The following map shows the project area, indicated by a thick black line and the number “5”.

