



## **Invitation to Tender for the Provision of Technical Assistance and Planning Application Preparation to Urras Sgìre Oighreachd Bharabhais**

September, 2018

### **Brief for consultant to provide technical assistance through planning for one 100kW Wind turbine at Barvas Hatchery on the Isle of Lewis**

#### **Introduction**

Urras Sgìre Oighreachd Bharabhais (USOB) is a community landowner who owns and operates the Barvas Estate on the Isle of Lewis. Having carried out a detailed design and business plan we are now seeking tenders for the provision of technical assistance required to obtain planning and submit a Feed in tariff accreditation application. USOB is developing a 100kW localised supply project with the aim of supplying new demand at Barvas Hatchery, and we require bespoke assistance to take this project through the planning application stage and Feed in tariff application process.

We are being assisted by Community Energy Scotland and Local Energy Scotland and are seeking a consultant who can provide expertise, knowledge and resources not otherwise available in the community group, Community Energy Scotland or Local Energy Scotland. Knowledge of the planning process for wind turbines and field experience will be required, plus demonstrable experience of assistance with similar projects.

#### **Background**

Urras Sgìre Oighreachd Bharabhais (Barvas Estate Trust) began this project due to grid restrictions which are currently in place throughout the Western Isles. These restrictions dictate that only 3.6kW per phase can be grid connected throughout the islands. As the Urras wanted a renewables project they began to look at an innovative solution of supplying a local business with electricity through a private wire from a wind turbine. There is a salmon hatchery on the Estate which has installed new demand on site and are willing to purchase electricity from the Trust if viable. The Trust contracted a consultant to investigate the possibility of supplying this hatchery with electricity from a suitable sized, community owned wind turbine on the estate. The investigation showed the Trust that it was viable, but only on the basis of using new demand, leading to the sizing of a 100kW turbine. The investigation also provided a design and Business plan for the project. The Trust after careful consideration decided that they would like to continue this project and take it to the next level of obtaining planning permission and FiT accreditation.

Please see below the proposed location for the wind turbine:



### Outline scope of work

1. Confirm the steps needed to obtain planning permission for the site/project: this will be achieved through working with USOB, the local planning authority and statutory consultees. This project has been deemed by Comhairle nan Eilean Siar as the Planning Authority as unlikely to have a significant effect on the environment. A screening opinion has been provided to USOB and will be supplied on request. This has clarified that the project needs:
  - a. An extended phase 1 habitat survey,
  - b. Landscape and Visual Impact Assessment,
  - c. Noise assessment,
  - d. Particular review of the impact on a historic site nearby and ZTVs supplied to support the planning application
2. Agree with USOB a program of work that will result in a completed planning application. This will include planning drawings and any further discussions with the planning department.
3. With assistance from USOB, include local and wider socio-economic impact within the supporting information.
4. Collate and submit a Feed in tariff Application prior to the deadline of March 2019. This application will need to be supported by a planning application and grid connection offer. USOB are progressing with the grid offer separately and a copy of this will be provided to the chosen tenderer.
5. Undertake the required work, in close liaison with USOB.



## **Phased scope of work**

### ***Phase 1***

*Tasks:* Confirm the information required for the planning application. Design a schedule of works to complete required studies and obtain this information. As part of this work USOB will supply the successful tenderer with the detailed design and business plan, as well as the screening opinion.

**Expected outputs:** Schedule of works detailing tasks, costs, responsibilities and timescales.

### ***Phase 2***

*Tasks:* Carry out the agreed works and submit the planning application in time for a decision pre March 2019.

**Expected outputs:** Complete planning application with all required supporting documents.

### ***Phase 3***

*Tasks:* Compile all necessary information to complete and submit a Feed in Tariff application

**Expected outputs:** Complete application submitted with all associated documents.

## **Project Timetable**

### **The key milestones are:**

End of Sept 18	Project initiation and inception – meeting with USOB
End of Sept 18	Agree program of work
Start of Dec 19	Submission of planning application
March 2019	Submission and acceptance of Feed in Tariff accreditation

## **Methodology**

Consultants are invited to propose how they intend to approach delivering the requirements set out above. However, we would expect the following activities to be included:

- Introductory phone meeting with USOB to discuss proposed ways of working, timeframe, logistics, etc.
- Conduct consultations when and where appropriate with relevant stakeholders.
- Follow best commercial practice to prepare and submit a detailed and well supported planning application.
- Regular progress reports to USOB.



- Irrespective of tender content, written, fully costed, work plans for all proposed contracted activities to be provided to and agreed by USOB prior to any work being conducted.

### **Guidance on tender submissions**

Tender submissions should contain the following information:

- Explanation of how all elements of the tender will be met
- Details of relevant technical knowledge and company experience, including track record of developing wind projects from design to successful planning approval
- Demonstration that the individuals/organisation meet the tender requirements, including CVs of individuals who will be involved in the delivery of the contract
- Detailed costing for all activities in the contract phases, setting out individual staff costs, fieldwork/survey costs, equipment and materials, secretarial, travelling and subsistence, legal document costs, overheads and any other associated costs, including VAT where applicable.
- Planning permission and Feed in Tariff Accreditation must be obtained by end of March 2019.

### **Budget**

The overall value of this work is expected to include all works, materials, fees and other expenses. The successful tender will normally demonstrate the best value in meeting the specific requirements of the brief. However, firm indication of local content and benefit is encouraged and will be viewed favourably, in line with the founding and operating principles of USOB. USOB are not bound to accept the lowest cost bid or any bid if they deem the quality or other key aspects of the tenders to be unsatisfactory.

### **General Variations to Contract**

It is possible that unforeseen additional work will arise during the course of this consultancy. As this may give rise to a requirement for a variation in the scope of work or a contract extension, the successful contractor is expected to quantify its charges for any additional work. At the tender stage, USOB requests that you provide "total cost" day rates for any additional activities that you envisage may occur. However, this will also be subject to subsequent formal prior approval by USOB when these activities are more clearly identified.

### **Management**

The contract will be managed by Ivan Brown, Business Manager, Urras Sgìre Oighreachd Bharabhais. Any questions regarding this tender brief should be addressed to:

Ivan Brown  
Business Manager  
Urras Oighreachd Bharabhais  
Barvas Estate Trust Office  
The Old School  
North Shawbost



Isle of Lewis  
HS2 9BQ

Telephone: 01851 710307

Email: [ivan.brown@urras-bharabhais.org](mailto:ivan.brown@urras-bharabhais.org)

### **Closing Date**

The deadline for submission of the tenders is 24<sup>th</sup> September 2018 at 9am. Tenders should be marked "**Barvas Local Energy Supply**" and an **electronic copy should be emailed** to:

Ivan Brown

Telephone: 01851 710307

Email: [ivan.brown@urras-bharabhais.org](mailto:ivan.brown@urras-bharabhais.org)