



DCE PV Round 3: Project Management Services Invitation To Tender

Dorset Community Energy 14th March 2019

Background

Dorset Community Energy (DCE) has planned a series of solar PV arrays which it is aiming to install between July 2019 and March 2020. It will be applying for a Low Carbon Dorset Grant (LCD) to support the project costs (installation cost, plus other project costs) and needs to carry out a compliant procurement exercise of each element to ensure compliance with grant rules. This tender is for the project management element of the project.

The portfolio comprises 10 sites, with a capacity of 701kW, the details of which are shown below:

Nos	Site Name	Size kW	Address	Planning Comment	Charity
1	Poole Hospital	165	Longfleet Rd, Poole. BH15 2JB	Prior notice	No
2	QE School	100	600 Blandford Rd, Wimborne, Dorset. BH21 4DT	Prior notice	Yes
3	Wey Valley School	97	436 Dorchester Rd, Weymouth, Dorset. DT3 5AN	Prior notice	Yes
4	All Saints, Weymouth	50	Sunnyside Rd, Weymouth. Dorset. DT4 9BJ	None	Yes
5	Parkstone Grammar School	50	Sopers Ln, Dorset, Poole. BH17 7EP	None	Yes
6	Blandford School	50	Milldown Rd, Blandford Forum. Dorset. DT11 7SQ	None	Yes
7	Alderney Hospital	60	Ringwood Rd, Poole. BH12 4NB	None	No
8	Blandford Community Hospital	50	Milldown Rd, Blandford Forum. Dorset. DT11 7DD	None	No
9	St. Ann's Hospital	29	69 Haven Rd, Poole. BH13 7LN	Planning required	No
10	Bridport Hospital	50	Hospital Ln, Bridport. Dorset. DT6 5DR	None	No
		701			



Scope of work

This tender is for the project management services, specified below. A separate invitation to tender has been issued for the solar PV installation work, with tender exercises also being performed for legal, structural, and other services.

The work will begin if and when the LCD grant application, and subsequent community share offer, have been successful. Duties will be to manage the deliver the planned and funded project; not to develop the project.

The project management services across all ten sites will be awarded to one contractor as there are significant benefits from these common services being provided by a single party.

Specification of work

The work is expected to comprise the following elements:

1. Finalising Legals with each site owner

Preparation of lease and power purchase agreement documents based on a provided template for each site. Subsequent discussions and agreement of the deal with each site. Working with the lawyers appointed by DCE to achieve this and managing the lawyers' budget and workload as appropriate given the site development.

2. Working with site owners to secure other necessary approvals

Where the host building is a charity this section of the work is expected to include liaising with a RICs surveyor who needs to carry out a site survey for the Charity Commission approval. It also includes working with the site owners to gain any other necessary approvals in order that they can enter into a legal agreement with DCE.

3. Managing the installers and overseeing the installations. Setting up O&M.

If DCE is successful with its LCD grant application and share offer, then installers will have been allocated to each site. The project manager will need to:

- Manage the installation contracts and oversee the complete installation process from start to the finish including HSSE elements of the installation
- Ensure grid connection offers are accepted prior to the installations going ahead
- Work with the installers to ensure that there are no residual planning permission issues on any site and to ensure that roof structural surveys are completed prior to installation
- Ensure that the payment to the installers is done in such a way that the LCD grant is claimable



- Prepare a snagging list for each installation which is then worked through and finished with the installer in a manner satisfactory to DCE
- Ensuring the operations and maintenance contracts are in place and working as required. This includes the solar PV installation on-line monitoring and on-line GSM meters.
- Any over unforeseen events are managed appropriately.

Submissions

The tender timelines are set to ensure DCE can submit its grant application at the start of April:

- Opportunity Advertised: 14th March 2019
- Tenders Back: 31st March 2019

Tenders should be submitted to Derek Moss (derek.moss@dorsetcc.gov.uk) by noon on the 31st March. He can also be contacted on 07990 442730 for further information.

Tenders should include:

- Your experience of project managing PV installs.
- Your experience of working with community energy groups.
- Examples of similar projects you have worked on. This should include contact details and an agreement that we can discuss the project with the clients.
- A short (approx. 100 words) argument for your suitability of the project.
- The overall price to complete the above work across all 10 sites.
- A breakdown of the per-site cost.
- A day rate, to be used to calculate fees should the scope change.
- A payment schedule.

The selection of the successful contractor will be based on an objective assessment of the received quotes with a 40% weight given to cost, 30% to quality and 30% to confidence.

If you have any further questions with regards to what is required please don't hesitate to contact me.

Regards,

Derek Moss

Director, Dorset Community Energy