Appendix 9 Extract from the Brief

ARGYLL AND BUTE COUNCIL Development and Infrastructure Services



Quick Quote

FOR

Mapping the on shore impacts of the Argyll Array off-shore wind farm development on the island of Tiree

TENDER REF: 2011/ET/07/WFDT

ISSUE: Monday 16th May 2011 **DEADLINE:** 12 noon on Friday 3rd June 2011

PART 4 – SPECIFICATION

4.1.1 BACKGROUND INFORMATION

- 4.1.1 In February 2009 the Crown Estate granted exclusivity rights to two separate developers (Scottish and Southern Energy Renewables and Scottish Power Renewable) to take forward the development of three off shore wind farm wind sites in Argyll and Bute. These sites are of a significant scale with the site off Tiree (the Argyll Array, 300-500 turbines 1.8GW) being the largest site, potentially generating enough electricity to power 1 million homes, providing up to 20% of Scotland electricity. These sites will have a 5 8 year project development and a 20 operational life span but could be repaired and maintained indefinitely.
- 4.1.2 In examining how these developments will be taken forward in the future one of the key issues that has been identified as requiring further work has been the need to identify and fully plan for the onshore implications arising from these off shore wind farm developments.
- 4.1.3 This particular project looks specifically at the development of the Argyll Array wind farm development off Tiree. The developer has identified four separate off shore scenarios relating to the operations and maintenance that may apply to the development of the off shore wind farm. These are as follows:
 - 1. An onshore base, local to the project, with workboats (circa 7) going daily to the site, backed up by one or more helicopters.
 - 2. A mother ship, stationed offshore within the project, backed up by one or more helicopters and using (circa 2) workboats.
 - 3. An offshore platform within the project, using workboats (circa 4) to get to the turbines, backed up by one or more helicopters.
 - 4. A mixture of the above three options.

Each of these scenarios will have varying implications for any associated on shore development. It is important that each scenario is analysed and the on shore implications identified and mapped to determine the environmental and socio economic impacts. The project will also consider how to optimise any socio economic benefit and mitigate against any negative consequences arising from each of the scenarios.

- 4.1.4 There will be no certainty as to which scenario will be taken forward by the developers until around 2015 and therefore this is seen as the first phase of a longer term process which may well lead to the development of a masterplan in the future.
- 4.1.5 The analysis of the four scenarios is a process which will ensure engagement with the community and partners to build widespread support for a sequence of actions that may unfold over several years and which will provide a vision for the future of the area, and that can also be used as a strategic decision-making tool, based on economic, social and market appraisals.

4.2 INTRODUCTION

- 4.2.1 The partners, Argyll and Bute Council, Marine Scotland, Highlands and Islands Enterprise Scottish Power Renewables, Tiree Community Development Trust and The Crown Estate, recognise the local socio economic opportunities that may well come with the development of these off shore wind farms with regard to construction but more specifically the ongoing operation and maintenance requirements. However, the partners also recognise that the potential onshore requirements arising from each of the four scenarios need to be properly planned for in close consultation with the local community to ensure that these opportunities can be quantified, planned for and realised and any mitigation measures undertaken to offset any negative consequences. Until this exercise is undertaken the partners do not feel in a position to be able to fully understand and plan for the implications arising from the off shore development some of which may have implications on public sector resources.
- 4.2.2 The overall aim is to work collaboratively with the community and developer to produce map based scenario plans, based on the four scenarios identified by the developer that will aid, guide and inform any associated on shore development for the Argyll Array offshore wind farm. In addition, this process will inform the Argyll and Bute Local Development Plan process and could have a bearing upon regional marine planning processes.
- 4.2.3 In addition the process will seek to optimise socio economic outcomes for the Island, informed through consultation and based upon practical options for the developer and will mitigate the negative consequences of each scenario addressing any socio economic and environmental issues. Delivering sustainable development outcomes will be an integral part of the process.
- 4.2.4 Whilst the scenario plans will be the key output, the process of preparing these and in particular the engagement of the community with the developer and public sector bodies will be critical. The process will require a high level of consultation with the public, community representatives, local businesses, interest groups, stakeholders, public agencies including Highland Health Board and the Local Community Health Partnership and other key consultees, in order to ensure the views of the community are taken into account and reflected in the plan. A communications strategy will require to be developed to ensure that community engagement is at the heart of the process.
- 4.2.5 Argyll and Bute Council, Marine Scotland, Scottish Power Renewables, Tiree Community Development Trust, The Crown Estate and Highlands and Islands Enterprise (the partners) will together form a steering group to oversee and guide the process. Additional input to the process will be invited from other specialist interest organisations from time to time. The process will be implemented by a consultant working under contract to Argyll and Bute Council but supervised by the Steering Group.

4.3 OVERALL STUDY OBJECTIVES

The project seeks to map the onshore implications arising from the 4 scenarios identified by the developer relating to the associated construction, operational and maintenance requirements of the off shore wind farm development, seeking to optimise the socio economic benefit to the island and mitigate the negative consequences of each scenario.

The project will be developed in an inclusive manner involving the community of Tiree, the developer and relevant public bodies who are involved in land use and marine planning and development or who provide services such as health services and education services. The main aim is to secure a sustainable vision for the future and provide a strategic decision-making tool, based on socio economic and environmental appraisals.

4.4 AREA OF STUDY

The area to be covered by the project is the island of Tiree land area above mean low water level, including structures existing or planned that extend from land into the sea, and including the impact on the onshore community of developments offshore.

4.5 TENDER REQUIREMENTS

The project will include the following key elements, as well as recommended responses to issues that arise from them:

- The development of a communication strategy which will detail the methodology for engagement with the community. This shall be drawn up at the beginning of the process in close consultation with the steering group and will identify the key community stakeholders. The strategy will include engagement with the community at the outset of the process and then throughout the process at key stages.
- Consider and analyse the four off shore scenarios being considered by the developer for the development of the Argyll Array off shore wind farm as detailed in the scoping document produced by the developer.
- Map proposed on shore requirements arising from each of the four scenarios relative to
 the Argyll Array off shore wind farm development including those required by the
 developer to undertake construction of and to operate and maintain the wind farm and
 any associated ancillary requirements that may arise such as housing for workers.
- Consider and identify realistic options for the on shore infrastructure requirements relative to the harbour and port facilities, roads network, electric transmission network etc. Cmal as owners and operators of the port facilities and as harbour authority shall be a key consultee.
- An assessment of the on shore implications resulting from the off shore development scenarios and identification of socio economic and environmental and health/wellbeing impacts arising. This will include an assessment of the scope to mitigate negative consequences.
- Development of a matrix which will identify the socio economic impacts and benefits to the island and Argyll and Bute from each of the 4 scenarios and their associated on shore requirements. This work should also consider how best to optimise these benefits.
- Specific consideration of and assessment made as to compatibility with other land users and owners also any issues arising as regards impact on services such as water, sewage, health, education, retail etc.
- Consider the need for a phased approach to the development of and implementation of each of the scenarios taking into account the developers timeline for the associated off shore wind farm.
- An assessment of any constraints, including land ownership issues and planning policy.

- An indication of where public investment is likely to be required to secure specific developments.
- Sustainability must be at the heart of the process, with equal consideration given to the economic, social, health and environmental impacts of any proposals.

4.6 TIMETABLE

A draft of the report is required to be submitted by 4th November 2011. The final report and associated appendices should be submitted to the Projects and Renewables Manager in pdf format *and* in their original format - e.g. Microsoft Word, Excel, AutoCAD, etc by 16th December 2011.

4.7 STEERING GROUP

The consultants will have direct access to the following lead officers within the Group

- Argyll and Bute Council: Audrey Martin Projects, Renewables and Regeneration
- Marine Scotland Phil Gilmour, Mark Christie
- Scottish Government Off shore Renewables Policy team David Stevenson
- Tiree Community Development Trust Ann Kirby
- Scottish Power Renewables Ralph Thornton, Morna Canon, Debbie Harper
- Highlands and Islands Enterprise Lucinda Gray
- Crown Estate John Stevenson
- Cmal Lorna Spencer and Andrew Flockhart
- SNH Andrew Campbell

4.8 IN ADDITION TO THE STEERING GROUP THE KEY CONSULTEES WILL INCLUDE: -

Argyll and Bute Council:

- Fergus Murray Development Policy Manager
- Richard Kerr Development Management
- Moya Ingram Transportation Manager
- Operational Manager Marine and Airports Martin Gorringe
- Marine and Coastal Unit Manager Mark Steward
- Head of Education Carol Walker
- 4 local Councillors Cllr Gordon Chalmers, Cllr Mary Jean Devon, Cllr Roddie McCuish, Cllr Donald McIntosh

Marine Scotland: Phil Gilmour, David Palmer, Anna Donald

Scottish Government: David Stevenson, Fiona Simpson

Scottish Natural Heritage: Colin Macfarlane

Tiree Community Development Trust: Ann Kirby, Mark Vale and Trudy MacKenzie

Tiree Trust Board

Tiree Community Business

Tiree Rural Development
Tiree Branch of NFUS
Tiree Branch of Scottish Crofters Foundation
Tiree Fishermen
Discover Tiree
Curam Thiriodh

Coll Community Council – Alexander McLean Bristol – <u>alex@grishipol.co.uk</u> Development Coll – Emma Grant – <u>emma@developmentcoll.co.uk</u>

Scottish Power Renewables

Highlands and Islands Enterprise: Audrey MacIver, Joint Head of Energy

Community Planning Partners: NHS Highland Health Board, The Local Community Health Partnership, Strathclyde Fire Brigade Strathclyde Police

Crown Estate: John Stevenson

Historic Scotland
Scottish Water
SEPA
HIAL and relevant local airlines
Calmac
BT
SSE (electricity network)

Principle Land owner

4.9 CONTRACT INFORMATION

The contract start date is 27 June 2011.

The proposed completion date for each section of the works is as follows:

Stage	Milestone/ Product/ Activity	Target Date
1	Desk top review of existing information in consultation with	July 2011
	Steering Group. This shall include familiarisation with and	
	building an understanding of the four operations and	
	maintenance scenarios. Production of detailed timeline for the	
	delivery of the project which shall include provision for	
	fortnightly update reports to the Steering Group.	
2	Develop communications strategy in consultation with	July 2011

	community and steering group, this will include an initial visit to	
	Tiree	
3	Implement communication strategy - undertake first	July/August 2011
	community consultation event on the Island	
4	Carefully examine the four scenarios relating to the	July/August 2011
	development of the Argyll Array off shore wind farm and	
	consider and examine any onshore implications resulting from	
	the construction, associated infrastructure and operational and	
	maintenance requirements relating to the development	
5	Fully explore and map out the associated on shore requirements	August/September
	that will arise such as shore side and on shore infrastructure	2011
	(harbour, roads, water and sewage) transport (airport), health	
	service and education requirements housing for workers	
6	Community consultation event	August/September
		2011
7	Assess the local socio economic impact and environmental and	September 2011
	landscape impact and health and wellbeing impact, identify any	
	significant issues that may arise and define mitigation and	
	optimisation measures including alternative options in close	
	consultation with the community, key partners and stakeholders	
8	Submit Draft Report.	4 Nov 2011
9	Presentation to stakeholders/community	Nov 2011
10	Final Report.	16 December
		2011

4.10 INVOICES

Invoices should be submitted as soon as possible after completion of the appropriate section of works. All invoices should be sequentially numbered and sent to:

Fiona McGregor
Argyll and Bute Council
Development and Infrastructure Services
Manse Brae
Lochgilphead
Argyll
PA31 8RD

PART 5 – STRUCTURE AND FORMAT OF PROPOSAL

5.1 INTRODUCTION

- 5.1.1 Your response to this tender document should follow the defined structure below and not exceed the maximum page limit of 30 pages (Part 7, 8 & 9). Your response will be used to evaluate and score the different sections of each proposal received.
- 5.1.2 Please note that the information provided in the Submission should **not** be in the form of marketing materials or project fact files, but should be tailored to this project.
- 5.1.3 It should be noted that the information contained in the Quality submission will be referred to and become part of the Contract.
- 5.1.4 Where the Consultant proposes to utilise sub-Consultant(s), they should demonstrate how the sub-Consultant(s) staff and procedures shall be integrated to ensure consistent service delivery. In terms of the assessment of the Quality Submission, sub-Consultants shall be treated as though part of the lead Consultant's project team.
- 5.1.5 Staff CVs should be included as an appendix to the quality submission, but each CV should be no more than 1 page. Tenderers are not precluded in their quality submission from discussing the relative individual experience of staff. This is in addition to the 30 page limit above (5.1.1).

5.2.1 CONTENT OF PROPOSAL

The key aspects to be addressed in the quality submission for each of the quality criteria will include, but not be limited to, the following:

5.2.1 Proposal A - Practice or company

Key Aspects

- Organisation
- Quality systems
- Management systems
- Relevant experience of similar projects
- References
- Current workload
- Health and Safety record
- Benchmarking undertaken by the practice or company
- Innovative techniques which the practice or company could bring to this commission
- **5.2.2 Proposal B Project organisation** Please note that community consultation is a central component of this exercise

Key Aspects

• Organisation of project team

- Authority levels of team members
- Organisation experience of design issue
- Organisation experience of environmental issues (including scoping statements, environmental statements and environmental impact assessments)
- Organisation experience of community consultation in a rural context
- Planning and programming expertise
- Resources to be applied to the project
- Ability to deliver projects within tight timescales

5.2.3 Proposal C - Key project personnel

Key Aspects

- Organisation, configuration and location of team
- Qualifications and experience of team members especially on work relating to this type
 of commission relative to the anticipated scope of works in Section 4. This shall include
 evidence of experience and knowledge of the relevant disciplines requires as part of this
 exercise including planning, off shore renewables, community engagement, port and
 landside infrastructure.
- Understanding of strategic brief
- Compatibility with client and other team members
- Communication skills
- Publication of papers on relevant topics
- Appropriate level of staff resources

5.2.4 Proposal D – Project execution

Key Aspects

- Project method and approach
- Management and control procedures
- Environmental, health and safety matters
- Innovations to the approach / method

5.3 PRICING PROPOSALS

The Template reflects the contract requirement.

Prices which appear elsewhere in Tenderer's proposals but which are not summarised here or included in the template will not be taken into account.

The fixed price will be converted to an evaluation score, and the weighting set out in Part 7 will be applied. The score may be adjusted to reflect any pricing assumptions made.

This work will be paid for on a lump sum basis.

Lump sums are to be inserted against the items listed in the table included on page 3 of the price submission taking into account the information contained within this tender.

The Tenderer must complete the Price Submission. If the Tenderer feels that there are any items that are not sufficiently covered by the items listed within the price submission, they can enter additional items as appropriate.

The Employer may decide during the course of the contract to add, delete or substitute the work described in Section 4 of this tender.

The maximum budget available is £50,000.

5.4 PROPOSAL DOCUMENTATION

Proposals should be presented in A4 format with an easily readable font style and size. Your proposal must follow the above defined structure and not exceed the page limits which have been set.

No further information or marketing material should be submitted

PART 6 – TENDER ASSESSMENT AND EVALUATION

6.1 Evaluation of Tenders

Submitted tenders will be subject to assessment, clarification and ranking by means of a structured process in order to determine the tender(s), from suitably qualified and experienced businesses, that offer(s) best value to the Council.

If, during the initial assessment phase, it is apparent that a Tenderer has submitted:

- a. A fundamentally non compliant tender or;
- b. An overall response that is clearly unaffordable or lacking in quality,

Then the Council reserves the right to reject that Tender and continue to assess the other proposals as appropriate. Tenders who pass this initial screening process will thereafter be subject to further assessment as detailed below in Section 6.2, Evaluation Criteria

6.2 Evaluation Criteria

The evaluation of tenders will be based on the following evaluation criteria:

a. Price - 30%

This will be determined by examination of the **Pricing Schedule** submitted by each tenderer. The Council is under no obligation to accept the lowest bid or any bid and will not be liable for costs or expenses incurred in connection with the appointment process.

b. Quality/Capability - 70%

The quality/capability element will be based on the tenderer's completion of the proposals requested in Part 6. The Council will consider the content of the responses from each tenderer and will make a judgement based on each tenderers submission in relation to the

criteria below, please note a minimum pass mark of 60% is required for each individual section that a weighting is applied to:

Criteria	Weighting (%)
Practice or company	15%
Project organisation	20%
Key project personnel	25%
Project execution	40%
Questionnaires (Part 8)	Pass/Fail
Forms (Part 9)	Pass/Fail

Failure to meet or agree with requirements of the following sections will automatically remove your response from the tender process:

- Race Relations
- Non-collusion certificate

6.3 Evaluation Process

The evaluation process will be systematic, thorough and fair.

6.4 Clarification Interview

The Tenderers will be invited to attend an interview with members of the Steering group on 17th June 2011. The interview will consist of the tenderer giving a short presentation on their quality submission (15 minutes), followed by a general discussion on the main issues and outputs required. It is envisaged that the meeting will take 30-45 minutes.

Tenderers should ensure that the representative/s of their company attending the interview is the key personnel identified as part of their quality submission in paragraph

Following the interviews the Steering Group may alter the Tenderers quality submission score to reflect their findings at the interview.

6.5 Questionnaires

The quality/capability element of this tender will be based on the tenderer's completion of three separate questionnaires below.

Only information provided as a direct response to the questionnaire will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. **Marketing material should not be included.**

Supplementary documentation may be attached to the questionnaire. Such material must be clearly marked with the name of the organisation and the question to which it relates. All questions must be answered.

Please note that the Council may require clarification of the answers provided or ask for additional information.

The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Should the response be found to be erroneous or in any other way incorrect, the Council reserves the right to disqualify the candidate from the Tender.