

**Invitation to Tender  
Restricted Commercially Confidential**



**To provide training sessions to local authority planning staff in the East of England on negotiating for renewable and low carbon energy sources in new housing development.**

**1. SUMMARY**

***Increasing on-site renewable energy technologies is key to the achievement of local, national and EU targets for reducing carbon dioxide emissions. The newly approved East of England Plan urges all planning authorities to secure at least 10% of the electricity needs for this new housing development, from renewable or low-carbon sources. Although the so-called Merton Rule is familiar to most planners, actually having to negotiate the energy content of these new developments is unfamiliar territory. The necessary skills will need to be readily accessible to all authorities. This will usually mean identifying an officer(s) to acquire them.***

***The aim of this project is therefore to provide training sessions to local authority planning staff in East of England on negotiating for renewable and low carbon energy sources in new development.***

**2. Background**

The East of England is the leading English region for renewable electricity, currently producing 8% of the electricity it uses from renewable sources. It benefits from widescale deployment of bio energy (for example the world's first chicken litter electricity plant at Thetford, the UK's first bioethanol plant at British Sugar Wissington, and the world's fastest biofuelled car at Lotus in Norfolk) and 2007 saw a record year for deploying on shore renewable energy.

The region's coast is also surrounded by the majority of the UK's offshore wind installations, with a further £10 billion investment anticipated by 2020 as well as further R&D innovation capacity in wave and tidal technologies.

As a result, the region is well on target to meet its 2010 target of 14% electricity from renewable sources.

Renewables East is also closely engaged with local authorities in planning the uptake of renewable energy in new housing build in line with the 2016 zero carbon homes standard. A key element of this work continues to be the delivery of highly valued training events for local authority planning officers, a commitment we are expanding this year. We have a firmly established format for the events, including the requirement for expert input to approximately half of each session from the company successfully awarded this tender.

### **3. About Renewables East**

Renewables East is a private company delivering the services associated with being the renewable energy agency for the East of England. The Company is funded by the East of England Development Agency (EEDA) and officially designated as an EEDA sister organisation. For the year 2007/08, RE has been allocated £1.2m from various sources including EEDA, EMDA, EU, Local Authorities and central government to continue its mission.

The objectives of the Company are:

- a. To enable the East of England to meet its adopted target for the production of energy from renewable resources, within the context of national energy policy and the need to move towards a lower carbon economy; and
- b. To maximise the rate of growth of the renewable energy sector and the economic benefits to the region, especially through stimulating investment and job opportunities, supply chain development and innovation.

Renewables East's primary work areas are Bioenergy (Biomass and Biofuels,) Offshore/Onshore Wind, Planning, Supply Chain Development and the Mass Market Renewables agenda. If you have not already done so, you may find a visit to our web-site useful [www.renewableseast.org.uk](http://www.renewableseast.org.uk).

### **4. Scope of work**

The successful bidder will be expected to provide and deliver a discrete presentation as part of the overall training event which includes the following:

- An explanation of the links between policy requirements, methodology (energy statements etc) and practice (especially the London Renewables Toolkit approach and the Code for Sustainable Homes)
- practical exercises in systematically negotiating for renewables and low carbon energy source inclusion that involves distinguishing between appropriate and inappropriate applications of technologies and indicative installation sizes and costs.
- provide any additional materials necessary for the execution of their element of the session and facilitate any practical sessions conducted with the audience.
- it is essential that the trainer delivering the course has significant first hand experience of renewable inclusion in new developments.

The objectives of the event as a whole will be to provide effective upskilling of the local authority planners attending in the following areas:

- a basic understanding of renewable energy technologies and appreciate under which circumstances they can be applied.
- a full understanding of the current policy context and planning regulations and how they might be applied in a variety of circumstances.
- are aware of the requirements of various construction codes which might apply to what is currently termed low carbon buildings, such as the Code for Sustainable Homes.

- are able to understand worked examples demonstrating various permutations for including renewables and low carbon technologies into both new build developments and in retro fit situations.

Each training event will last a full day, with the tenderer's element comprising between half and two third's of the day course. At least six sessions will be delivered, one in each of the counties comprising the East of England. All arrangements for venue, local authority planner attendance, catering etc will be the responsibility of Renewables East.

## **6. Tender Details**

Responses to this tender must be received by Renewables East no later than **1800 hours on 29 July 2008**. They should be sent via email to:

**John Heath  
Delivery Manager  
Renewables East  
ZICER Building  
School of Environmental Sciences  
University of East Anglia  
Norwich  
NR4 7TJ**

Responses should be submitted electronically, and should include your total fees (including the number of people involved, their daily rates, plus any expenses and VAT), outline proposals on the form and type of training session and supporting materials you would develop, evidence of previous experience, and any additional value you can add.

**The successful applicant will be notified by 8 August 2008 at the latest and must be in a position to start work immediately upon notification.**

**The materials produced will be the property of Renewables East and will need to be supplied in formats (hard copy and/or electronic) that can be reproduced by us without further project cost.**

## **7. Tender Process and Assessment**

Tenders should be no longer than ten pages, including a two page executive summary. Further information can be included in the form of an appendix. The tenders will be assessed against the following criteria:

- Value for money
- Experience, methodology and technical capabilities
- Evidenced knowledge and experience of low carbon and renewable energy policy and implementation.
- Experience in negotiating for renewables inclusion in new development.

Any information provided will be treated with total confidentiality.

<b>8. Fees</b>
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Given the short nature of this contract, payment will be made on satisfactory completion of the work and receipt of invoice, subject to our standard conditions (available on request). Payments are normally made within 30 days. It is envisaged that the total costs for the execution of the element of the sessions tendered in this document would be in the region of £9k (excluding VAT) for the preparation of materials plus six delivery sessions, plus all relevant travel costs incurred.

<b>9. Further information</b>
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Should you require any further information on this brief to complete your tender submission, please contact John Heath by e-mail or post:

[johnheath@renewableseast.org.uk](mailto:johnheath@renewableseast.org.uk)

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