



# Invitation to Tender –

## CLOSES 1600hrs on Monday 2 March 2009

**To appoint a consultant/s to capitalise on the progress made by London Luton Airport (LLA), and to build on the commitment of co-locates to, reduce carbon, providing guidance and assistance to LLA and its business community to reduce resource use.**

### 1. SUMMARY

London Luton Airport (LLA) opened in 1938 and has grown to the fifth largest UK airport in 2008.

At present, over 50 companies employing a total of over 8,500 people are located at LLA, ranging from large organisations such as Easyjet, Monarch or TUI/Thomson, to smaller businesses such as Jet Air Cleaning, INCAT and City Net Caterers.

In 2007, London Luton Airport (LLA) completed a Carbon Management Programme in partnership with the Carbon Trust. This exercise identified that the building stock at LLA generated over 30,000 tonnes of CO<sub>2</sub> per annum.

As a result London Luton Operations Limited (LLAOL) has implemented several of the recommendations including some capital investment to reduce Carbon within its own buildings. LLAOL view it important to continually review progress and find new methods to reduce carbon emissions by working with its onsite business community.

### 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 bioenergy (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.

Resource Efficiency East is a £2.1 million region-wide business support programme, funded by the East of England Development Agency and part funded by the European Regional Development Fund, and managed by Renewables East. The programme will operate until March 2011.

The aim of the programme is to deliver a measurable improvement in the performance of businesses in the East of England by developing business support services which will help business to identify and implement efficiency opportunities particularly opportunities related to the efficient use of materials, water and energy

The key stakeholders for the project are the SMEs the programme will target, other regional and national business support programmes such as WRAP, NISP, Envirowise, Business Link East, the Manufacturing Advisory Service and the programme funders the East of England Development Agency and European Regional Development Fund.

### 3. About Renewables East

Renewables East has been asked by the region to manage the REE programme and deliver its outputs and outcomes. 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. Renewables East also holds responsible for the development and coordination of a region-wide resource efficiency programme.

For more information please visit the Renewables East web-site: [www.renewableseast.org.uk](http://www.renewableseast.org.uk).

#### 4. Scope of Work

This tender is to appoint a consultant to capitalise on the progress made by LLAOL, and to build on the commitment of co-locates to, reduce carbon, providing guidance and assistance to LLA and its business community to reduce resource use.

In partnership with Renewables East, LLAOL has identified four work packages or scope items which will assist in this objective:

**Scope Item One:** *Provide a power management survey and recommendations for LLA.*

The power management survey will identify potential changes to onsite systems which will deliver energy savings (kWh), provide the cost implications of those changes and the potential financial and CO<sub>2</sub> saving:

1. Inform where power factor correction units should be installed within LLA's electricity infrastructure to reduce 'waste'
2. Provide analysis of LLA's Building Management System (BMS), to identify the potential (for terminal based third parties) to save energy via heating and air conditioning improvements.
3. Provide the methodology to monitor and evaluate the performance of any recommendation i.e. through the use of smart meters (currently Elster 1700 meters)

**Scope Item Two:** *The scope of this work is to: Extend the LLAOL commissioned Carbon Trust Report to develop further proactive solutions to reduce Carbon for LLAOL and its SME's*

- *Review the findings of the LLA Carbon Trust Report and work with London Luton Airport to provide the progress made towards achieving the recommendations of this report and provide further guidance on how the recommendation of the report can be achieved*
- *Identify new areas/opportunities where LLA can achieve resource efficiency savings onsite or through its supply chain.*
- *Extend the report to incorporate onsite SMEs through a process of environmental review or other relevant methodology which will engage SMEs and identify resource efficiency savings for those SMEs, clearly identifying common issues*

The outcome of this phase is considered a report covering the LLA site for use by LLAOL and REE programme including:

- The potential opportunities for resource efficiency and related cost savings for LLAOL and its co-locates
- The potential benefits of the above, including, where possible, some indications of associated costs and resource requirements etc to achieve those opportunities

- Clearly state the recommendation on the type and quantity of further support that LLA and associated SMEs will require to implement identified opportunities
  - Record opportunities for support from the REE programme
  - Record opportunities and types of support that could be available from other resource efficiency or other business support programmes i.e. Business Link East, MAS East, Nisp etc.
- An new/updated action plan which prioritise those recommended actions
- **Note any significant opportunities that will deliver programme objectives.**

**Scope Item Three:** *To develop the opportunity for a Low Carbon Forum based at LLA and to investigate the role of a possible Low Carbon Co-ordinator*

- *Provide an indication of the resource requirements for a supporting action aimed at implementing those recommendations – a LLA Low Carbon Coordinator (LCC) and a Low Carbon Forum (LCF)*
- *Provide an outline/sample action plan for a Low Carbon Coordinator and Low Carbon Forum for discussion by stakeholders*
- *Host a stakeholder meeting for LAA co-locates to raise awareness of resource efficiency and to review the outcomes of the scope items 1 & 2 and to encourage the formation of a Low Carbon Forum to progress recommendations*

**Scope Item Four:**

- *A short report which indicates the actions applicable to other regional airports and the opportunity for a regional aerospace low carbon forum and aerospace Low Carbon Coordinator*

To undertake this task the consultant will be required to work alongside LLAOL's technical stakeholders (EDF, BMSi, DMEC) to achieve fast and focused Carbon savings for the LLA site.

<b>5. Tender Details</b>
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Responses to this tender must be received by Renewables East no later than **1600hrs on Monday 2 March 2009**. They should be sent via email to:

John Heath  
 Delivery Manager  
 Renewables East  
 johnheath@renewableseast.org.uk

Responses should be submitted electronically, and should include:

- Details of the service to be delivered against the scope of work
- Provide evidence of the a) experience b) expertise and c) other qualities of the individual or nominated company representative in their field of expertise, in line with the assessment criteria
- Outline where possible additional services or added value to be offered to the Client and REE Programme
- Evidence (in the form of policy) of any quality assurance, environment or health and safety systems operated by the company

The successful applicant will be notified by Friday 6 March 2009 and must be in a position to start work immediately upon notification. **PLEASE NOTE DELIVERY MUST BE COMPLETE and INVOICED BY END OF MARCH 2009.**

## 6. 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:-

20% - Value for money & added value

40% - Technical knowledge & Details of Service delivery, ability to deliver within timescale

40% - Evidence and expertise in line with scope requirements

Information provided in this tender process will be treated with total confidentiality.

Renewables East may request potential consultants/companies to give a presentation on the proposal.

## 7. Costs & Fees

All fees should be inclusive of VAT and include expenses incurred by the company/consultant whilst carrying out this work.

## 8. Further information

Should you require any further information on this brief to complete your tender submission, please contact John Heath by ***e-mail or post, clearly and concisely stating the nature of the enquiry and the reason for the enquiry and its relationship with the scope and referencing all enquiries London Luton Airport***

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