

## Invitation to Quote – Closing date 1200hrs Friday 30 April 2010

### Restricted Commercially Confidential

Huntingdonshire District Council, One Leisure and Renewables East have produced the following specification to allow energy and engineering consultancies to undertake an assignment to deliver a condition monitoring survey and renewable energy study for the six leisure centres within the Huntingdonshire District Council. This combined activity should identify opportunities for low and zero carbon decentralised energy at all five locations and provide a detail phased approach of implementation.

<b>1. Summary</b>
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Huntingdonshire District Council operates six major Leisure Centres under the One Leisure banner, these are

- **One Leisure St Ives**  
Westwood Road, St Ives, Cambridgeshire PE27 6WU
- **One Leisure Outdoor Complex**  
California Road, St Ives, Cambridgeshire PE27 6SJ
- **One Leisure Huntingdon**  
St Peter's Road, Huntingdon, Cambridgeshire, PE29 7DA
- **One Leisure St Neots**  
Barford Road, Eynesbury, St Neots, Cambridgeshire, PE19 2SA
- **One Leisure Sawtry**  
Green End Road, Sawtry, Cambridgeshire, PE28 5UY
- **One Leisure Ramsey**  
Abbey Road, Ramsey, Cambridgeshire, PE26 1DP

Each of the leisure centres currently have their own heating and cooling systems which requires upgrade or replacement assessment. Firstly One Leisure requires at each of the sites, a comprehensive condition monitoring assessment for all buildings including the structure and all plant. Following this there needs to be a clearly defined energy strategy for each of the leisure facilities to ensure that the future energy demands are met, the heat and cooling requirements are specifically monitored and the demands are calculated and designed for optimum efficiency.

The Existing Condition Survey began in April 2007 and is due for completion at the end of March 2011.

## **2. Scope of work**

The study is in two parts, the first being the plant and structural condition survey assessment required for each facility and the second being the renewable energy strategy for each facility.

This Survey should be scheduled to cover five years commencing on April 2011.

### **Plant and Structure Condition Survey**

A comprehensive condition survey is required for each of the five facilities taking into account the current state of each of the buildings. The condition survey will need to take into account the following and give full costed options in all cases:-

- A detailed and comprehensive assessment of the condition of the building in particular, the structure, fabrics and components, finishes, services, safety requirements and also the general presentation of the property.
- Advise on any urgency of future repairs required to the building and the likely consequences of non repair.
- The survey is to provide information on building defects, building hazards and performance, explaining the causes of building defects and recommending the appropriate and effective remedial works and necessary maintenance works to maintain the life of the property.
- The survey will also provide indication as to where suitable renewable energy installations could be fitted.
- Provide recommendations to ensuring that the building is fit for purpose and future proof.

A complete specification of the Plant and Structural Condition survey requirements can be found in Appendix A.

### **Renewable Energy Strategy**

Using the experience of best practice from across Europe and the UK the study should provide a strategy containing indicative options of the feasibility of heating and cooling energy infrastructure that should/could be put in place in each of the leisure facilities across the district. In particular it should produce a series of 'masterplan' options for low and zero carbon energy solutions in each facility. It is expected that the options will contain a 'supply mix' or portfolio of technologies based on consumer demand, scale, and location and giving an indication of emphasis determined by the opportunities identified. The study should also identify and evaluate benefits provided by these options to the community and businesses in the area.

This should be set in the context of the current and evolving legislative and regulatory framework, such as PPS1, the Renewables Obligation, the Definition of Zero Carbon, the Heat and Energy Saving Strategy, the current BREEAM standards and the proposed Code for Sustainable Buildings.

The indicative scope of each work stage in the table below shall include, where required by One Leisure, but not be limited to the following:

PROJECT STAGE	
<p><b>Stage 1</b></p> <p><b>Plant and Structural Condition Survey</b></p>	<p>An assessment of current life spans based on a 5 year annually administered programme. Items with life expectancy greater than 5 years must be identified to ensure a full Asset Management Plan is obtained.</p> <p>Current physical design aspects of the facilities should be reviewed to identify elements where redesign options are available to meet both renewable and installation efficiency benefits.</p> <p>Business as usual – through the renewable energy strategy detailed below care and consideration is required to ensure that any refurbishment or retrofit work does not disrupt the day to day running of the individual leisure centres or can be kept to a minimum. This assessment shall be included in the report.</p> <p>Capital equipment and structure assessment – much of the heating and cooling plant at each of the facilities may be relatively new or well within its warranty period. A strategy is required as to what primary equipment needs replacing asap, which can stay, which can be utilised at other facilities, etc.</p> <p>See Appendix A for detail.</p>
<p><b>Stage 2</b></p> <p><b>Energy and Water Efficiency</b></p>	<p>Propose energy efficiency and energy reduction measures where possible.</p> <p>Assessment of current energy usage and recommendations of energy efficiency measures and energy profiling.</p>
<p><b>Stage 3</b></p> <p><b>Waste and recycling</b></p>	<p>Assessment of current waste strategy and potential of usage of waste for input fuel.</p> <p>Evaluation of current and proposed recycling activities and how it can potentially be integrated into the renewable energy strategy.</p>

**Stage 4**

**Power Load assessment**

This should take account individual and overall load profiles for each leisure centre both daily and annual and organized into zones for prioritisation

Identify heating, electricity and potential cooling, peak and base loads for :

1. Existing leisure facilities
2. Potential additional users of energy such as adjacent schools, housing or commercial buildings.

Identify daily and annual load profiles for each category of building and for the five facilities overall. This should take account of milestones for Building Regs Part L, differing levels of BREAM standards and the differing levels of Code for Sustainable Buildings.

Organise the data into geographical zones for prioritisation.

Taking all the above points into account suggest geographical heat zones giving the most economic operations

**Stage 5**

**Consideration and evaluation of technologies**

Identify and evaluate various technology solutions for meeting the heating and cooling loads of each zone.

These should start with individual buildings identifying renewable energy / low carbon solutions. This should be considered as coming from the series of options below,

- 1) Natural gas 'heat only' boiler;
- 2) Biomass 'heat only' boiler,
- 3) Biomass CHP (identify technology solution)
- 4) Natural gas CHP (identify technology solution)
- 5) Air or Ground Source Heating (identify technology solution)
- 6) Solar Thermal or Photovoltaic systems (identify technology solution)
- 7) Building Management Systems (identify technology solution)
- 8) Any other alternative (identify technology solution)

Identify backup solutions for when the biomass CHP is offline (biomass power plant is assumed to operate 8000hrs annually).

By comparison of the scenarios 1 - 8 identify what is the most effective solution.

The solutions identified for the development of distribution infrastructure and generation technologies should take account of the required maintenance and any essential plant replacements that has been highlighted through the condition monitoring assessment. Solutions should include recommendations on appropriate plant sizing for each of the individual site.

The optimum time within the project build-out for commissioning any recommended biomass CHP should be detailed.

Having suggested the major heat zones, identify the potential electrical output of a biomass CHP required to deliver this heat in according to the CHPQA criteria for 2 ROC's. Determine the operational efficiency of the resultant plant. Identify other potential solutions that may or may not attract 2 ROCs.

Discuss from the outcomes from point above what would be the most effective power and/or heat strategy within the renewable obligation.

<p><b>Stage 6</b></p> <p><b>Supply chain issues</b></p>	<p>Consider supply chains for potential input fuels.</p> <p>This should include consideration of potential sources, security of supply and logistics of delivery</p> <p>Potential cost savings of purchasing equipment across the five individual sites.</p>
<p><b>Stage 7</b></p> <p><b>Technical recommendations – for heating</b></p>	<p>With reference to the heat zones identified in Stage 5</p> <p>Identify heat pipe routes and specifications plus any additional booster pumps within the leisure centres.</p> <p>Identify the locations for plant rooms for zoned approach and for completed development. This should take account of delivery logistics for solid fuels as well as land take requirements.</p> <p>Recommend the specifications of plant, such as CHP, heat only boilers and any temporary plant. Recommendations should show how they will be matched to build-out phasing, peak loads and base loads.</p> <p>Identify the most cost effective basis on which the pipeline have been specified (e.g. average annual heat load or worst winter case scenario)</p> <p>Identify anticipated heat losses with the distribution network.</p>
<p><b>Stage 8</b></p> <p><b>Technical recommendations for cooling (assume separate pipework)</b></p>	<p>With reference to the heat zones identified in stage 5</p> <p>Identify both cooling pipe routes and specifications plus any additional booster pumps within the development.</p> <p>Identify the locations for plant rooms for zoned approach and for completed development.</p> <p>Recommendations of sizing of absorption cooling plant should show how this will be matched to build-out phasing and peak and base cooling loads.</p> <p>Identify the most cost effective basis on which the pipeline have been designed and specified</p> <p>Identify anticipated losses with the distribution network.</p>

<p><b>Stage 9</b></p> <p><b>Financial evaluation of technologies and repairs</b></p>	<p>The financial evaluation should be conducted using whole costing methodology based on Net Present Value discounting, taking account of capital costs, replacement costs; operation and maintenance costs and expected revenues from heat and electricity sales including ROC's, CCL exemption, feed in tariff's (FIT's) and renewable heat incentive and embedded benefits. This should be taken over a 10 year term.</p> <p>It should take account of the build-out phasing of the retrofit/refurbishment and associated milestones for upgrading of Building Regs Part L and Code for Sustainable Buildings</p> <p>Make recommendations of best option, size in MWe/MWth of CHP plant if selected, lowest whole cost, for each zone and the development overall.</p>
<p><b>Stage 10</b></p> <p><b>Delivery and operation</b></p>	<p>Consider appropriate models for the delivery and operation and maintenance of the infrastructure. This could include: consumer owned company; not-for-profit ESCo; for profit ESCo; utility DBFO.</p> <p>A risk analysis should be undertaken. In particular, fuel price risks and heat, cooling and electricity (if appropriate) off-take risks.</p> <p>Detail of bandwidth of price changes and financial structures for the development</p>
<p><b>Stage 11</b></p> <p><b>Draft report</b></p>	<p>Draft report to be submitted for review, comment and consideration</p> <p>A progress meeting with an initial presentation and discussion will be held three weeks after a contract has been placed.</p>
<p><b>Stage 12</b></p> <p><b>Final Report</b></p>	<p>Final Report to take account of feedback from draft report.</p> <p>This should include an executive summary clearly outlining recommendations together with appropriate maps, tables, diagrams, appendices and reference materials.</p>

Identify the proposed Core Team members who will provide the Services and the role which each team member will play. Please provide full CVs for each of the Core Team members including (but not limited to) professional qualifications held and membership of professional bodies.

Explain how the Applicant will ensure that sufficient resources are made available for the provision of the Services to ensure that the appropriate level of skilled personnel are deployed to the provision of the Services at all times. This should also include:

- (a) Details of other commitments for the Core Team members identified and how provision of the Services will fit within their existing commitments; and
- (b) How non-availability of key Core Team members (for whatever reason) will be dealt with.

### **Consortium Bids**

Huntingdonshire District Council recognises that consortium bids are possible. In the case that a consortium bid is proposed, a lead consortium member must be appointed by the consortium through whom all communications will be conducted. The various documents required during the tender must however be completed by the consortium member or members responsible for the relevant part. In the case of financial information, suitable and sufficient information must be presented in order for Huntingdonshire District Council to make a complete appraisal of the proposed consortium and its parts.

### **Method Statements for the Services**

Applicants must provide detailed method statements for each of the issues referred to below (Each method statement should be no more than one half side of A4):

1. How the Applicant would determine to appropriate technology for each zone.
2. How the Applicant would approach the development of distribution infrastructure in pace with the phasing of the build out.
3. How it would be determined the sizing of the plant (CHP units, heat only boilers etc) in pace with the phasing of the build out.
4. How the Applicant will approach the risk analysis
5. Confirm the level of professional indemnity insurance to be provided (One Leisure requires, as a minimum, £10 million for each and every claim) and any proposed limits on your liability to Huntingdonshire District Council.

### 3. Outputs & Timings

5.1 A clearly defined condition monitoring assessment for each of the five facilities including the following outputs:-

Carry out the condition monitoring survey on each building and provide the following reports:-

- Programme of rectification and repair and improvement of building elements and services. Programme to be prioritised over a five year programme complete with information provided separately for each block or area. Each item to have a budget cost – capital and revenue. Defects, repairs, health and safety issues, non-compliance with statutory regulations and guidelines should be included. Attention should be given to all items listed below.
- Schedule of planned preventative maintenance that includes all statutory and recommended servicing and testing requirements complete with budget costs.

It is accepted that building surveys will be non-intrusive but should include accessible ducts and inspection chambers should be lifted.

It is confirmed that topographical surveys are not required.

It is confirmed that radar penetration surveys for external services are not required.

It is confirmed that CCTB surveys for below ground drainage are not required.

It is confirmed that a DDA audit is not a requirement of this survey.

A clearly defined sustainability assessment and renewable energy strategy for each of the five facilities including the following outputs:-

- An understanding of the current and future energy demand needs for each of the five leisure facilities.
- An understanding of any local opportunities including adjacent schools etc.
- Consideration of a range of technologies that are appropriate to meet these needs.
- The development of a range of options for technology mixes able to meet the demand needs identified and taking account of the local opportunities.
- Indicative costings for these technology options.
- Identification of how any forms of additional financing can be achieved and potential delivery vehicles for delivering the solutions.

Consideration of the technology options should lead to recommendations that provide a clearly defined energy strategy for Huntingdonshire DC suite of five leisure centres.

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## 6. Milestones

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- **Launch meeting:**  
Launch meeting to ensure the successful consultant understand the project requirements, the timescales to be delivered against and the clear outputs required to achieve the project aims and objectives.
- **Technical scoping with Huntingdonshire District Council, One Leisure representatives and Renewables East consultant:**  
Once the successful consultant has understood the requirements we propose a one day meeting with the Renewable East consultant and Hunts DC experts to talk through work that has already been carried out for Huntingdonshire and what direction the Huntingdonshire energy strategy needs to move in and key areas of Renewable Energy to focus on.
- **Draft report delivery**
- **Final report delivery**

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## 7. Payment Details

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- 30% on satisfactory completion of launch meeting
- 40% on satisfactory completion of draft report
- 30% on satisfactory compilation of Plant, Structural and Renewables Condition Survey report and recommendations.

<b>8. Quotation Details</b>
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Responses to this Quotation must be received by One Leisure no later than 1200hrs Friday 30 April 2010. They should be sent via email to [Simon.Bell@huntsdc.gov.uk](mailto:Simon.Bell@huntsdc.gov.uk)

Responses should be submitted electronically titled '**One Leisure Environmental, Plant and Structural Condition Survey**', and should include

- Your total fee for the assignment
- All costs are to include VAT and expenses and give full breakdown
- Other information required? CVs method statements, etc.

The successful applicant will be notified within 2 weeks of the closing date and must be in a position to start work immediately upon notification.

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

<b>9. Quotation Process</b>
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Applicants are advised to ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their Quotations are accepted.

One Leisure reserves the right to extend proposed timescales if extensive Quotation clarification is required during evaluation or for any other reason.

Applicants should be aware that queries raised by Applicants that affect the Quotation process will be circulated to all Applicants. Responses of a commercially sensitive nature will be confined to the correspondent(s).

Any Applicant who directly or indirectly canvasses any member or officer of Huntingdonshire District Council, One Leisure or Renewables East concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other Quotation or proposed Quotation for the Services will be disqualified.

It is the responsibility of Applicants to obtain for themselves and at their own expense all information necessary for the preparation of their Quotations. Information supplied by One Leisure (whether in these Quotation Documents or otherwise) is supplied solely for general guidance in the preparation of the Quotations. Applicants must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by One Leisure for any inaccurate information obtained by Applicants.

All information supplied by One Leisure in connection with this Invitation to Pre-qualify and Quotation shall be regarded as confidential by the Applicant except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Quotation. One Leisure reserves the right to ask all Applicants to complete a separate Confidentiality Agreement and if deemed necessary this will be forwarded under separate cover for completion and return within a specific timescale no later than the Quotation return date.

The Quotation Documents are and shall remain the property of One Leisure and must be returned upon demand.

No servant or agent of One Leisure has authority to vary or waive any part of the Quotation Documents or procedure other than the Authorised Officer nominated by One Leisure who shall only do so in writing.

One Leisure will not consider individual requests for extension of the closing date and the time specified above, but may at its own absolute discretion extend generally the closing date and time.

One Leisure reserves the right to request such further information from Applicants as it deems necessary to assist the clarification of Quotation submissions.

## **10. Quotation Assessment**

Quotations should be no longer than ten pages, including a two page Executive Summary. Further information can be included in the form of appendices. The Quotations will be assessed against the following criteria, any information provided will be treated with total confidentiality.:-

1. Overall value for money offered
2. Quality of Quotation submission including ability to meet delivery requirements, lead times, company financial stability, quality assurance systems, whole life costing and the ability to implement self monitoring measures
3. Demonstration of a methodology that meets the requirements of the brief, including detail of wider benefits that may accrue from the project
4. Technical and operational track record in projects of a similar nature

## **11. Further information**

Should you require any further information on this brief to complete your Quotation submission, please contact:

Pete Corley  
One Leisure Quality, Facilities and Safety Manager  
Huntingdonshire District Council  
Pathfinder House  
St Marys Street  
Huntingdon  
Cambridgeshire  
PE29 3TN

07810637556

[Pete.Corley@huntsdc.gov.uk](mailto:Pete.Corley@huntsdc.gov.uk)

## **12. Restricted and Commercially Confidential**

PLEASE NOTE THAT THE INFORMATION CONTAINED WITHIN THIS QUOTATION DOCUMENT AND ASSOCIATED DOCUMENTS IS NOT IN THE PUBLIC DOMAIN AND REMAINS COMMERCIALY CONFIDENTIAL. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN TO RESPOND TO THE QUOTATION.

## **13. 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 wide scale deployment of bio energy (for example the world's first chicken litter electricity plant at Eye, 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

## Appendix A to Huntingdonshire District Council Invitation to Quote

### One Leisure Plant and Structural Specification

1. Carry out condition surveys on each building and provide the following reports:-
  - 1.1 Programme of rectification and repair of building elements and services. Programme to be prioritised over a five year programme complete with information provided separately for each block or area. Each item to have a budget cost. Defects, repairs, health and safety issues, non-compliance with statutory regulations and guidelines should be included. Attention should be given to all items listed below.
  - 1.2 Schedule of planned preventative maintenance that includes all statutory and recommended servicing and testing requirements complete with budget costs.

It is accepted that building surveys will be non-intrusive but should include accessible ducts and inspection chambers should be lifted.

It is confirmed that topographical surveys are not required.

It is confirmed that radar penetration surveys for external services are not required.

It is confirmed that CCTB surveys for below ground drainage are not required.

It is confirmed that a DDA audit is not a requirement of this survey.

2. Areas to be included:

Building Elements:

Roofs, rooflights and rainwater goods  
External walls and structural frame  
External windows, doors and joinery  
Substructure and basements  
Steps and ramps  
External decorations  
External areas and outbuildings  
Ceilings  
Internal walls and partitions  
Internal doors and joinery  
Floors and stairs  
Kitchen and sanitary fittings  
Internal decorations  
Electrical Installations  
Mechanical Installations  
Underground drainage  
Health and Safety  
Fire precautions and means of escape  
All Flooring

## Building Services:

### Electrical Installations

- Incoming supply
- Mains intake and switchgear
- Sub-main distribution and distribution boards
- Power circuits
- Power accessories
- Lighting circuits
- Luminaires
- Emergency lighting
- Fire alarms
- Public Address
- CCTV
- Security Detection and Alarm
- Door Entry Systems
- Data and Telecom cabling
- External Lighting
- Lightning Protection
- Standby Generation
- Lift Installations
- Uninterruptible Power Supply
- Television
- Earthing and Bonding
- Leak Detection System
- Power Factor Correction
- Surge Protection
- Trace Heating

### Mechanical Installations

- Mains Services
- Natural Gas
- Mains Water
- Space Heating
- Boilers
- Distribution Pipework (including thermal insulation)
- Circulating Pumps
- Heat Emitters
- Controls
- Expansion Tanks/Vessels
- Building Management System/Motor Control Panel
- Hot and Cold Water Services
- Domestic Hot Water Calorifiers
- Domestic Hot Water Generators
- Booster Sets

