**West Kerry Dairy Farmers SEC**

**Invitation for Quotation for a suitable experienced Consultant to deliver:**

**Sustainable Energy Community - Energy Master Plan for West Kerry Dairy Farmers SEC**

**Request for Quotation:**

Request Issued – 04/12/20

Closing date for receipt of quotation – 18/01/21

Contracting Organisation – West Kerry Dairy Farmers SEC

Queries by email to – [westkerrydairysec@gmail.com](mailto:westkerrydairysec@gmail.com)

1. **Introduction**
   1. **West Kerry Dairy Farmers SEC**

We are a Dairy Farming community on the Dingle Peninsula.

It is envisaged that this proposed Energy Masterplan will cover the majority of the Dairy Farming community on the Western half of the Dingle Peninsula, from Camp / Inch back to Dun Chaoin. Up to 100 dairy farms would be included in the EMP, including both domestic dwellings and farm buildings.

These farms operate as small businesses, some on a larger scale than others, as well as homes for farm families.

A Steering Committee has been formed and includes dairy farmers from throughout the study area as well as members from the general community with an understanding of the issues involved. West Kerry Dairy Farmers SEC is actively working with a number of stakeholders, including the Dingle Hub, other groups involved in Dingle 2030 (including ESB Networks, MaREI, and North East West Kerry Development). Support has also been forthcoming from Kerry Group. The committee has contacted a large group of dairy farmers who have expressed an interest in being involved in the proposed project.

The Dingle Peninsula is actively facing up to the challenges presented by Climate Change with a host of agencies and groups addressing the issues arising from our changing climate. These include Dingle 2030, Net Feasa, ESB Networks, the SKIN Horizon project (EU Funded project), and Transition Kerry. SEC committee members have recently completed a Community Energy Mentor Course run by the Dingle Hub in association with Kerry Education and Training Board.

Dinny Galvin, dairy farmer and lead applicant, is an ESB Ambassador and a Smart Farm Ambassador.

The Dingle Hub recently completed an Energy Master Plan for the whole peninsula which will be very useful in informing the West Kerry Dairy Farmers SEC and EMP. NEWKD has recently completed a Demographic and Socio and Economic study in West Kerry, which will be published shortly.

* 1. **Sustainable Energy Communities**

The Sustainable Energy Authority of Ireland (**SEAI**) has established a dedicated Sustainable Energy Communities (SEC) Network. The **SEC Network** is a support framework designed to enable a better understanding of how communities use energy and to save energy across all sectors. The Network’s core purpose is to catalyse and support a national movement of SECs operating in every part of the country.

An SEC is a community in which everyone works together to develop a sustainable energy system. To do so, they aim as far as possible to be energy efficient, to use renewable energy where feasible and to develop smart energy solutions. An SEC can include all the different energy users in the community including homes, sports clubs, community centres, churches and businesses. The SEC process aims to help communities to:

• Achieve financial and energy savings

• Improve public wellbeing through enhanced comfort from energy efficient buildings

• Boost local employment

• Promote community building through partnership approach

• Build capacity and leverage funding

• Contribute to national energy reduction target.

SECs, such as West Kerry Dairy Farmers, which is a recent member of the SEC Network, has entered into a three-year Partnership Agreement with SEAI. Over this three year timeframe, SECs will have access to SEAI technical supports to help establish an **Energy Master Plan (EMP)**, identify energy saving opportunities, implement a tailored programme of activities for the community, monitor the programme’s progress and review accordingly.

Further information on the SEAI’s SEC programme can be found at [www.seai.ie/SEC/](http://www.seai.ie/SEC/)

1. **Objective of the Request to Quotation**

The objective of this Request for Quotation is to identify a suitably qualified and experienced consultant to carry out the necessary analysis and prepare an Energy Master Plan for West Kerry Dairy Farmers SEC as per the requirements outlined in Section 3 below.

1. **Quotation Specifications – Consultant’s Responsibilities**

**Energy Master Plan**

The appointed consultant will be required to develop the Energy Master Plan and Register of Opportunities for the SEC, as per the requirements of SEAI’s SEC Network, in no more than 8 months from initial appointment to delivery of all final, agreed deliverables.

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| **SCOPE OF THE EMP:**   * Energy auditing of a representative and diverse sample of up to 15 dairy farms within the study area by a competent consultant (or team of consultants) with a specialist knowledge of milking parlour technology and general energy use on dairy farms, as well as energy use in homes. * Preparation of a Register of Opportunities for the participating farms and a roadmap for the SEC to drive the implementation of energy upgrade projects and their replication in other areas.   **OBJECTIVES OF THE STUDY:**   * Carry out energy audits in up to 15 dairy farms, with a focus on energy use in the farmhouse, in milking parlours, and other relevant areas of the farm (shed lighting and outdoor lighting, fuel use for machinery, etc.). * Provide a baseline of energy usage estimates for participating dairy farms as a whole, including final energy consumption with breakdown by fuel, energy-related CO2 emissions and energy expenditure for a baseline year to be agreed on (2019/2020), with breakdown by main uses (e.g. home heating, milk cooling, vacuum pumps, etc.). * Provide detailed recommendations for energy efficiency (including energy management/behaviour change measures) and renewable energy measures on the farms (including the farmhouse and farm operations), at an individual farm level. * Establish a Register of Opportunities for the reduction of energy demand and the transition to renewable energy supply by the SEC members, building on the energy audits above and extrapolating to the farming community participating in the SEC. * Provide a roadmap with a five year action plan to implement the recommended Register of Opportunities, considering the technical, financial and community development requirements of the project.   **REQUIREMENTS SPECIFICATION:**  **1) Energy audits of selected dairy farms in the study area.**   * To carry out energy audits in up to 15 dairy farms selected in conjunction with the SEC representatives. The audits are to be conducted in line with the general requirements of SEAI’s Energy Auditing Scheme (<https://www.seai.ie/publications/Minimum-Criteria-for-Energy-Audits.pdf>) and guidelines (<https://www.seai.ie/publications/SEAI-Energy-Audit-Handbook.pdf>). Bidders are invited to submit an outline of the proposed audit methodology and reporting format with their proposal. * The audits should provide: * An Overview/Understanding of some of the diverse set-up and needs of many farms:   + a baseline analysis of current energy use on the farm, based on measured energy use taken from energy bills or records of use, as much as possible. The baseline analysis should provide a breakdown of energy consumption according to relevant uses (home heating, milk cooling, vacuum pumps, etc.), fuel types and electricity; and also provide a suitable breakdown in terms of CO2 emissions and energy expenditure as well.   + a benchmark of the energy performance of the farm against average and best practice in the study group and more broadly in the sector. The benchmarking and breakdowns above should be used to identify areas to prioritise for improvement.   + Detailed recommendations for practical and sensible energy efficiency and renewable measures, leading to best practice in the audited farm. Measures should encompass technical solutions as well as low-cost/no-cost energy management/behaviour change measures.   + An individual Register of Opportunities with cost estimates for the recommended measures, impact in terms of energy savings and avoided CO2 emissions, return on investment, and outline of relevant grant funding opportunities. Measures should be prioritised according to suitable criteria e.g. capital outlay, ease of implementation and impact.   + The baseline analysis and Register of Opportunities should form part of a concise, reader-friendly report, with effective visuals. Further information references to be listed in annex together with calculation details as necessary.   + The reports should be communicated to the individual farmer by the consultant in a manner that ensures the findings and recommendations are clearly understood.   + The report will identify “Low Hanging Fruit” in terms of initial investment /maximum gains in economics/reduced carbon footprint as well as bulk buying opportunities.   + The contract will allow for a report from the consultants and a discussion with the committee on initial draft findings once 50% of farms have been examined to provide an opportunity for tweaking review/audit of the final 50% of farms.   **2) Sustainable dairy farms roadmap**  To develop a roadmap for the sustainable energy transition of the SEC members compiling:  ***2.1. Baseline Analysis of Energy Demand within the dairy farming community in the SEC***  The results of the individual energy audits and associated baseline energy performance analysis should be extrapolated to the entire population of dairy farms in the SEC, using suitable multipliers such as number of dairy farms, number of cows, etc. to be agreed with the steering committee. The baseline analysis should present similar breakdowns of energy usage as in individual farm audit reports.  ***2.2. SEC Register of Opportunities (RoO)***  The SEC RoO will compile the findings of individual farm audits and their RoO into a study area wide RoO, aggregating the individual recommendations into coherent groups of measures; and providing an overall bill of quantity, budget estimates and impact assessment (energy savings, CO2 avoided, etc. and other relevant KPIs).  The Register of Opportunity is to inform future applications to the Community Energy grant programme from SEAI (or other suitable funding streams) for priority energy efficiency and renewable energy investment projects in the study area. As such, the Register of Opportunity shall provide preliminary capital costs, expected energy savings and avoided CO2 emissions arising from the priority projects, in a format compatible with SEAI’s funding application requirements.  ***2.3. SEC Action Plan***  The action plan should recommend initiatives to be undertaken by the SEC to implement its RoO, in a step-by-step approach and provide the foundation for a 5-year sustainable energy roadmap for the study area. The action plan should recommend appropriate approaches to build capacity within the community and partnerships with relevant stakeholders to support its implementation.  The roadmap development is to be informed and guided by the community, under the leadership of its SEC steering committee. It is expected that an appropriate level of engagement and consultation with key stakeholders will take place at key stages of the study, to help understand the needs and capabilities of the community. The study should both leverage local knowledge as well as facilitate knowledge development for the community.  Milestones and Deliverables: Agreed in advance and to be signed off by both parties  The following deliverables are to be submitted as part of the study, to coincide with key milestones:   * Milestone 1: Review of initial draft report following examination of 50% of farms – by end of Month 3. * Milestone 2 Individual energy audits and reports submitted – by end of Month 4 * Milestone 3: SEC-level baseline & RoO submitted – by end of Month 5 * Milestone 4: SEC roadmap with action plan – by end of Month 6 * Milestone 5: Review of draft final report (Consultants and SEC) compiling the deliverables with an executive summary suitable for communication to the broader community. * Month 8: Final report agreed by all parties and presented to the public by the consultants and SEC Steering Committee.   The reports should be reader-friendly, concise and accessible to a wide audience. Use of good quality illustrations and infographics is strongly encouraged. Proposals shall include for the preparation of a set of Powerpoint slides summarising the findings of the study and their presentation to the study area community and relevant stakeholders at the end of the project.  Useful references:  [SEC Energy Master Plan Tool (earlier SEC Programme)](http://www.seai.ie/SEC/Historical-Sustainable-Energy-Zones/Toolkit/Energy_Master_Plan_Tool/)  [Energy Map – Identify Step](http://www.seai.ie/EnergyMap/Resources_tools/)  [BEC Workbook](http://www.covenantofmayors.eu/Covenant-technical-materials.html)  [Covenant of Mayors templates as it applies to energy](http://www.covenantofmayors.eu/Covenant-technical-materials.html)  [Drombane/Upperchurch Energy Project -Community Energy Survey Report](http://www.covenantofmayors.eu/Covenant-technical-materials.html) |

West Kerry Dairy Farmers SEC encourages innovative approaches for the development of the EMP and associated datasets.

1. **Required format of tender**

Interested consultants should respond in the following format;

***(a) General information***

Name of person who will undertake the assignment.

***(b) Company profile***

A profile of the tendering firm and consultant (CV).

A list of companies/communities (at least two) whom the tendering firm/consultant has provided a similar product/service to and who may be contacted for references.

***(c) Understanding of the brief:***

***(d) Proposed methodology:*** To complete an EMP to the required standards, including community consultation and communication. Current Government guidelines (as at date of tender submission) on COVID 19 Public Health Measures must be reflected in the proposed methodology.

***(e) Price excluding VAT***

Price should exclude VAT and include and any other costs such as fees to access data, printing, telephone, overheads, mileage, subsistence, accommodation etc.

1. **Evaluation Criteria**

The following evaluation criteria will be applied.

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| **Criteria** | **Maximum Evaluation Points** |
| Demonstrated understanding of the requirements | 10 |
| Demonstrated skills and past experience of delivering similar services/relevant studies | 25 |
| Proposed Methodology and demonstrated ability to deliver the specified required services | 25 |
| Price | 40 |
| **Total Evaluation Points Available** | **100** |

1. **Data Protection**

The appointed consultant will be required at contract signing stage to complete a Data Processing Agreement.

1. **Insurances**

The appointed consultant will be required at contract signing stage to provide evidence of having the following insurances valid for the duration of the contract;

- Public Liability Insurance cover of €6.5 million

- Employers Liability Insurance cover of €13.5 million

- Professional Indemnity insurance cover of €2.6m

1. **Tax Clearance**

The appointed consultant will be required at contract signing stage to provide evidence of having the required tax clearance in place, and at every payment stage thereafter.

1. **Copyright**

Copyright of the findings and Energy Master Plan rests with the client. It will be necessary to obtain the permission of both parties prior to publishing.

1. **Payments**

West Kerry Dairy Farmers SEC will manage all payments to the appointed consultant under this tender process and in accordance with its external payment policy.

1. **Freedom of Information**

West Kerry Dairy Farmers SEC will endeavour to hold confidential any information provided by you, subject to our obligations under the law, including the Freedom of Information Act 1997 and FOI (Amendment) Act 2003. Should you wish that any information supplied by you not be disclosed or redacted because of its sensitivity you should when providing the information identify same and specify the reason(s) for its sensitivity. West Kerry Dairy Farmers SEC will consult with you about the sensitive information before making a decision on any FOI request received.

1. **Conflict of Interest**

Any conflict of interest involving the contractor and West Kerry Dairy Farmers SEC, its staff or their relative must be fully disclosed in the response to this Invitation to Tender, or should be communicated to West Kerry Dairy Farmers SEC immediately upon such information becoming known to the contractor, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract.

1. **Date for Receipt of Tender**

All responses to this tender should be received on or before 5pm on Friday 18th January 2021. Tenders received after this time/date will not be considered. All tenders should be forwarded to Dinny Galvin at to the SEC at [westkerrydairysec@gmail.com](mailto:westkerrydairysec@gmail.com) with EMP tender in the subject line. All tenders received will be acknowledged via e-mail.

1. **Queries**

Queries on this tender should also be forwarded to Dinny Galvin at the SEC at [westkerrydairysec@gmail.com](mailto:westkerrydairysec@gmail.com). Responses to queries will be issued to all interested parties via e-mail. Queries received after 5pm on Friday 18th of January 2021 will not be considered.

1. **No sub-contracting statement**

The person / company / organisation to which the tender is awarded shall not sell on, outsource or subcontract the qualifying work to a third party, other than those specifically nominated as part of their tender. It is a requirement for the successful recipient of a tender to nominate the name of the person who shall deliver the required piece of work where applicable. A substitute name will also be required on receipt of acknowledgement of success in tendering process. In the event that the nominated person is unable to perform the required piece of work due to ill health or other extenuating circumstances the company reserves the right to extend the tender deadline and/or seek further expressions of interest.

1. **Discretion to terminate process**

West Kerry Dairy Farmers SEC is not bound to accept any tender received and may terminate this procurement process at any stage.

**Ends**