

Title of Report:	Development of Council's Energy Strategy for the Borough
Committee Report Submitted To:	The Leisure & Development Committee
Date of Meeting:	21 June 2022
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-25)	
Strategic Theme	Local Economy Climate Change and Our Environment
Outcome	Council contributes to improving levels of business innovation in the Borough. The Borough is a leader in addressing Climate Change.
Lead Officer	Interim Head of Prosperity & Place

Budgetary Considerations	
Cost of Proposal	£20,000
Included in Current Year Estimates	YES
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to seek Members approval for procurement of appropriate energy specialists to develop a new Energy Strategy (including Action Plan), that will provide direction to Council on initiatives which should improve energy efficiencies throughout the Borough.

2.0 Background

Causeway Coast and Glens Borough Council have an ambitious vision for the Borough; to make the Local Authority one of the UK's most sustainable regions by 2030. By improving the lifestyles and opportunities for residents and businesses, Causeway Coast and Glen's will cultivate an image as a leader in sustainable living, ensuring that sustainability and the development of a vibrant and growing economy go hand-in-hand.

Council has identified that climate change and the need for energy security will drive a shift towards cleaner and renewable energy sources for the Borough, requiring a massive investment in new energy infrastructure in order to shift towards a low carbon economy. This creates both the impetus and opportunity for transformational change.

The way the UK generates and uses energy is entering a critical period at both the national and local level. At a time when the trend is for energy consumption to increase rather than fall, it is acknowledged by the Government that we require a sustained commitment and investment in a new range of skills and technologies. It is not, however, enough to address only these risks. There are significant benefits to be gained from improving energy efficiency of both domestic and commercial premises and increasing local generation where communities are the primary beneficiaries. Delivering these benefits will be central to our new Energy Strategy.

Following the adoption of the Path to Net Zero strategy and its supporting Action Plan by the Northern Ireland Executive, Council is now in a position to fully realise the energy opportunities that exist in our Borough. The Council, residents and businesses alike have all adapted to the COVID-19 pandemic and we can see that some of these adaptations also reduce carbon emissions. As we emerge, Council will maintain and build on that resilience.

There are numerous regulators for specific parts of the energy sector, however much of the market is regulated by Ofgem. At this time, most of the market is now privatised; generation and supply are competitive, and transportation through networks is regulated as the operators are monopolies. UK electricity and gas prices have soared this spring after Ofgem revised its energy price cap. The cap, which sets the maximum amount a utility company can charge an average customer in the UK per year, increased dramatically by 54% from £1,277 to as much as £1,971. It is critical that as a Council we start looking into how we can address these soaring energy costs for both our residents and businesses.

It is through using this foundation that Council wants to develop a Borough specific Energy Strategy which can exploit the natural opportunities that our region has to offer. It is also hoped that Council can attract and support innovative energy-led businesses into the Borough's growing economy. In addition, Council acknowledges a need for a sustained commitment and investment in a range of new skills and technologies to enable our energy transformation.

3.0 Terms of Reference

Key outputs from our Energy Strategy will include:

- A comprehensive overview of the opportunities and challenges across the Borough;
- Establishing long-term ambitions, aims and objectives for Council;
- Development of sector specific carbon reduction proposals;
- Development of a clear 'action plan' for the implementation of the strategy;
- Development of a framework to effectively monitor progress against the strategy; and

- Strong engagement with key stakeholders.

Council is determined that the implementation of this strategy will help deliver major investment; create long-term jobs, reduce fuel poverty; support the development of a new clean energy sector in the Borough; create new revenue streams for the public sector and communities, improve air quality; and help regenerate communities.

The draft Terms of Reference for the Energy Strategy (including Action Plan) are attached as **Annex A**.

4.0 Recommendations

The Leisure and Development Committee is asked to approve the procurement of suitably qualified energy specialists to assist the Prosperity & Place team to deliver an Energy Strategy (including Action Plan) for the Borough, to achieve key outputs as detailed in the attached Terms of Reference.



**Causeway
Coast & Glens
Borough Council**

**Request for Tenders – Provision of an Energy
Strategy and Action Plan for Causeway Coast &
Glens Borough Council.**

Request for Tenders – Provision of an Energy Strategy and Action Plan in Causeway Coast & Glens

1. Background

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2. Purpose of the Terms of Reference

Council is seeking suitably qualified companies or consortia to undertake preparation of this Energy Strategy and Action Plan with a horizon of 2030 and an initial action plan for a three-year period.

Following the publication of the Northern Ireland Executive Path to Net Zero Energy Strategy and their Action Plan for 2022, the development of Council's own energy strategy will assist Officers in leading the Borough to the early identification of opportunities which can integrate local energy solutions that are efficient, low carbon and resilient. The overall goal is to contribute to the NI Executive's targets of net zero carbon and affordable energy for all, which will end the price volatility associated with fossil fuels and ensure that more of the money spent on energy stays in the local economy and helps to create jobs and wealth.

Council wishes to develop a fair and inclusive energy strategy which reflects the diverse nature of the Borough. The new strategy should therefore support local priorities to drive energy resilience and economic growth for the foreseeable future.

The key work elements would be:

- Interrogate and organise existing evidence, provide additional evidence in a robust format, and recommend collection of further evidence so as to inform future policy making and guidance issued by Council;
- Develop a clear and strategic 'roadmap' which supports implementation of the energy-related solutions and development of its energy industries.
- Develop a high-level methodology that can compare combination of key projects in different timeline scenarios to illustrate different options for working towards the NI Executive's ambition of net zero-carbon by 2030 and presentational tools to facilitate dissemination and decision making;
- Present the final information in formats that will give the necessary robust background data in a way that will engage internal and external stakeholders.

The specialists are asked to submit their own ideas and methodologies for delivering the work elements, but it is considered that these will include for:

Stage 1: Compiling an evidence base, updating intelligence, identifying and filling gaps

1. Compile an evidence base, identify and filling any gaps;
2. Aligning Council's new strategy with current government policy (i.e. Path to Net Zero, Draft Green Growth Strategy etc.)
3. Providing Council with an up to date and comprehensive overview of the opportunities and challenges across the Borough. This will include:
 - Introducing relevant best practice that can be learned from elsewhere;
 - Developing a high-level picture of our existing energy system looking at overall demand and supply, key sources of demand and supply

(industry, domestic and non-domestic building stock), including heat, transport, energy efficiency, and renewables.

- Identifying potential limitations of the current system to match the Borough's growth aspirations.
- Identified links between energy, health impacts, quality of life and local economic development.
- Engaging with key stakeholders through a series of one-to-one meetings and workshops to identify sectoral challenges and opportunities, end-user energy requirements and to ensure industry alignment and buy-in.

Stage 2: Strategy Development including sectoral approaches

Development of an overarching Energy Strategy for the Council area, including:

1. Setting out long-term ambitions, aims and objectives to develop our energy opportunities/industries.
2. Identifying opportunities to invest in energy efficiency and decarbonisation, low carbon generation.
3. Identifying infrastructure constraints and potential solutions.
4. Support ambition to grow the energy sector through business support and eco-innovation.
5. Sector specific carbon reduction proposals for our energy economy, focussing on the following:
 - **Sectors:** Housing, Buildings, Transport, New Construction, Agriculture, Public Estate
 - **Business Energy:** Industry, Tertiary, Small Business, Business Clusters
 - **Major Infrastructure:** Offshore Wind, Tidal, Heat Networks, Transport, Ports
 - **Green Technology:** Solar, Biomass, Wind, Energy Storage, Building Services & Products
 - **Energy systems and decentralised energy:** including a more flexible power grid, heat networks
 - **Alternative fuels:** Biomass, unconventional gas/hydrogen
 - **Social Needs:** Fuel poverty and housing energy efficiency
 - **Resources:** Waste and by-products into alternative fuels and fuelling stations and vehicles
 - **Enabling Actions:** e.g. Council Leadership, NI Executive Support, Public Engagement, Costs to Consumers

Your approach to helping to prioritise and clarify the diverse elements and to structuring the strategy and these plans should be clearly outlined in your methodology.

Stage 3: Implementation Plan

1. To articulate our route to decarbonisation to meet the requirements of the NI Executive's Path to Net Zero targets.
2. The development of a clear 'action plan' for the implementation of the strategy, including key investment priorities, actions, timescales, and resources (commercial opportunities, public-funded investment, infrastructure company projects and projects which are likely to require a partnership approach).
3. Matrix scenario modelling to a high visual quality, demonstrating future carbon saving scenarios including the design of infographics to illustrate the Strategy (max. 10 infographics), the content of which to be agreed.
4. A framework to effectively monitor progress against the strategy, including a clear set of metrics for the monitoring activity.

Demonstrating effective stakeholder engagement will be an important aspect of this commission and it is expected that the appointed energy specialists will work with Council to prepare a clear communications plan at inception.

It is anticipated that the successful tenderer will actively support and engage in events organised specifically in connection with the three stages of the study. Engagement with key industry figures is an important element of this activity.

3. Consultees

The work should consult with the following groups and stakeholders, all of whom have interests in the delivery of an Economic Development Strategy for the Borough:

- Elected Members of Causeway Coast and Glens Borough Council (through a minimum of one workshop and an interim direction document).
- Causeway Growth Deal Executive Programme Board and Programme Management Office.
- Economic Advisory Group – Causeway Coast and Glens Borough Council, Ulster University, Causeway Enterprise, Roe Valley Enterprises, Causeway Chamber, Northern Regional College, North West Regional College, Invest Northern Ireland.
- Government Departments including those with most relevance, Department for the Economy, Department for Communities, Department for Infrastructure, Department for Agriculture, Environment and Rural Affairs
- Ulster University Economic Policy Unit
- Other Units within Causeway Coast and Glens Borough Council – Tourism, Coast and Countryside, Planning, Capital Projects, Community Planning where relevant.
- Local residents and businesses.

As part of the design process, the stakeholders named above will have the opportunity to feedback on the initial draft of the Energy Strategy.

Council will put in place an online review system which will allow staff and consultees to review the strategy as it develops.

4. SWOT/PESTLE Analysis

The strategy requires a detailed SWOT and PESTLE analysis. It should identify and understand key issues affecting the borough and help to inform the establishment of key economic priorities. It should also incorporate any of the emerging themes and projects of the proposed Growth Deal, if relevant.

The successful tenderer should use the groups/stakeholder consultation to form the basis objectives for the analysis. The analysis should include internal and external factors which affect the delivery and outputs of energy interventions – gaps in knowledge, gaps in stakeholder engagement, budgetary constraints and so forth.

5. Funding Context

The Strategy should include detailed sources and information for existing and new funding applications for identified actions, including innovative models of delivery – for example, joint ventures. This section should be completed in consultation with Council's Funding Unit. It is anticipated that there may be issues around completion of this section with regard to "traditional" European sources of funding and UK Government replacement schemes.

6. Strategy and Action Plan

The Strategy and Action Plan should culminate in a series of indicative actions which reflect the ambition of the new vision statement, as well as the themes identified through:

- The area profile as defined by the Ulster University Economic Policy Unit
- Regional and local strategic policy
- Consultation
- Existing strategic priorities and expected continued service delivery
- New strategic priorities – Growth or City Deal opportunities
- Roles of Key Delivery Partners
- Core and external funding opportunities

The Action Plan will direct the work of the Prosperity and Place team, in conjunction with key stakeholders, for a three-year period. It should include key resources, measurable quantitative and qualitative priority outputs, outcome-based accountability and performance measures attributed to the relevant responsible bodies for execution and agreed by them as part of this process.

The Plan should pay particular attention to targets assigned within any Programme for Government and Northern Ireland Executive's Path to Net Zero strategy, but with

specific focus on the needs, challenges and aspirations of the Causeway Coast and Glens Borough.

In addition, the Action Plan should include defined “pause periods” and evaluation parameters. The Strategy and Action Plan will require a review after 12-months.

7. Resilience

The overall Strategy will run until 2030, with a three-year action plan emerging from it. The work should also consider issues around short and long term factors such as opportunities and challenges from Brexit, reductions in local government funding, reaction to events such as recession or growth, and staffing/resource challenges.

8. Insurance

For this contract, we require the following levels of insurance as a minimum:

- a) Insurance levels must be in place by the Contract start date
- b) Insurance levels must be maintained for the duration of the Contract

Insurance Type	Minimum Requirement
Professional Indemnity Insurance	£1m
Public Liability:	£2m
Employer’s Liability:	£10m (Only if your company is legally obliged to hold this insurance)

- c) In the delivery of the contract, the Supplier must ensure workplace safety and adhere to current Government issued guidance, as applies to Northern Ireland, on providing secure work environments e.g. Coronavirus.

9. Reporting

The Interim Head of Service Prosperity and Place will oversee the delivery of this project. The point of contact throughout the project will be Louise Mullan, Strategic Projects Officer.

The final Strategy and action plan must be provided in electronic format and will become the property of Causeway Coast and Glens Borough Council and that at its discretion may share and/or publicise all or part of the findings. The tenderer will not be able to use or publish any of the content of the report without the express consent of the Council.

The successful tenderer may be required to deliver update presentations to Council’s Leisure and Development Committee; Growth Deal Executive Programme Board; and/or other relevant Council Committees.

10. Contract Deliverables and Timescales

After the contract has been awarded the tenderer shall be available for meeting project leads online within 2 weeks. It is anticipated that this strategy development programme will develop over the next two quarters of the current term. The programme of work should aim to deliver a “first thoughts” document for Council consideration by mid-September 2022, and a first draft by end-December 2022.

11. Equality Impact Assessment and Rural Needs Assessment

In conjunction with Council staff, the above assessments will be carried out as the work progresses.

12. Budget

It is anticipated this contract value will not exceed **£20,000 (ex. VAT)**. All prices quoted shall be in pounds Sterling (GBP) and inclusive of all expenses. Please note that this is a fixed rate contract and no price increases will be accepted. All prices quoted shall include expenses and any other associated expenses expected to deliver the project.

Council reserves the right to extend this contract by 6 months.

Tender submissions received above this amount will not be considered.

13. Payment Arrangements

Invoices are to be submitted to the Council according to the delivery milestones schedule below. Invoices shall not be submitted until completion of the supply of Services as specified unless otherwise agreed by the Council.

Payment will be made in accordance with below schedule.

Milestone	Payment (as % of agreed bid cost)
Initiation Meeting & Project Commencement	30%
Delivery of final report	70%

14. Clarification Questions

Tenderers who wish to seek clarification on any points of doubt must do so before **Friday 5th August 2022 at 5:00pm**. Clarifications cannot be made by telephone or in person. Clarification requests must be emailed to Louise.Mullan@causewaycoastandglens.gov.uk.

15. Timescales

Deadline for Quotes	Friday 12 th August 2022 @ 5:00pm
Initiation Meeting & Project Commencement	w/c 29 th August 2022
First Thoughts Document	w/c 19 th September 2022
Draft Strategy & Action Plan	w/c 12 th December 2022
Final Strategy & Action Plan	w/c 16 th January 2023

Closing date for acceptance of tenders is 5:00pm, Friday 12th August 2022.
Tenders to be emailed to: Louise.Mullan@causewaycoastandqlens.gov.uk

Council is not bound to accept any or the lowest quotation. All submissions must be in the English language. Council is not obliged to consider or accept alternative offers.

Proposals delivered AFTER this time will NOT be accepted under any circumstances. Please note that Council is not bound to place an order under this quotation exercise.

You will not be entitled to claim from Council any costs or expenses which may be incurred in preparing the quote whether or not it is successful.

16. Freedom of Information (FOI)

Council is bound to comply with FOI requests and by submitting a tender the tenderer acknowledges that their response and any further relevant information provided may be disclosed under FOI. We will endeavour to ensure that where necessary any FOI requests relating to the tenderers information will be answered in liaison with the tenderers.

Tenderers should be aware that after award of contract, information in relation to the contract may be published on our website, this will include the contract title, name and address of the winning tenderer and the award value. This will be published without further consultation.

17. Period of Validity

You are required to keep quotations valid for acceptance for a period of ninety days from the closing date for receipts of quotations.

18. Confidentiality

You should treat the submitted documents as private and confidential between oneself and Council.

19. Official Amendments

If it is necessary for Council to amend the documentation in any way, prior to receipt of quotations, everyone will be notified in writing simultaneously. If appropriate, the deadline for receipt of quotations will be extended.

20. Canvassing

Canvassing of any official of Council, concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other quotation will be disqualified.

21. Bribery Act 2010

Causeway Coast & Glens Borough Council is subject to the Bribery Act 2010 and therefore has a zero tolerance to any form of bribery. The Council is committed to free and fair competition in all its business dealings.

If a tenderer, or anyone acting on behalf of a tenderer, offers a bribe to a Council Official or an elected Member in order to secure a contract, their submission will be null and void, or if the contract has been awarded, it will be terminated with no penalty to Council.

Furthermore, if any person or organisation who is working on behalf of the Council, such as a Consultant, offers or accepts a bribe in respect of the award of Council business, their contract with Council will cease immediately, with no penalty to Council.

22. Accuracy

Tenderers must ensure that all information included within their tender submission is accurate. The inclusion of information that is found to be false or misleading may result in the tenderers exclusion from this tender competition.

Furthermore, in the event that false or misleading information comes to light after a tenderer has been awarded a contract, this may be considered as grounds for termination of the contract.

23. Use of Next Ranked Supplier

In the event any subsequent contract is terminated in accordance with the provisions of the terms and conditions and/or special terms and conditions, Council will offer the second ranked supplier in this tender, the opportunity to enter into a contract, provided the original terms (including price) offered by that supplier remain unchanged from those originally offered by that supplier during the course of this tender. Should this not be the case and/or the second ranked supplier declines, Council will approach the next ranked supplier in turn on the same basis. This will continue until all ranked suppliers have been exhausted or if Council determines, at its sole discretion, to retender. This right will exist throughout the initial contract period

24. Appendices to be provided:

- Area Profile and Outlook – this is provided on an annual basis by the University of Ulster's Economic Policy Centre.
- Summary of Existing Projects, Current Strategic Priorities, Targets and outputs achieved – provided via a copy of the current year's business plan, which will give a flavour of the current range of projects.

- Corporate Plan – the corporate plan, as provided, covers to the year 2019 – a new corporate plan is underway.
- Community Plan 2030.
- Northern Ireland Path to Net Zero Strategy and Action Plan.
- Invest in Our Lifestyle – produced in-house, this document gives the main facts, figures and USPs of the area for those wishing to invest in Causeway Coast and Glens.

25. Format of Quotations

Quotations must address all the requirements in this document and must be in the format that corresponds to the award criteria set out below.

General Information:

The following must be supplied:

- a) Name, address, telephone number, e-mail address of supplier.
- b) Name, address, telephone number and e-mail address of any ultimate insurer or third parties involved in quotation.

Textual response outlining how the requirements specified will be met. Process and work-programme diagrams can be included. The maximum number of sides refers to A4 sides written in a minimum of Tahoma font size 12, though diagrams etc. can go to smaller font.

Award Criteria:

The applicant's response to the specification will be considered against the following criteria (weighted for importance, scored out of 100).

1. **Methodology and Approach** (10 sides maximum)
The applicant should provide their response to the requirements of the brief, including reference to their knowledge and understanding of relevant policy and industry contexts which they will bring to bear (40%)
2. **Relevant Previous Company Experience** (4 sides maximum)
The applicant should demonstrate experience of successfully delivering similar commissions (10%).
3. **Project Management and Value for Money** (4 sides maximum)
The applicant should respond to the project phases and timescales (noting the date of the inception meeting), providing a summary of their proposed project management approach including daily rates, tasks and time allocations for key personnel (20%)

4. Relevant Experience of Team Members (4 sides maximum)

The applicant should demonstrate that the team which will deliver the project have the necessary skills and qualifications to fulfil the brief (10%).

5. Price

The applicant should submit a proposed project budget (20%)

26. Scoring Assessment

All questions are assessed against the disclosed criteria and their weightings.

Those that provide a response which scores less than the identified minimum requirement of 2 or less, will fail that question and will not have the rest of their submission scored. The pricing submission is scored against the identified formula(e).

The following formula will be used to determine the scores for Price:

$$\frac{\text{Lowest Price}}{\text{Tenderer's Price}} \times \text{Weighting} = \text{Weighted Score}$$

One of the marks in the table below will be awarded to each return and converted to the % weighting that is assigned to the question.

Example: A supplier who is awarded 4 marks for a question worth 15% will receive 12% - i.e. (4x15)/5.

Assessment	Score	Indicators
Excellent	5	An excellent response that fully answers the project's requirement.
Very Good	4	A very good response that provides very good answers to the project's requirement
Satisfactory	3	A satisfactory response that details good answers to the project's requirement
Reservations	2	A limited response that provides reservations in relation to the project's requirement
Poor	1	Unacceptable information that provides serious reservations in relation to the project's requirement
Unacceptable	0	Failed to address the question and supplied no information in relation to the project's requirement

Council is not bound to accept the lowest or any submission, nor will the Council be involved in expenses incurred in the preparation of your submission, unless we clearly specify a fee.

DRAFT