

# **WELSH ASSEMBLY GOVERNMENT RESEARCH PROGRAMME**

## **Facilitating Planning for Renewable Energy**

### **RESEARCH SPECIFICATION**

#### **Background**

1. It is now widely accepted that human induced climate change, caused primarily by emissions of CO<sub>2</sub> from the combustion of fossil fuels, is posing a significant threat to the world's environment.
2. A cornerstone of the EU's climate change policy is to double the proportion of the EU's total energy consumption that comes from renewables to 12% by 2010 and increase the proportion of renewables in electricity production to 22.1% (from around 14% now). The UK Government currently has a target of 10% of electricity supplied from renewable energy sources by 2010. These targets are in parallel with programmes for increased energy efficiency and reductions in 'greenhouse gas' emissions.
3. This presents a considerable challenge for local authority planners, and will require robust, consistent and repeatable planning tools to identify appropriate sites for new development and help to overcome the planning barriers to development of renewable energy. Much work has already been undertaken, and is continuing in the fields of planning and renewable energy, including modelling and mapping of constraints. The planning system has a pivotal role to play in delivering the renewable energy agenda of the UK and Assembly Government's. Planning guidance on renewable energy in Wales is set out in Planning Policy Wales (March 2002) (PPW) and Technical Advice Note (Wales) 8 (TAN 8), originally published by the Welsh Office in 1996. All are available on the Assembly website. The guidance in TAN 8 is currently being re-drafted by the Welsh Assembly Government in conjunction with a Technical Advisory Group.
4. PPW indicates that local planning authorities should make positive provision for renewable energy development and undertake an assessment of the potential of all renewable energy resources in their area as part of UDP preparation. It is intended that the revised version of TAN 8 is supported by a tool which will assist local planning authorities or other relevant bodies in undertaking this assessment and in doing so help to deliver the UK Government targets for renewable energy and contribute to climate change obligations.

#### **Aim**

5. The National Assembly for Wales on behalf of the Welsh Assembly Government (hereafter referred to as the Client) require that this project will review available information, techniques, research and projects and

from it develop a decision support tool for TAN 8 to assist local planning authorities in providing for renewable energy in the context of land use planning policy advocated in Planning Policy Wales (March 2002).

6. The main output will be a tool which will be delivered as a supplement to TAN 8 and be used primarily by local planning authorities to positively provide for, and facilitate, renewable energy development. It will also be an important reference tool for developers and others stakeholders in the planning process. It will not be a substitute for detailed EIA but will enable broad scenario's to be drawn up as part of the forward planning process and enable informed policies for renewable energy to be developed.

#### Current Position in Wales

7. During 2000 and 2001 a significant effort has been made to develop a distinctive Welsh policy on Renewable Energy, in the light of emerging UK wide policies and targets. In particular:
  - An assessment of renewable energy resources in Wales was produced by Sustainable Energy Limited in 2000; this report was subsequently issued for peer review, and more than 30 written responses were received;
  - Based on this report, and an analysis of the consultees' responses, AEA Technology developed some possible scenarios and targets for the future contribution of renewables in Wales;
  - These studies were used as inputs to a major consultation event held in Newport on 5 October 2001. The workshop involved over 150 people representing the wide range of stakeholders involved in the development and implementation of renewable energy. A summary of the information and the discussions at the workshop was produced by Dr Adam Brown (AEA);
  - The Economic Development Committee is undertaking a review of Energy Policy in Wales. The Review, which began in October 2001, is exploring possible long term scenarios for (non-transport) energy production and use in Wales and will make recommendations to the Assembly Cabinet on a strategic framework most appropriate to achieving the optimum use and generation of energy in Wales by 2020 and with regard to further developments. The Committee has produced a report on renewable energy which was put out for consultation which ended on 5 July 2002.
8. The Welsh Assembly Government has recently published its proposals for improving certainty and confidence in the planning system in its consultation paper "Planning: Delivering for Wales". The objectives of this paper, particularly improving the quality and speed of outcomes, are key to finding our way towards an integrated solution to renewable energy.
9. The more detailed planning guidance needed to support the policy outlined in PPW will be forthcoming in the revised version of Technical Advice Note 8 Renewable Energy. A Technical Advisory Group (TAG)

has been set up to progress the review of TAN 8 in an inclusive way, and consists of a range of those with an interest in planning policy for renewable energy.

10. The Technical Advisory Group, which is assisting in the review of TAN 8, is working towards achieving consensus on the technical guidance needed to support that policy. There are encouraging signs that the industry and other stakeholders see the potential of a decision support tool as a mechanism to underpin future planning policy and provide greater certainty for all.

### **Objectives and Requirements of the Study**

11. The project will involve:-

- identifying the criteria relevant to the siting of all viable forms of renewable energy in the on and offshore environment, either in an integrated way or separately. These will include technical and environmental constraints as well as economic and social issues associated with each technology. It is recognised that these will differ for each technology and that the development of technical and environmental constraints should include the ability to incorporate grid issues and cumulative effects.
- Reviewing these criteria in terms of their relative significance with reference to available resource and estimated contribution, the current context for renewable energy, and the nature and form which the proposed planning tool will take in consultation with the Steering Group;
- Peer review of the use of similar planning tools and/or GIS techniques;
- Creation of a planning tool based on the agreed criteria using an appropriate PC based programme suitable for local planning authorities to operate without copyright restrictions and with a minimum of requirements for additional bought-in data. This is likely to involve a hypothetical trial of the tool and the result will enable a clear methodology for the assessment of renewable energy potential for each technology, which is clearly understood and acceptable to all parties involved in the land-use planning process.

### **Scope of the Research**

12. Although the review should consider information from all available sources, and recognise that Wales is operating in the context of the UK in contributing to renewable energy targets, the TAN applies to Wales only, and the tools to be developed to support the TAN should reflect this.

## **Presentations**

13. Tenderers will be required to give a presentation to the Client outlining their proposals. The interviews will be held at the Assembly's Crown Building in Cathays Park, Cardiff on Thursday 29 August. The time will be sent to candidates shortly after the tender return date. Tenderers should limit their presentation to 20 minutes and no more than 3 key personnel who would be involved in the project should attend.

## **Programme of Work**

14. The duration of the project will be a 4 month period beginning 9 September 2002. The details of the work which the Contractor proposes to undertake will be agreed with the steering group at the beginning of the contract. An interim report will be produced mid-way through the contract with a draft final report submitted to the nominated officer in month 4. Any required amendments shall be made and a revised Draft Final Report considered and agreed by the Steering Group.
15. Three meetings of the Steering Group shall be arranged by the Contractor, to consider:
- the Scoping Report - the basic content of the work and key issues
  - the Interim Report - the preliminary results from the survey work and further work to be addressed
  - the Draft Final Report
16. The venues for subsequent Steering Group meetings shall be agreed at the first meeting, and are likely to be held in mid-Wales. The Steering Group shall advise the Welsh Assembly Government on the progress of the project.

## **Emergency Meetings**

17. Emergency meetings may be called whenever an urgent problem needs to be discussed. Contractors must attend any meeting requested by the Client within the scope of the tendered works.

## **Reporting Requirements**

18. The project will necessitate the following requirements:-

a) Reports:	Programme of Work and Inception/Scoping Report to all members of the Steering Group at least 1 week before the first meeting (27 September )
	Monthly progress reports to the Contract Manager
	Interim Report at end of month 2 circulated to all

	members of the Steering Group at least 1 week before the agreed date of the meeting. The dates of the meetings will be confirmed after award of the contract
	Draft Final Report in month 4 to Contract Manager and after approval, circulated to Steering Group at least 3 weeks before the final meeting
	Final Report - 30 copies to contract manager at least 1 week before the end of the contract with an electronic version (format to be agreed). A separate quote for a further 100 copies should be provided.
	Reports will be well illustrated, using colour where necessary, and maps at an appropriate scale. The Final Report shall include a concise summary aimed at a wide readership.

b) Use of digitised data /Geographic Information System	Any digital data shall be retained by the Client, in a format to be agreed. The use of a PC based GIS, in a format to be agreed, is likely to be an integral part of this project. And should be suitable to operate without copyright restrictions and with a minimum requirement for additional bought-in data.
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c) Dissemination / organisation of a Dissemination Seminar	Seminar/including press/journal notices, invitations to target Workshop: audience, all arrangements for the seminar including venue, hospitality, presentation of the results, leaflets, displays and other visual presentation aids.
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### Information Required at Return of Tender

19. The Client wishes to encourage fairness and consideration of Suppliers when contracting with organisations. It is therefore our policy that when awarding contracts the financial status of an organisation is considered in order to avoid organisations becoming overly reliant on our business. Contracts would not be awarded if:-

- For the purchase of goods a contract exceeds 25% of a suppliers turnover; or,
- For the purpose of services a contract value exceeds 40% of a suppliers turnover.

20. For this purpose would tenderers please provide the following information with this tender:-

- Details of turnover and the accounting period to which it relates; and
- whether they are a small or medium enterprise(if they have under 500 employees).

### **Monitoring of the Project**

21. The Client and the Contractor shall each appoint a representative who shall be responsible for the monitoring of the contract: Their roles shall be to ensure that the service is meeting the required standards and quality, and to resolve any problems that may arise during the course of the contract:

22. The Client will appoint a Contract Manager who will be responsible for undertaking day-to-day contract management of the project for the client. The Contract Manager will be the point of contact for the Contractor during the course of the contract. He/she may elect to meet a named representative of the Contractor as and when necessary to discuss any issues which may have arisen during the provision of the service.

23. A lead Project Officer for the contractor will be notified to the client as part of the tender documentation.

24. Tenderers should provide the names of personnel to be assigned to the contract, their status in the organisation and their previous experience of dealing with contracts of a similar nature. These details shall provide a brief CV to include name, qualifications, summary of relevant experience and area of input into the research. Tenderers should also give details of a nominated contact point.

25. Steering Group – A Technical Advisory Group has been set up to review TAN 8 Renewable Energy. This group will function as the Steering group to oversee the project. This group consists of:-

Client (National Assembly for Wales)	(4)
Welsh Local Government Association	(3)
Environment Agency Wales	(1)
Countryside Council for Wales	(1)
Welsh Development Agency	(1)
BWEA	(1)
British Biogen	(1)
Friends of the Earth Cymru	(1)
WWF Cymru	(1)
Council for National Parks	(1)
Campaign for the Protection of Rural Wales	(1)

26. In the event of non-compliance with the Specification, the following procedures shall be followed:

- Notification of unacceptable practices / non-compliance with the Specification.
- notification and requirement to comply
- recourse to the conditions of the contract

### **Contract Award Evaluation Criteria**

27. All bids will be evaluated against the following criteria

- Applications of the over-reliance rule
- Value for Money
- Demonstration of the ability to analyse the issues and a clear understanding of the objectives of the research
- The qualifications, competence and experience of the proposed team members to undertake the project in accordance with the objectives of the research
- Demonstration of the ability to present the research conclusions to all users – local planning authorities, industry and the general public, through previous experience with similar projects.

**Tenderers should provide appropriate information at return of tender stage to allow the Client to evaluate against these criteria.**

### **Travel and Subsistence**

28. Any travel and subsistence expenses incurred by Contractors in the delivery of the contract will be paid at the Clients rates (see Annex 2)

### **Payments**

29. Payment will be made in two stage after the satisfactory completion of;

- The Interim Report (30%)
- The revised Final Report (70%)

30. The Contractor is required to include the following information on each invoice to ensure payment(s) can be made promptly:-

- Contractors name, address, VAT registration number (where applicable), invoice number and date, amount payable (stating separately the net amount due, VAT and total), name of invoicee and the clients contract number. Invoices must be issued on a monthly basis and must contain a full breakdown of the charges for the previous month. Please note payments can not be made from a statement.
- All payments will be made via the Bankers Automated Clearing system (BACS). The Contractor must either have the details of the banks' name, address, account number and sort code printed on the invoice, or include a separate letter stating the job title of the author, the name and address of their bank, the sort code and an account number.

## **Security**

31. If the successful contractor requires for its personnel, frequent and uncontrolled access to the premises of the National Assembly for Wales, or where such personnel have access to restricted information, or proximity to public figures, then all such personnel must satisfy the security requirements of the Client by completing a security questionnaire. No contractor personnel will be issued security passes until they have obtained the required security clearance. Until then, they will be issued with a temporary pass and will have to be escorted by a member of staff each and every time they have access to the premises'.

## **Changes to the Specification**

32. This specification document sets out the current service requirement of the Client. It is possible that during the life of the contract changes to the Specification may arise. Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

## **Conditions Of Contract for Research Services**

33. The Conditions of Contract for Research Services hereafter specified shall apply in relation to this contract. The Contractor must have regard to these Conditions.