Appendix A (Part 1): Instructions for Developers

PART 1 – INSTRUCTIONS FOR DEVELOPERS

Introduction

Developers wishing to pursue this opportunity should read these instructions in-conjunction with the Expression of Interest document prior to submitting developer's proposals or completing the questionnaire. Both the developer's proposal submission (60% weighting) and the response to the company / organisation questionnaire (40% weighting) will be used in the development partner selection process. Please note that separate proposals and a questionnaire response must be provided for <u>each</u> site if applying for more than one site.

Proposal submissions

Proposal submission requirements are as described within Part 3 of this document. Details of outline proposals, programme, costs, benefits and risks are required for each site. Scheme proposals will be evaluated and will weighted as 60% of the overall assessment. It is not expected that scheme proposals are prepared beyond outline design, however scheme funding is to have been considered and routes to funding clearly identified with likely revenues indicated. Financial information provided are to include details for a suitable mechanism for remuneration to the Environment Agency.

Company / Organisation Questionnaire

The purpose of the questionnaire is to obtain relevant information about your company / organisation, relevant experience, proposed project team/s and health and safety, sustainability and ethical policies.

<u>Please note the Environment Agency will not be liable for any costs incurred by the responding party in preparing for or responding to the Expression of Interest.</u>

General instructions for completing the Developer Proposal and the Company / Organisation Questionnaire

- 1. The instruction as to length of response relates to the <u>maximum</u> amount of information we wish to receive for evaluation.
- Additional information provided, beyond that requested through this Expression of Interest, will not be considered.
- Responses to questions should be on sheets with a header/footer that includes the request reference or question number and the applicant company / organisation name. Answers should be focussed and succinct.
- 4. Statements of facts, proposals, and details submitted will be reviewed; inconsistencies, ambiguities and untruths will be taken into account during the assessment.
- 5. The questionnaire should be returned <u>electronically</u> (in Microsoft Word 97 format) which will assist us in disseminating your response to our evaluation team along with <u>two bound copies</u> of your response (this must be printed double sided on paper containing at least 80% post consumer waste) in a ring binder not spirally bound (for ease of removal/copying/etc.) should be returned to the contact name and address detailed below.
- 6. Collaborative bids are welcomed, in the case of collaborative bids, references to 'company' or 'organisation' should include details of <u>all</u> parties to the collaborative bid.

Instructions specific to the Company / Organisation Questionnaire only:

- 1. Please complete all relevant parts of the questionnaire fully in black ink or typeface.
- 2. The questions should be included (re-written) with the answer.
- 3. No attempt should be made to alter the questions in any way.

General Enquiries

Your initial point of contact in the case of general enquiries is:

Mr Stephen Naylor Environment Agency

Email: hydropower.thames@environment-agency.gov.uk

Return Submissions

Your initial point of contact with respect to return submissions is:

Mr Stephen Naylor

Email: hydropower.thames@environment-agency.gov.uk

Responses must be returned on or before midday on the 21 July 2011 to and for the attention of:

Mr Stephen Naylor Environment Agency Kings Meadow House, Kings Meadow Road, Reading, Berkshire, RG1 8DQ

Applicants should be aware that where we have requested customer details, we may utilise this information for taking up references.

Appendix A (Part 2): Programme & Assessment Criteria

PART 2 - PROGRAMME & ASSESSMENT CRITERIA

Programme activities and proposed dates for submission and evaluation process as identified below:

No.	Activity	Date
	Stage 1: Pre-qualification	
1.	Expression of Interest published	28 April 2011
2.	Developer submissions returned	21 July 2011
3.	Developer evaluation	1 August 2011
	If selected for stage 2:	
	Stage 2: Developer interviews	
4.	Submission presentations and interviews	8 - 19 August 2010
5.	Developer selection	End August 2011

General Assessment Criteria of Submissions

The following criteria will be assessed by the Environment Agency when considering the suitability of development partners for short-listing. It should be noted that these criteria are <u>not</u> in a priority order:

- Technical Merit & Quality
- Relevant Experience
- Business & Financial Standing
- Approach to Health & Safety
- Commitment to Sustainability, Environmental and Ethical Policies
- Commercial arrangements

Developer proposals will carry 60% of the overall evaluation weighting. Weightings for individual submission elements have also been identified (refer to Part 3).

Responses to company questionnaires will carry 40% of the overall evaluation weighting. Weighting associated with each section have been identified (refer to Part 4).

Appendix A (Part 3): Developer Proposal Submission Requirements

PART 3 – DEVELOPER PROPOSAL SUBMISSION REQUIREMENTS

Developers must provide the information requested below. If a developer is applying for more than one site then a separate proposal must be provided for each.

Requirements	Description	Evaluation Weighting
Scheme assessment	Submission of developer proposals	60 / 100%
Development		
Development Proposals: *outline stage – developers to provide sufficient information that the physical changes to the asset and indicative scheme details can be readily identified.	 Developer to provide scheme proposals at an outline* design stage only. Proposals to include: Outline design (inc. no more than 3 drawings, one a plan and one a x-section) an outline schedule of construction activities (length not to exceed two pages of A4) outline method statement for construction (length not to exceed two pages of A4) arrangements for operational maintenance (length not to exceed one page of A4) Developer to ensure the following information is provided within the submission: form of proposed technology anticipated output (kW) construction material volumes weight of proposed hydropower equipment (turbines & generators if known) 	30%
Development Programme: (activity schedule not to exceed one page of A4 or A3)	All key development activities (through the development gateway process; including negotiation, design, permitting, etc) and project milestones to be indicated. Ensure sufficient time is allowed for the statutory approvals stages. Programmes to be provided in Microsoft Project format.	5%
Commercial		
Development Costs: (length not to exceed one page of A4)	Capital and operational investment costs in delivering and managing the scheme; to be identified for the following stages: • Design • Construction • Operation and Maintenance Costs must be provided over two lease period scenario's 20 and 30 year leases. Additional alternative lease scenarios may be submitted to demonstrate 'desired rates of return' if proposed lease period differs from those identified above.	15%
Commercial Arrangements:	Developer to provide details of scheme viability (commercial) over the 20 and 30 year lease period	_

(length not to exceed one page of A4)	scenario's and to provide a methodology (inc. relevant assumptions) as to how this has been determined. Viability to include desired rate of return on investment.	
	Developers to provide details of any assumed Government financial incentives in commercial viability.	
Lease Arrangements: (length not to exceed one page of A4)	Developer to propose an 'in-principle' mechanism for commercial remuneration to the Landlord. Mechanism must include / allow for:	
	 a regular minimum monthly or annual payment to the Landlord a payment linked to electricity output (e.g. income linked energy indices) 	
Risk		
Project Risk: (length not to exceed three pages of A4 in total)	Developer to identify key risks, consequences, likelihood of occurrence and probable mitigations at the following stages:	
	design and approvalsconstructionoperation and maintenance	
	Key risks to be identified for:	5%
	the project (inc. environmental risks)the developerthe Environment Agency	
	Costs are also to be estimated against risks.	
	Risk assessment templates (Microsoft excel) have been provided. Please use these templates for responses.	
Benefits		
Scheme benefits: (length not to exceed one page of A4)	Developer to outline key benefits of proposed scheme to / for the following:	F0/
, 5 ,	 the local community local river users the environment 	5%

Appendix A (Part 4): Questionnaire

PART 4 – QUESTIONNAIRE

This questionnaire must be completed by all companies / organisations submitting proposals. The information supplied must be true and correct to the best of your knowledge. All questions must be answered in full.

If a joint submission is being made then the lead company or organisation should provide responses to all questions. Section 4.1 should also be completed by other parties (including investors) who will have a financial liability in any proposed scheme.

Developer assessment	Response to questionnaire	40 / 100%
Company / Organisation Information	Refer to developer questionnaire	20%
Relevant Experience & Project Team	Refer to developer questionnaire	10%
Sustainability & Ethical Policy	Refer to developer questionnaire	5%
Health & Safety	Refer to developer questionnaire	5%

Company name or legal name of company / organisation (as shown in governing document)¹:

Nan	ne (Principal point of contact):
Pos	ition in company / organisation:
Dire	ct Tel. No
Fax	No
Ema	ail 1
Ema	ail 2
Web	o address
	ress for correspondence
Pos	t Code
Org	anisation type:
	Company
	Community group with written constitution
	Registered charity or trust
	Parish Council
	School or college
	Company with a charitable purpose and community focus
	Mutual society
	Church based or faith organisation
	Other – describe below

 $^{^{1}}$ Note: If this is a collaborative proposal details of \underline{all} collaborative parties are to be provided

Thames Hydropower Development Expression of Interest -Phase II PART 4 – Company / Organisation Questionnaire APPENDIX A

If applicable, registered company / organisation address
Post Code
Company Registration Number
Date of Registration
Signature (Director / Partner):
Date:

4.1 Company Information²

CD1.	Please indicate the type of company you are: e.g. sole trader, partnership, private limited company, public limited company, or other (please specify). Please include details of company structure, including parent and subsidiary companies, office locations and whether any other companies within your group are submitting proposals (can be continued on a separate sheet, length not to exceed one page of A4).

 $[\]overline{^2}$ For the purposes of the remainder of this section the term 'company' refers to any identified organisation

CD2.	Please provide brief details of the main business activities of your company and the proportion of turnover that is attributable to each activity (can be continued on a separate sheet, length not to exceed one page of A4).

CD3.	Please give brief details of company history for the proposed developer (the proposed lessee) including; date the company was formed, any changes in ownership within the last 5 years, a brief overview of the organisation's medium (1-5 yrs) and long term (5+ yrs) plans, including any proposed changes in ownership, company constitution and structure (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).

CD4.	Please indicate staff numbers for the company, including relevant technical, management and support staff who would be engage in this development. If the company does not have capability in any of these areas please provide details of likely supporting partners / external companies (can be continued on a separate sheet, length not to exceed two pages of A4).

CD5.	Please indicate your annual turnover for each of the last three years (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).

CD6.	Please provide company details of collaborative financial partners and proposed commercial arrangements with respect to the development (can be continued on a separate sheet, length not to exceed one page of A4).

CD7.	Please provide brief details of any Quality Assurance Systems your company has in place (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).

4.2 Relevant Experience & Project Team

EPT1.	Please provide details of any experience the company has in the development of hydropower and renewable energy technologies and give examples of similar work undertaken in past three years (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).

ΞPT2.	Please provide details of the proposed delivery team; including lead design consultant and main contractor. Include relevant company & key staff experience specifically in hydropower and renewable energy technology development (can be continued on a separate sheet, length not to exceed one page of A4).

EPT3.	Develo	pers to confirm level of Public Liability cover they could provide (each and every claim).
	£15M	(yes / no)
	£10M	(yes / no)
	£5M	(yes / no)
		Developer's contractors (main and sub contractors) will be required to have £15M public cover (each and every claim).
	•	for further details provided below (Can be continued on a separate sheet, length not to a half page of A4)

(each a	pers to confirm level of Professional Indemnity cover the design team could pro and every claim).
£10M £5M	(yes / no) (yes / no)
the dev if they h	In team unknown at this time, please note that a minimum of £5M will be required reloper's designers. A minimum value of £10M will apply to the developer's contract nave a design liability.
length i	for further details provided below if required (Can be continued on a separate shoot to exceed a half page of A4)

EPT5.	Please provide contact names, job title and working relationship for two company references, ideally client organisations (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).
	Note: References may be sought if company is selected for stage 2 assessment and interview.

4.3 Sustainability & Ethical Policy

SEP1	Provide a brief description of your company policy on diversity / equal opportunities (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>)

SEP2	Please describe whether your company sources or manufactures products/services from the developing world. In the event that you do utilise global supply chains, please give a brief description of your company policy with regard to ethical sourcing (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>)

SEP3	Please describe who is responsible for the environmental performance of the Company. Please also describe any environmental performance targets and how these are monitored (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>).

	YES/NO
SEP5.	Does your company have an environmental management system which would encompass the proposed development?
	YES/NO (if yes, please indicate to which standard is the company accredited).

SEP4. Has your company achieved SA 8000 (social accountability) accreditation?

4.4 Health & Safety

HS1.	Does your company have organisational provisions to ensure compliance with health and safety regulations? If not, please advise how your company will adhere with necessary health and safety regulations (can be continued on a separate sheet, length not to exceed one page of A4).

HS2.	Within your company, is there a formal delegation and assignment of health and safety responsibilities? Please provide a named individual and their health and safety credentials (can be continued on a separate sheet, length <u>not to exceed one page of A4</u>)

HS3.	Please advise how formal health and safety performance and evaluation of consultants/contractors is managed within your organisation (can be continued on a separate sheet, length not to exceed one page of A4).

HS4.	Do you have a written statement of policy concerning health and safety compliance? If so, please advise summary details (can be continued on a separate sheet, length <u>not to exceed</u>
	one page of A4).

HS5.	Do you have a disciplinary procedure that includes health and safety issues? If so, please advise summary details (can be continued on a separate sheet, length <u>not to exceed one</u>
	page of A4).