

# 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 each 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.

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.

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

1. The instruction as to length of response relates to the maximum amount of information we wish to receive for evaluation.
2. Additional information provided, beyond that requested through this Expression of Interest, will not be considered.
3. 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 electronically (in Microsoft Word 97 format) which will assist us in disseminating your response to our evaluation team along with two bound copies 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 all 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](mailto: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](mailto: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
	<b>Stage 1: Pre-qualification</b>	
1.	Expression of Interest published	28 April 2011
2.	Developer submissions returned	21 July 2011
3.	Developer evaluation	1 August 2011
	<i>If selected for stage 2:</i>	
	<b>Stage 2: Developer interviews</b>	
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 not 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
<b>Scheme assessment</b>	<b>Submission of developer proposals</b>	<b>60 / 100%</b>
<b>Development</b>		
Development Proposals: *outline stage – developers to provide sufficient information that the physical changes to the asset and indicative scheme details can be readily identified.	<p>Developer to provide scheme proposals at an outline* design stage only. Proposals to include:</p> <ul style="list-style-type: none"> <li>Outline design (<i>inc. no more than 3 drawings, one a plan and one a x-section</i>)</li> <li>an outline schedule of construction activities (<i>length not to exceed two pages of A4</i>)</li> <li>outline method statement for construction (<i>length not to exceed two pages of A4</i>)</li> <li>arrangements for operational maintenance (<i>length not to exceed one page of A4</i>)</li> </ul> <p>Developer to ensure the following information is provided within the submission:</p> <ul style="list-style-type: none"> <li>form of proposed technology</li> <li>anticipated output (kW)</li> <li>construction material volumes</li> <li>weight of proposed hydropower equipment (turbines &amp; generators if known)</li> </ul>	<b>30%</b>
Development Programme: ( <i>activity schedule not to exceed one page of A4 or A3</i> )	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.	<b>5%</b>
<b>Commercial</b>		
Development Costs: ( <i>length not to exceed one page of A4</i> )	<p>Capital and operational investment costs in delivering and managing the scheme; to be identified for the following stages:</p> <ul style="list-style-type: none"> <li>Design</li> <li>Construction</li> <li>Operation and Maintenance</li> </ul> <p>Costs <u>must</u> be provided over two lease period scenario's 20 and 30 year leases. Additional alternative lease scenarios <u>may</u> be submitted to demonstrate 'desired rates of return' if proposed lease period differs from those identified above.</p>	<b>15%</b>
Commercial Arrangements:	Developer to provide details of scheme viability (commercial) over the 20 and 30 year lease period	

<i>(length not to exceed one page of A4)</i>	<p>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.</p> <p>Developers to provide details of any assumed Government financial incentives in commercial viability.</p>	
Lease Arrangements: <i>(length not to exceed one page of A4)</i>	<p>Developer to propose an 'in-principle' mechanism for commercial remuneration to the Landlord. Mechanism must include / allow for:</p> <ul style="list-style-type: none"> <li>• a regular minimum monthly or annual payment to the Landlord</li> <li>• a payment linked to electricity output (e.g. income linked energy indices)</li> </ul>	
<b>Risk</b>		
Project Risk: <i>(length not to exceed three pages of A4 in total)</i>	<p>Developer to identify key risks, consequences, likelihood of occurrence and probable mitigations at the following stages:</p> <ul style="list-style-type: none"> <li>• design and approvals</li> <li>• construction</li> <li>• operation and maintenance</li> </ul> <p>Key risks to be identified for:</p> <ul style="list-style-type: none"> <li>• the project (inc. environmental risks)</li> <li>• the developer</li> <li>• the Environment Agency</li> </ul> <p>Costs are also to be estimated against risks.</p> <p>Risk assessment templates (Microsoft excel) have been provided. Please use these templates for responses.</p>	<b>5%</b>
<b>Benefits</b>		
Scheme benefits: <i>(length not to exceed one page of A4)</i>	<p>Developer to outline key benefits of proposed scheme to / for the following:</p> <ul style="list-style-type: none"> <li>• the local community</li> <li>• local river users</li> <li>• the environment</li> </ul>	<b>5%</b>



# 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)<sup>1</sup>:**

Name (Principal point of contact): .....

Position in company / organisation: .....

Direct Tel. No. ....

Fax No. ....

Email 1 .....

Email 2 .....

Web address .....

Address for correspondence .....

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Post Code .....

Organisation 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

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<sup>1</sup> Note: If this is a collaborative proposal details of all collaborative parties are to be provided

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If applicable, registered company / organisation address .....

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Post Code .....

Company Registration Number .....

Date of Registration .....

Signature (Director / Partner): .....

Date: .....



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- 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 not to exceed one page of A4).

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