



Project Management Framework contractors- Job Description and Person Specification

Introduction

Dorset Community Energy (DCE) is a Community Benefit Society set up in 2013 with the aim of increasing the deployment of renewable energy generation in Dorset with community benefits. Our current portfolio includes 25 community-funded solar PV on schools, hospitals and community buildings (total installed capacity 1,500 kW) with an income from FITs and more recently from selling the generated solar electricity to the hosts (at a discount). In addition, Dorset Community Energy has recently secured planning approval for a 250kW ground-mounted solar PV array with the intention that it will provide a direct supply through the grid of solar electricity to householders and businesses in Bridport.

DCE anticipates a programme of works for the next few years and therefore the directors have decided to set up a flexible Project Management Framework of 4-5 companies that we can call on when new projects come forward. i.e. following preliminary work by the directors, a company on the framework will be offered a potential PV installation to develop. There is no obligation- if the company cannot accept the offer at the time due to other commitments the offer will be passed to a second company on the framework. The procurement exercise started by this document is therefore for prospective project managers/ companies or consultants to apply to be included on the DCE Project Management Framework based on their experience, knowledge and day rate.

Job Description

The responsibilities can be roughly split into two: project development (entailing developing projects from initial contact to legal closure), and then installation management (from start of construction to completion, commissioning and smooth operation). These two roles need not necessarily be conducted by the same person/ organisation, so applicants are welcome to bid for either separately or both together.

The typical project development part of the role for rooftop PV will entail:

- Receiving information from the board about the possibility of an installation (generally, the contact details of a site manager of a building whose is interested in hosting a PV array)
- Making contact to talk through the specifics of the site and the process in general
- Estimating installation costs and self-consumption levels
- Obtaining quotations (at least 3)
- Providing costings to the Board who will undertake financial modelling to assess the business case.
- Liaising with grid operators
- Coordinating and submitting planning applications where required

- Formulating and putting forward a formal proposal to the potential host, including Heads of Terms
- Working with relevant legal advisors to present a lease or license (DCE has templates)
- Assisting the Board with launching a community share offer to raise the required capital
- Regularly reporting to the board (formal written reports monthly, informal telephone conversations approximately weekly)
- Monitoring expenditure and responsibility to report expenditure to grant funders and submit claims in line with any grant award.
(Note grant applications will be submitted by the Dorset Community Energy directors but the Project Manager will be responsible for ongoing management and delivery of grant-funded works)

The installation manager part of the role will entail:

- Beginning work once planning, legal agreements and funding are in place
- Appointing the installer
- Planning the timing of the installation with the host building
- Liaising between the installer and host building
- Overseeing the installation (including regular visiting of the site during construction)
- Taking photos during and after construction
- Keeping all costs down and reporting any changes to the board and any grant bodies
- Ensuring the installers adhere to their contract, especially timing, performance, Health and Safety, and any site-specific conditions (as may be required for schools)
- Receiving all of the handover information, such as manuals and commissioning certificates
- Handover to DCE's asset manager, who will handle monitoring and billing of the school once commissioning is complete and operation is smooth.

Person Specification

Companies/consultants appointed to DCE's Project Management Framework for the Project Development role will have a background which demonstrates:

- A good understanding of solar PV
- Experience performing technical feasibility studies.
- Either formal qualification in, or extensive experience of, project management
- Good communication skills
- Good interpersonal skills and the ability to build good working relationships with site managers and PV installers.
- Flexibility to work around the restrictions provided by schools (such as working taking place during school holiday periods)

Additionally, applicants who wish to be included on the framework purely to perform the installation management role will have a background which demonstrates: -
detailed knowledge of solar PV installation

- experience with either installing, or closely overseeing, the installation of nondomestic solar PV arrays

Contract delivery

Once an applicant is included on DCE's approved contractor list, there is no guarantee of work. The availability of work will be variable and likely to be based on grant availability and host site enthusiasm. When the board believe it is viable to progress a project (suitable site, reasonable chance of raising funds) they will offer the project development contract to the most suitable company/contractor on the framework (based on location, price and experience relevant to the particular site).

Work may consist of a single site, or a number of sites. It is expected that it will take around 6-9 months to get from initial introduction to signed legal agreements (i.e. development phase), with the required amount of work varying from week to week. The installation management phase is envisioned as being around 3 months, with visits to site as necessary.

If a contractor is selected to work on a project, remuneration would be at the agreed hourly rate, including travel time, based on monthly claims supported by timesheets, and increased annually in line with RPI. Travel costs are paid at £0.45 per mile.

Application process

To apply for inclusion on the DCE Project Management Framework applicants should supply:

- Their CV
- A short (no more than 1 page of A4) statement of why they would be suitable for the role and should be included on the framework
- Their hourly rate
- Evidence of Professional Indemnity Insurance
- Whether they are interested in both the Development and Installation roles, or both
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Applications should be sent to DCE's secretary Lucy Beasley

lucy@dorsetcommunityenergy.org.uk

If applicants have questions or would like further information please call Geoff Joy Technical Director 0n 07594 240 328.

Notice period One month by either party, with detailed handover