

BER Assessor Panel Request for Submission

Report Sub Title: Panel of Building Energy Rating Assessors for Local Authority Housing in Tipperary

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Prepared by: Paul Kenny, CEO, TEA



Tipperary Energy
Agency Limited,
Craft Granary,
Church Street, Cahir,
Co. Tipperary

T: 353 (52) 7443090
F: 353 (52) 7443012

e: Info@tea.ie - w: www.tea.ie

Table of contents

TABLE OF CONTENTS	2
1 IMPORTANT NOTICE	3
2 INTRODUCTION	4
3 QUALIFICATIONS AND REQUIREMENTS	4
4 PROPOSED WORKS	4
4.1 UPGRADE SUPPORT:	5
4.2 BER CERTIFICATE.....	5
4.3 CLARIFICATIONS	5
5 PANEL STRUCTURE	5
6 SUBMISSIONS FOR INCLUSION ON PANEL	6
7 EVALUATION	7
8 SEMINARS AND ENGAGEMENT	7
9 QUERIES	7

1 Important Notice

The information provided herein is offered in good faith for the guidance of Tenderers, but no warranty or representation is given as to the accuracy or completeness of any of it and the Contracting Authority and their advisers shall not be under any liability for any error, mis-statement or omission.

All costs incurred by Tenderers in preparing tenders shall be borne by them. The Contracting Authority and its advisors shall bear no liability whatsoever to anyone whether participating in this competition or not and, for the avoidance of doubt, shall not be liable for any costs or losses incurred howsoever arising in connection with the competition including, without limitation, any loss of profit or other economic loss incurred.

None of the information shall constitute a contract or part of a contract between the Contracting Authority and any Tenderer. The Contracting Authority reserves the right not to follow up this invitation in any way and/or to change the tender procedure and/or terminate discussions at any time. The Contracting Authority shall not be obliged to enter into a contract with any Tenderer. No legal relationship or other obligation shall arise between the Tenderer and the Contracting Authority unless and until the contract has been formally executed in writing by the Authority and the successful Tenderer and any conditions precedent to the effectiveness of such documents have been fulfilled.

The Contracting Authority reserves the right to amend this Invitation to Tender, its requirements and any information contained herein at any time by notice, in writing, to the Tenderers.

Nothing contained in this Invitation to tender is, or shall be relied upon as, a representation of fact or promise as to the future. Any summaries or descriptions of documents or contractual arrangements contained in any part of this Invitation to Tender cannot be and are not intended to be comprehensive, nor any substitute for the underlying documentation (whether existing or to be concluded in the future), and are in all respects qualified in their entirety by reference to them.

Reference in this Invitation to Tender shall include all information contained in it and any other information (whether written, oral or in machine-readable form) or opinions made available during the tender stage of the competition by or on behalf of the Contracting Authority, their respective advisers, consultants, contractors, servants and/or agents in connection with this Invitation to Tender or the competition.

Tenderers shall note that any contract award is subject to production of a current tax clearance certificate from the Revenue Commissioners in Ireland, or for a non-resident, a statement from the Revenue Commissioners in Ireland confirming suitability on tax grounds. Any contract award is also subject to satisfactory confirmation from the Tenderer's insurers that the Tenderer can comply with the insurance requirements of the Contract.

2 Introduction

The Tipperary Energy Agency (TEA) supports the development of sustainable energy in Co. Tipperary. The TEAs mission statement states that *'The TEA will lead and support Co. Tipperary to reduce its CO₂ emissions by stimulating and implementing best practise in the field of sustainable energy.'*

The TEA established a BER Panel for the Tipperary Local authorities in 2010 for two years and wishes to renew this panel. The TEA is now requesting submissions from suitability qualified persons or organisations to become part of a panel of BER assessors which it may use as required. This Panel will be put in place from July 2012 to July 2014 and will be reviewed as required.

The TEA may be directly contracting the assessors, or it may be the local authority contracting the assessors directly, depending on the requirements of the local authority.

3 Qualifications and Requirements

The following are the TEAs minimum requirements to be considered for inclusion on the panel

- a) Fully registered as a BER assessor with THE SUSTAINABLE ENERGY AUTHORITY of IRELAND – All Dwellings (SEAI)
- b) Completed SEAI exam and attained a minimum of **85%** in the exam
- c) Approved training course for New Dwellings completed, preferably HETAC approved
- d) Training completed on Existing Dwellings
- e) Compliance with SEAI requirements in relation to Insurance
- f) Actively engaged in provision of BER Certificates and can provide proof of such activity for both new and existing dwellings in the last six months.
- g) Minimum qualification in the field of engineering, building construction or architecture required e.g. Building Services Engineering, Architecture, Mechanical Engineering etc.
- h) By tendering for this work the tenderer declares that it is competent to carry out the works described herein and has an adequate working knowledge of the requirements of the Safety Health & Welfare at Work Acts and Regulations current and is insured and competent to perform the duties detailed in the Safety, Health and Welfare at Work (Construction) Regulation, 2006.
- i) By tendering for this work the tenderer agrees to use the procedures approved by SEAI and shall comply with their code of practice in carrying out an assessment.

4 Proposed Works

The TEA is working with various Tipperary Local Authorities to upgrade the social housing stock. As part of this work it is necessary to survey houses and define works required to improve the energy performance of those houses. This survey will form the basis of a tender to upgrade the houses. For this project the following will be required:

4.1 Upgrade Support:

- a) Completion of Before and After BERs. The before BER will not need to be registered with SEAI, and therefore will not be subject to the registration fee. The after BER will need to be registered. The cost of this registration will need to be included in the tendered fee.
- b) Completion of a TEA defined standard report that will detail the works required, given a defined specification (similar to HES specification). Both of these documents are available from the location of this specification.
- c) Complete a department of Environment social housing upgrade return once the house upgrade is completed.
- d) Attend one seminar on the methodology at your own expense.
- e) BER's will require a fast turn around of less than 1 calendar week (excluding notified absences (e.g. holidays etc). The current department call is for voids only so there will be a variety of locations. The aim is to process multiple houses together, however this cannot be guaranteed. Local Authorities will not tolerate delayed submissions and reserve the right to remove an assessor from the panel if delays are experienced.
- f) The houses are all local authority houses, and will therefore be a very similar and simple design – it is therefore appropriate that the length of time on site will be minimal.
- g) Assessors shall note that the fees will be paid either by the client local authority or by the TEA.

Note the total pricing for the before and after certificate shall be included. Invoicing for 70% of total value shall be applied in the event that the upgrade does not happen after 3 months.

4.2 BER Certificate

This will be a pre – letting certificate and will include the statutory minimum certificate and advisory report.

4.3 Clarifications

- a) In all cases above inclusion on the panel does not constitute a minimum number of BER to be completed. It will be based on a needs basis, which currently depends on new lettings of local authority houses.
- b) Prices shall be exclusive of VAT, but clear indication of Vat status of tenderer is required, or price will be assumed to be EX VAT and VAT will be added to the price tendered.
- c) Price shall include all travel and subsistence expenses regardless of areas that are noted as a preference.
- d) Price shall include registration of one certificate with the SEAI.

5 Panel Structure

In order to ensure that BERS are completed in a cost effective manner with a quick turnaround and continuity with the local authority, the panel will be appointed on a geographical basis, based on local authority areas. It is therefore appropriate that the tenderer will assign

preference of area's on the basis of their own locality, to decrease travelling costs, time and associated CO₂ emissions.

PLEASE INDICATE 3-5 PREFERRED AREAS on cover Letter. Pricing is based on tendered rates, independent of area chosen, The Local Authority will endeavour to match area to preference, but does not guarantee to do this. Please note on cover letter which area you are not prepared to cover. No extra's or travel allowances will be included.

These area's are as follows:

Area	Local Authority	Area
1	North Tipperary County Council	Roscrea/ Templemore Area
2	North Tipperary County Council	Borrisokane/ Nenagh area excl. Nenagh Town Council
3	North Tipperary County Council	Newport Area
4	Thurles Town Council	Thurles Town
5	Templemore Town Council	Templemore Town
6	Nenagh Town Council	Nenagh Town
7	South Tipperary County Council	Tipperary Area
8	South Tipperary County Council	Fethard
9	South Tipperary County Council	Cahir
10	South Tipperary County Council	Cashel Area
11	Clonmel Borough Council	Clonmel Town & Clonmel Electoral Areas
12	Tipperary Town Council	Tipperary Town and Area
13	Carrick on suir Town Council	Carrick on Suir and Area
14	Cashel Town council	Cashel town and Area

The evaluation will be completed and the top number of BER assessors will be assigned across the area's based on their basis of their preference. A Minimum of two assessors, more for larger areas, will be assigned to each area. Assessors may be assigned to more than one area.

6 Submissions for inclusion on panel

Suitably qualified persons or organisations are required to submit the following to be considered for inclusion on the panel

- a) proof of recent activity in relation to BER assessments (example of BER for both New and Existing Dwelling) This example shall take the form of any ancillary advisory report completed, not the default report. A Printout of the page from the NAS showing evidence of recent activity.
- b) proof of BER qualifications
- c) Proof of other qualifications/ experience (Engineering, Architecture etc.)
- d) provision of valid Tax Clearance Certificate
- e) provision of relevant proof of insurance and related documents
- f) provision of C2 certification as required
- g) Indicative rates for local authority housing, Prices shall be exclusive of VAT, but clear indication of Vat status of tenderer is required, or vat will be assumed to be added.
- h) Copy of SEAI exam results

Submissions shall be received by the 28th June 2012, 4pm.

Submissions shall be sent to
Tipperary Energy Agency Ltd

BER Assessor Panel
Craft Granary Church St
Cahir
Co. Tipperary

An electronic submission shall also be sent to info@tea.ie. An electronic submission is sufficient as long as all information required is provided in this electronic submission.

All submissions shall be clearly identified as TEA BER Assessor Panel.

7 Evaluation

The TEA will evaluate the submissions based on the following

- a) Qualifications and Experience
 - a. BER exam results (20)
 - >85% minimum
 - 90% - 95% +10 marks
 - >95 +20 Marks
 - b. Qualifications (20):
 - BER qualification 5
 - Primary Qualification 10
 - Building related experience 5
- b) Cost for upgrade support as per section 4.1 (40 Marks)
- c) Cost for BER certificate as per section 4.2 (20 Marks)

8 Seminars and Engagement

The submissions will be evaluated within 2 weeks of the deadline. **Successful attendees will be required to attend a training seminar at a date/ venue to be finalised.** Engagement in this panel will be finalised at this seminar.

9 Queries

All queries in relation to the above shall be sent in writing to info@tea.ie. No queries will be dealt with after the 21st June 2012. The TEA will endeavour to respond within 2 days to all queries received. Queries will be posted on the TEA website on the BER panel page <http://tea.ie/projects/ber-panel/> by the 26th of June 2012.