

Grid Project Brief – Electrical Engineering Consultancy

About Film London

Film London is the capital's screen industries agency. We connect ideas, talent and finance to develop a pioneering creative culture in the city that delivers success in film, TV, animation, games and beyond.

We work to sustain, promote and develop London as a global content production hub, support the development of the city's new and emerging filmmaking talent and invest in a diverse and rich film culture. Funded by the Mayor of London and the National Lottery through the BFI, we also receive support from Arts Council England and DIT. We own, jointly with Ukie, the Games London brand, under which we are delivering an ambitious b2b programme and the London Games Festival. Film London also has a national remit; the British Film Commission. Film London is a registered charity.

Background

The Grid Project is the name that has been given to a project examining and providing the supply of green energy via the mains network to key unit base locations used by productions when filming on location in London as well as by events. The benefits of green energy via the mains network will be to cut emissions/particulates and noise pollution from diesel generators as well as reducing fuel costs for the production/ event organisers.

The Grid Project will mean installing one or two mains supply cabinets at each of the identified London Unit Bases. These are sites in London that are regularly used by productions to park their service vehicles including Winnebago's, support trucks, catering trucks and crew cars. Productions and events using the Unit Bases will then plug into the electrical cabinets rather than using into diesel generators.

Project overview

As part of the Green Screen project, supported by Interreg Europe, Film London has delivered in partnership with Arup and Good Energy a proof of concept for the installation of an electrical cabinet in Victoria Park to ensure that film and TV units as well as events can have access to renewable power rather than relying on diesel generators. The Grid Project Report has been published here:

https://www.interregeurope.eu/fileadmin/user_upload/tx_tevprojects/library/file_1586182008.pdf

Building on this feasibility, Film London has raised funds from Interreg Europe (Pilot Action Funding) and the Good Growth Fund to implement a pilot in Victoria Park and to then roll out the cabinets to two further sites: Battersea Park and North Horse Ride, St James' Park. Film London is currently working to raise additional funds to achieve the full match for the latter two sites.

Stakeholders

Whilst Film London are leading the project, it has the unanimous support of the relevant London Boroughs, Royal Parks, TfL, The Mayor's Office, respective film offices, the GLA and Industry.

Grid Project Industry Advisory Group

The project is supported and advised by selected industry experts including Location Managers, Unit Managers and Transport Captains.

Scale

Having secured funding from Interreg Europe and the Good Growth Fund, Film London is now moving to the implementation of the pilot in its first site – Victoria Park. Subject to Film London raising the adequate match funding, the project would be rolled out to a minimum of at least two further sites (Battersea Park and North Horse Ride).

We are therefore looking to recruit an electrical engineering company to project manage and oversee the implementation phase for the pilot in Victoria Park and to potentially roll the implementation out to two or more sites (subject to Film London's fundraising the outstanding match over the coming months).

Pilot Site

Victoria Park has been identified as the first pilot site due to the volume of filming and the council's positive environmental strategy. It is hoped that two mains cabinets installation at the Unit Base can be started in the winter of 2021.

Technical Management Role

Film London have completed a proof of concept for the Victoria Park unit base and would now like to appoint a Consultant to support Film London in the delivery of Phase 1 : the Victoria Park unit base, and subject to Film London's fundraising, the further roll out of Phase 2, comprising two further unit base sites at Battersea Park and North Horse Ride, St James' Park.

Film London would like to appoint an electrical engineering company for the management of the pilot in Victoria Park and, subject to Film London's fundraising, the further roll out to potentially two further sites (Battersea Park and North Horse Ride, St James' Park). The contracted electrical engineering company will manage the installation of the electrical cabinets to ensure the project is delivered on time and to budget.

Phase I: Victoria Park

1. Review existing concept information
2. Obtain updated utility search information if required
3. Undertake site visits if required
4. Confirm cabinet location at unit base site
5. Liaise with all necessary stakeholders, including:-
 - a. Cabinet manufacturer
 - b. Smart cabinet access
 - c. Green energy supplier
 - d. The Industry Advisory Group (IAG). Film London will take the lead in managing this interface
 - e. UKPN
 - f. London Borough of Tower Hamlets
 - g. Electrical contractor for cabinet installation and connection
 - h. Identify and engage with Independent Connection Providers (ICPs) for the contestable works following Film London's procurement policy rules
6. Act as Principal Designer as defined in the Construction (Design and Management) Regulations 2015 (CDM 2015). Advise the Client on the Health and Safety arrangements for managing a project including appointing of other duty holders. Assist the client so that H&S arrangements are maintained/reviewed throughout the project.
7. Review and update as required the UKPN connection arrangement and quotation and all other previous quotations and confirm baseline costs
8. Based on the confirmed scheme confirm technical details and quotations with "suppliers" support Film London in purchase orders and contract procurement (noting Film London will contract with all suppliers/contractors).
9. Liaise with London Borough of Tower Hamlets and obtain required planning approval by means of a Lawful Development Certificate (Victoria Park only)
10. Produce layout and scope of works description / spec for ICP works for all contestable works
11. Produce a technical tender pack for the contestable works, agree and select preferred ICP's, following Film London's procurement policy rules, provide technical support to Film London during the tender process
12. Undertake a tender assessment and recommend preferred ICP based on obtaining best value.
13. Provide necessary ad hoc supporting information to Film London to demonstrate compliance with Film London's procurement procedures and corporate governance
14. Assist in managing Film London contract payments / appointments (all payments / quotations contracts between third party and Film London)
15. Undertake occasional site visits during the construction period to confirm installation is generally in accordance with the design
16. Manage any risks to ensure that the installation of the cabinets can be delivered on time and to budget.
17. Undertake a final site inspection and identify any snagging items requiring rectification prior to final contract payment
18. Review and confirm acceptance of all necessary O & M documentation, as-built record information, test and verification certificates, H & S safety file are provided by all relevant parties.

19. Support Film London in obtaining appropriate training and procedures for cabinet access control and operation. If appropriate provide support to Film London in handover of cabinets to a third party operator.
20. Produce a “lessons learned” summary note within 1 month of completion and allow for two further ad hoc meetings.
21. Ensure all Works comply with relevant national and regional legislation and regulations.

Phase 2 : Battersea Park and North Horse Ride, St James’ Park

1. Establish in-principle unit base locations for both sites
2. Confirm electrical supply demands at the two additional locations and number of cabinets.
3. Obtain relevant utility search information.
4. Confirm feasibility of cabinet location options at unit base sites.
5. Agree impacts of lessons learned study, update and confirm any changes in approach, design and/or procurement
6. Items 5 – 8. As above in phase 1
7. Liaise with relevant London Boroughs and any other relevant authorities (eg : The Royal Parks), confirm planning/approval process, submit relevant documentation and obtain planning approval or equivalent for the cabinet installations and associated works
8. Items 10 – 18 As above in phase 1

Time Frame:

The project is due to commence in January 2021 and anticipated to conclude in the Summer of 2021 for Victoria Park and on 31 March 2022 for the additional two sites

Budget:

The value of the contract is up to £60,000 (plus VAT) including any third-party expenses for all three sites which are asked to be identified as part of the quotation. Applications should give a quote for the completion of the pilot site in Victoria Park and a further quote for the completion of all three sites (please note – the completion of all three sites will be subject to Film London raising additional funds).

Application process

Applicants should submit a detailed proposal and quote including the following information:

- Company profile and contact details
- An explanation of how the company meets the requirements of the brief and specification, including examples of relevant former assignments
- Summary CVs of the team member(s) who would work on this assignment and details of their role(s) within the company
- An outline of how the contract fee would be allocated.
- Confirmation of relevant insurances in place to deliver project

Tender submission requirements:

- 1) Relevant previous experience, including work in the audiovisual industry
 - a. Brief history of the company, including a copy of an organisation chart showing key delivery team and CVs
 - b. Examples of previous work
 - c. Details of named project lead
- 2) Strength of response to brief
 - a. Summary of proposal to deliver the work, proposed approach and methodology
 - b. Proposed schedule and staff allocated to delivery
- 3) Cost
 - a. Proposed overall budget
 - b. Detailed overview of pricing with breakdown per month
 - c. Proposed schedule of work
 - d. Standardise day rates for personnel and possible sub-contractors
- 4) Environmental sustainability credentials
 - a. Obtain all necessary certifications for the work in question.
 - b. Company's sustainability policy
 - c. Understanding of the Mayor of London's Environmental Strategy and the aims and objectives of the Good Growth Fund
 - d. Examples of previous work in sustainability particularly relevant to audiovisual production industry

Additional information:

Film London expects the successful bidder to have the following insurances in place before signing the contract:

- professional indemnity cover
- public liability cover
- Employers' liability cover

Scoring Criteria

- 1) Relevant previous experience - 40%
- 2) Strength of response to brief 30%
- 3) Value for money – 15%
- 4) Environmental sustainability credentials – 15%

Please submit applications by email to arrive by 12pm on Friday, 04 December 2020 by email to Matti Allam: matti.allam@filmlondon.org.uk

Any enquiries about this tender can be addressed to: Matti Allam, Green Screen Project Manager at Film London: matti.allam@filmlondon.org.uk

Interviews are due to take place in December 2020.

About Green Screen:

Green Screen is a five-year partnership project between eight EU regions, aiming to improve policies and practices to reduce the carbon footprint of the film and TV industries. It is funded by Interreg Europe, part of the European Regional Development Fund, from 2017-2021.

Green Screen aims to share and standardise good environmental practices in film, TV and audio-visual production (AVP) across Europe and improve regional policies to encourage the adoption of sustainable measures. Through Green Screen, participating regions will improve policies to motivate and equip the current and future workforce to adopt sustainable practices and thus reduce CO2 emissions.

Green Screen will contribute to:

- supporting the shift towards a low carbon economy in all sectors
- promoting energy efficiency and renewable energy in enterprises

Project partners

The project partnership includes regional film agencies, local authorities and regional development agencies from eight EU regions hosting significant film and TV production:

- Film London (lead partner, UK)
- Municipality of Ystad (Sweden)
- Flanders Audiovisual Fund (Belgium)
- Paris Region Entreprises (France)
- Bucharest Ilfov Regional Development Agency (Romania)
- Municipal Company of Initiatives of Malaga S.A. – Promalaga (Spain)
- Rzeszow Regional Development Agency (Poland)
- Slovak Film Commission (Slovakia)

About the Good Growth Fund

The Good Growth Fund is Mayor Sadiq Khan's £70 million regeneration programme to support growth and community development in London.

Working with the London Economic Action Partnership (LEAP), the fund supports innovative, best practice regeneration activities, that enable:

- Londoners to actively participate in their local community and have a say in how their city is shaped
- delivery of co-ordinated place-based strategies that welcome growth in a way that works with the physical character of London's many places
- diverse and accessible local economies – from our high streets and town centres to industrial areas – to realise their full potential and making London a place of opportunity for all