

APPENDIX A

DRAFT Project Specification - Solar PV Isambard House

Project Title: Installation of Solar PV System and EV Charging Point at Isambard House

In-house or External Appointment: External

Contractor Name: To be completed upon appointment

Contact Information (telephone/email): To be completed upon appointment

Date Issued: Insert date

Officer's Job Title: Office Manager / Assistant to the Town Clerk

Pursuant to (minute number): Station Property held on 16.09.24 minute nr. 41/24/25

Scope of Work

Description of Work Required:

The contractor is required to design, supply, install, and commission a solar photovoltaic (PV) system on the roof of Isambard House. The system should be capable of offsetting a significant portion of the property's electricity usage. Additionally, the contractor will install an electric vehicle (EV) charging point.

To ensure the installation is future-proofed, the contractor must design the system with scalability in mind, allowing for future expansion of PV capacity and integration of emerging technologies, include infrastructure that supports potential battery storage and smart energy management systems and consider the evolving energy needs of the building, including increased electrical demand from additional EV charging points or other sustainability initiatives such as solar water systems.

Contractors wishing to quote to provide:

- Site survey and feasibility assessment
- System design and specification
- Associated costs to supply and install solar PV panels, inverter, and associated equipment
- Associated costs to install EV charging point with appropriate power capacity
- Associated costs to connect to existing electrical infrastructure
- Associated costs for testing, commissioning, and handover
- Provision of documentation including warranties, maintenance guidance, and energy yield estimates

Project Deliverables:

Fully operational solar PV system
EV charging point installed and tested
Compliance certificates and warranties
Final report including system specifications and expected performance

Timeline and Deadlines:

To be agreed upon appointment.

Quality Expectations:

All equipment must meet MCS (Microgeneration Certification Scheme) standards
Installation must comply with NICEIC regulations and Building Regulations
EV charger must be OLEV-approved and suitable for commercial use

Contractor's Responsibilities:

Ensure safe working practices and site cleanliness
Maintain regular communication with the Town Council
Provide progress updates and notify of any delays
Ensure all staff working on the Town Council site are qualified and insured
Due to the proximity of the site to the railway, the contractor must take all necessary precautions to ensure safe working practices.

Restrictions:

No work is to be carried out outside the agreed property boundaries. Saltash Town Council will provide the relevant Land Registry documentation to clearly define the site boundary lines
No changes to existing infrastructure without prior approval

Project Requirements & Specifications**Materials/Resources Provided by Contractor:**

Solar PV panels, inverter, mounting system, cabling
EV charging unit and associated hardware
Panels should be sourced from reputable manufacturers, ideally based in countries known for high standards in renewable technology such as Germany or Norway
Battery inverters to be isolated as a precautionary measure to mitigate potential fire risks

Materials/Resources Provided by Client:

Access to property and existing electrical infrastructure

Health & Safety Requirements:

Contractor must provide risk assessments and method statements

All operatives must wear appropriate PPE

Permits & Licenses:

Contractor to obtain any necessary planning permissions or grid connection approvals

Due to the proximity of the site to the railway, the contractor must take all necessary precautions to ensure safe working practices. This includes:

Liaising with Network Rail or relevant authority to confirm any required permits or safety protocols

Ensuring all staff are briefed on railway safety procedures and risks

Implementing appropriate barriers, signage, and exclusion zones to prevent unauthorised access or accidental encroachment.

Maintaining clear communication with site supervisors and railway contacts throughout the project.

Communication and Reporting**Point of Contact:**

To be confirmed upon appointment

Point of Contact:

Dawn Joyce – Office Manager / Assistant to the Town Clerk

Reporting Committee:

Station Property Sub Committee

Reporting to the Town Clerk:

Regular updates to be provided throughout the project lifecycle by the Office Manager / Assistant to the Town Clerk.

Terms and Conditions**Contract Duration:**

To be confirmed upon appointment

Insurance & Liability:

Contractor must hold public liability and professional indemnity insurance – minimum of £5m

References & Company's House:

References and Company's House report to be obtained if upfront payment is required

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