



Invitation for Consultancy Proposals to Develop a Roadmap to Net  
Zero at George Best Belfast City Airport  
December 2021



## Introduction

George Best Belfast City Airport (GBBCA) invites proposals from appropriate persons/consultancies to provide assistance in developing a Roadmap to Net Zero as a key element in the Airport's approach to eliminating its carbon emissions. This project is funded by the UK Government through the UK Community Renewal Fund<sup>1</sup>. For further information see <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus/uk-community-renewal-fund-prospectus-2021-22>.

## Background

George Best Belfast City Airport recognises the role that the aviation industry must play in addressing climate change and we are fully committed to eliminating our carbon emissions - a key element of our corporate strategy. We recognise that to achieve our ambition we must act now to establish a robust and strategic approach which not only addresses immediate technical measures required to reduce emissions at the Airport but recognises the wider context of technological changes in aviation, emerging local and regional approaches to decarbonisation and future climate change scenarios and the impact of these on our plans. This project will establish a 'roadmap' for GBBCA to achieve net zero carbon emissions.

Further details of GBBCA's sustainability approach are available at <https://www.belfastcityairport.com/Sustainability>.

## Specification

It is expected that the project will include the following elements:

Baseline review:

- Review and confirmation of GBBCA's current carbon footprint
- Review of current measures at GBBCA to reduce carbon emissions

Review of future developments:

- Identification of relevant emerging technologies
- Identification of developing local and regional decarbonisation strategies, initiatives etc
- Identification of opportunities for local and regional collaboration
- Review of relevant climate change scenarios

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<sup>1</sup> The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fundprospectus>



Assessment of options:

- Assess feasibility of implementation options for achieving net zero at GBBCA
- Projected costs
- Agreement on best option and associated emissions trajectory

Establishing roadmap elements, including -

- Governance arrangements for delivery (including collaboration requirements)
- Proposed mitigation measures
- Delivery milestones
- Interim emissions targets
- Forecasted residual emissions for offsetting (by milestone)

Applicants may suggest additional activities as part of their proposed approach, as appropriate.

GBBCA considers sustainability to be a core component of its overall business strategy. During the project, the successful applicant will be expected to liaise with the Airport to ensure that the Roadmap to Net Zero reflects and integrates with the Airport's wider business plans.

### **Project Timeline**

It is envisaged that the project will commence in January 2022 for completion by the end of June 2022.

### **Project Management**

On commencement, the successful applicant will be required to attend a project initiation meeting to discuss the scope of the contract and to finalise details. Thereafter they will meet regularly with GBBCA to ensure appropriate input from GBBCA and to update on progress.

### **Project Evaluation**

On commencement, an evaluation framework will be agreed with the successful applicant to ensure effective evaluation of the effectiveness of the project during and post-delivery.

### **Pricing**

- The price quoted should be in £'s sterling exclusive of VAT.
- The maximum price should be detailed along with a breakdown of costs relating to how the specification will be resourced (see below).
- GBBCA reserves the right not to accept the lowest or any offer or part thereof.
- GBBCA has budgeted that this contract will not exceed £45,000.



## Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

- Ability to meet timescales and project delivery time
- Cost and value for money
- Methodology including project management and planned implementation
- Calibre and competency of the project team, combined knowledge and expertise supported by examples of past customer experience.

## Submission

Proposals should be submitted by email to [ian.nuttall@bca.aero](mailto:ian.nuttall@bca.aero) by 17:00 on 21 January 2022. Only those proposals received by this time will be considered.

The following information must be included with your submission:

- The completed pricing schedule (below)
- Name, position and contact details of the person within the organisation who will be responsible for managing this proposal
- Documentation to include the following:
  - Demonstration of an understanding of the brief within a detailed project methodology and an outline of the key issues to be addressed (clearly demonstrating all aspects of the specification above);
  - A proposed project plan and timeframe for delivery showing the ability to meet the project timescale and the number of days allocated to each aspect of the project;
  - Evidence of previous projects which demonstrate experience in conducting comparable exercises;
  - Details/CV of the person who will have overall responsibility for delivery and management of the contract including their relevant experience and qualifications and the role they will play; and
  - Details/CVs of specific team members who will be engaged in the project, together with the relevant experience and qualifications and role in delivery of this project.

GBBCA reserves the right to request applicants to attend for an interview/presentation as part of the evaluation process. This will be used to provide clarification and may be taken into account in the evaluation process. GBBCA also reserves the right not to progress procurement through this invitation, in the event of no suitable proposals being received.

Any queries should be addressed to [ian.nuttall@bca.aero](mailto:ian.nuttall@bca.aero).



In order to facilitate the comparison of proposals, please complete the following for inclusion with your submission.

**Contact Information**

Name of Company	.....
Contract Manager	.....
Contact email & phone	.....

**Delivery Costs**

Team members who will be involved in the project with applicable rates:

Name	Project position	Hourly/daily rate	Hours/days delivery

**Other Expenses**

Evidence of expenditure will be required

Type of Expense	Rate	Quantity	Total cost



**Summary of Total Costs**

Delivery total	
Expenses total	
<b>TOTAL PROJECT COST (EX VAT)</b>	