



REQUEST FOR PROPOSALS

SUMMIT COUNTY CONSTRUCTION & DEMOLITION POLICY CREATION

7/27/23

High Country Conservation Center (HC3) is seeking interested consultants to submit proposals for the development of local government policies requiring diversion of construction and demolition (C&D) debris from the Summit County landfill.

Proposals are due by 5pm on Friday, August 25. Submit proposals to Jennifer Schenk at jen@highcountryconservation.org.

Questions may be directed to Jennifer Schenk via email or phone (970-668-5703) by Wed, August 16 at 5pm. HC3 will make the final selection and notify all applicants by Monday, September 25.

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to enable respondents to effectively interpret this request, an addendum will be issued via email. It is the responsibility of the respondent to ensure that they have received all addendums prior to submitting any proposal.

PROJECT GOAL

Engage local stakeholders to develop local government policy recommendations to require diversion of Construction and Demolition (C&D) materials from Summit County's landfill.

TIMELINE AND BUDGET

Consultant to create policy recommendations for Board of County Commissioners and other Summit County local governments by March 2024. Project will begin in late October 2023 with one stakeholder meeting in 2023. The project budget is \$30,000-\$45,000.

KEY STAKEHOLDERS

Local governments (Summit County, Breckenridge, Dillon, Frisco and Silverthorne), building professionals and waste haulers will be the primary stakeholders. Stakeholder group for meetings will consist of 20-25 people.

BACKGROUND AND PROJECT NEED

Summit County, Colorado is located in the Rocky Mountains with a year-round population of 30,000 residents. With tourism as the primary economic driver, the community often swells to more than 150,000 people during busy periods. The number of visitors to our community and a booming construction industry create unique recycling challenges.

Our community is committed to waste reduction, with a goal to increase diversion to 40% by 2035.

In 2018, voters approved a 10-year mill levy (called Strong Future) to fund recycling. The Strong Future program generates roughly \$2 million annually to support local recycling programs. Of the \$2 million, approximately half is used to fund traditional recycling programs that were in place prior to 2018. The remainder of the funds are being used to support new programs, such as constructing a Silverthorne recycling site, adding free glass recycling stations throughout the community, offering free food scrap drop-off for residents and providing free mattress recycling.

In addition, the towns of Breckenridge and Frisco have adopted Pay-as-You-Throw and Universal Recycling ordinances with effective dates in 2023.

Despite these new programs, the community's diversion rate remains stagnant at 22%. The Zero Waste Task Force - a local stakeholder group that advises the Summit County Resource Allocation Park (SCRAP) and High Country Conservation Center (HC3) staff – has identified C&D recovery as a key strategy to increase local landfill diversion.

HC3 is a local nonprofit that provides recycling and composting education to the community on behalf of Summit County government. HC3 will serve as the project manager.

CURRENT RECYCLING AND COMPOSTING SYSTEMS

General MSW and Traditional Recycling

Summit County government owns and operates the Summit County Resource Allocation Park (SCRAP), which includes a landfill, a dual-stream materials recovery facility (MRF) with a single-stream baler and a commercial composting operation. SCRAP also collects household hazardous waste and e-waste from residents. In 2022, 61,000 tons of trash were landfilled at the SCRAP, and 16,700 tons of recyclable materials were diverted.

In addition to the SCRAP, Summit County also operates three free recycling centers for residents. These centers collect source-separated recyclables which are processed at the dual-stream MRF or sold directly to end markets.

Local waste haulers collect single-stream recycling (excluding glass) from residents and/or businesses and take it to Summit County's MRF.

Construction & Demolition

C&D waste is not currently tracked, but the SCRAP estimates that it comprises 30% of the landfill stream.

Summit County completed a [waste diversion study](#) in 2019 focused on waste composition. As part of this study, a single-day C&D audit was conducted. Nine loads were visually analyzed, about 235 cubic yards (28 tons). The audit found that 37% (by weight) of the C&D waste could be diverted if the materials were separated at construction jobsites. Untreated wood - primarily pallets - represented more than half of the estimated diversion potential. Other divertable materials included rock, concrete and grit, scrap metal and cardboard.

During 2022-2023, Summit County government and HC3 led the creation of a [Summit County 5-year C&D Plan](#). The planning process involved multiple stakeholders, including the Zero Waste Task Force, local government staff and survey input from building professionals. The plan also compared successful C&D policies and programs from five communities.

The C&D Plan's objectives are to divert 25% of C&D debris by 2028 and 50% by 2035. To reach those objectives, the following goals were identified. This project is focused on goal #4.

1. Begin tracking C&D diversion data to attain an accurate baseline.
2. Develop SCRAP's infrastructure and programs to increase C&D diversion.
3. Initiate a grant program to encourage voluntary C&D diversion.
4. Create local material diversion ordinance(s) to recover C&D debris.

2023 Progress Update: SCRAP is in the process of implementing a tracking system for C&D waste that will be fully in effect by the end of the year. In May, SCRAP conducted a successful pallet grinder demo and will evaluate leasing or equipment purchase in the future. SCRAP plans to hire a contractor to crush concrete in fall 2023 and is researching local end market opportunities for crushed concrete. A communitywide waste diversion grant program was created in 2023, and C&D projects were eligible for funding. These grants provided \$25-\$75k awards; unfortunately, no C&D applications were received, but the grants program will continue in 2024. In preparation for creating C&D policies, Summit County government and HC3 are conducting a C&D pilot program. VERT Sites has been hired to work with five local contractors to assess challenges and opportunities that will inform local policy creation.

SCOPE OF WORK

Task	Task Description
Task 1: Kick-off Meeting and Project Check-Ins	<p>Late Oct 2023 - Consultant, HC3 and Steering Committee kick off project and prepare for first stakeholder meeting. Steering Committee is comprised of HC3 staff and staff from 4-5 local governments – Summit County, Breckenridge, Dillon, Frisco and Silverthorne.</p> <p>Consultant to conduct monthly meeting check-ins with Steering Committee throughout the duration of the project.</p>
Task 2: Stakeholder Engagement: <ul style="list-style-type: none"> • Stakeholder Meetings • Workshop for Building Professionals • Add'l Stakeholder Engagement 	<p>Consultant to lead four, two-hour stakeholder meetings and one workshop for building professionals with support outlined in Task 3. HC3 to identify all stakeholders and schedule meetings. All meetings will be held in-person in Summit County, except meeting #3 below may be held virtually (please indicate mtg #3 format/location in proposal).</p> <p>Stakeholder Meeting #1, Nov/Dec 2023. Project Goals and High-Level Policy Overview. Review C&D plan policy goal and array of policy options in use. Will include options researched in 2022/23 plan, including ordinances and deposit programs, and may include additional examples. Solicit initial input from group on policy options to further explore.</p> <p>Stakeholder Meeting #2, January 2024. In-Depth Policy Comparison & Discussion. Explore policy options in-depth to gather input and determine which specific policies to recommend to Summit County government and other local governments.</p> <p>Stakeholder Meeting #3, February 2024. Develop Key Policy Components. Identify key components to be included in future ordinances/policies and high-level timeline for implementation.</p> <p>Building Professionals Stakeholder Input and Workshop, February-March 2024. Building professionals - including general contractors, architects and subcontractors – will be integral to the success of future C&D policies. Therefore, we need to engage this group of professionals separately and in-depth during the project. With Steering Committee input, Consultant to create plan for gathering additional input from building professionals. Consultant to conduct one in-person workshop for building professionals (likely in March) to present stakeholder recommendations to building professionals to request input.</p> <p>Stakeholder Meeting #4, April/May 2024. Final Review and Input. Address stakeholder questions and concerns in more detail.</p>
Task 3: Technical Support and Documentation	<p>Consultant to provide the following:</p> <ul style="list-style-type: none"> • Review of existing C&D ordinances/policies in CO and elsewhere. • Summaries and presentations of comparative data

	<ul style="list-style-type: none"> • Development of slide decks for meetings and groups outlined in Task 2, with supporting material for HC3 • Notes, attendance, and final versions of presentation materials from stakeholder meetings and builders’ workshop • Summary of key criteria identified by stakeholders (for government staff) to be included in policies or ordinances. • Phone calls, emails, and one-on-one meetings with stakeholders, haulers, elected officials, and other entities as identified • Additional research requested by HC3/stakeholder group • Brief final report (3-4 pages) that includes all final policy recommendations with key criteria outlined for each policy.
<p>Task 5: Presentations to Elected Officials and Builders’ Association</p>	<p>Present Findings to Board of County Commissioners and Town Councils.</p> <p>April 2024 -June 2024 (Timing TBD)*. Consultant and HC3 co-present 30-min presentations to Board of County Commissioners and Town Councils. Presentation will be the same for each town council and will be very similar info as presented at stakeholder meeting #3 or #4. Goal is to educate elected officials on C&D policy recommendations for future policy adoption.</p> <p>April 2024 –Consultant to present in-person to the Summit County Builders’ Association Board of Directors. Presentation will be similar, but not identical to the presentation to elected officials.</p> <p>*Board of County Commissioners meet every Tuesday, and Frisco & Breckenridge Councils meet every other Tuesday, so we anticipate that we could schedule those 3 presentations in 1 day. Dillon and Silverthorne Councils meet on other dates, and those would need to be scheduled separately, but we would aim to schedule stakeholder meeting #4 on same day as the Dillon or Silverthorne Council meeting.</p>

ROLES AND RESPONSIBILITIES

- **HC3 staff** will serve as project managers. Responsibilities include overseeing consultant, managing consultant budget and invoices, identifying stakeholders and scheduling stakeholder meetings, engaging and educating elected officials who are not part of the formal stakeholder group.
- **Consultant** will lead stakeholder meetings, including creating agendas and presentations. Consultant to be available to talk 1x1 with stakeholders between meetings upon stakeholder request.
- **Local Government staff** will participate in stakeholder process and write future C&D ordinances based on input from stakeholder group.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted via email. Proposals should be no more than eight pages of text (not inclusive of team member résumés and references). All proposals must include the following information:

1. **Work Plan**
Provide an explanation of how you will complete each task outlined in the Scope of Work. Firms are encouraged to propose and recommend tasks that are not included in the described scope of work above if additional tasks will help to achieve the goals of this RFP.
2. **Statement of Qualifications**
Provide information on prior experience similar projects in other communities.
3. **Proposed Project Team Members**
Describe each team member's experience and education; individual résumés are sufficient. Please include rate schedule for each team member.
4. **Recommended Project Timeline**
Detail by each task listed in the Scope of Work.
5. **Cost Proposal**
Not-to-exceed costs should be broken out by each task listed in the Scope of Work and should indicate the hours and billing rate for each consultant team member.
6. **References**
Include a list of three current references. Provide name, organization, title, phone number and email for a contact person for the organization, along with a brief description of the work completed, including the project dates and project description.
7. **Insurance**
Provide a summary of the firm's insurance coverage, including liability insurance and workers' compensation.
8. **Third Parties**
If the firm utilizes a third party for completing RFP requirements, list what portion of the RFP will be completed by the third party and the name, if known, of the party.

All proposals shall include all the information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally, since oral presentations may not be solicited.

Exceptions or deviations to this RFP must not be added to the RFP pages, but must be on company letterhead and accompany the proposal response. Should HC3 omit anything from this RFP that is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the respondent shall secure written instructions from HC3.

SELECTION PROCESS

All proposals will be evaluated based on a variety of factors, including the quality of the overall approach, quality of previous work, cost, and references. The objective is to select the firm whose proposal is determined to be in the best interest of HC3 and its partners.

HC3 may request supplemental information or clarification until a final selection is made. HC3 reserves the right to reject any or all proposals received as a result of this request, or accept what is, in its judgement, the proposal which is in HC3's best interest. HC3 reserves the right to waive any formalities, informalities, irregularities, technical defects, or clerical errors in any proposal, as the interest of HC3 may require.

At the discretion of HC3, firms submitting proposals may be requested to make presentations as part of the evaluation process. HC3 will not reimburse the respondents to this RFP for any costs associated with the preparation and submission of said proposals or in the preparation for and attendance at a presentation.

GENERAL REQUIREMENTS, TERMS, AND CONDITIONS

All proposals must be submitted in accordance with all terms, conditions, specifications, and stipulations contained herein. Respondents shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this RFP, which shall become part of the final contract.