



**Request for Qualifications for:**

Built Environment Technical Services

Release Date: April 10, 2023

**Qualifications Due: May 5, 2023**

## About the Agency

StopWaste is a joint powers authority working on behalf of 17 member agencies in Alameda County and serving 1.7 million citizens. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Since 1976, StopWaste has advanced the responsible use of resources through strong partnerships with local governments, businesses, and community organizations. We work to contribute to a healthy, thriving community that is resilient to climate change, driven by people who are empowered to use resources and energy in a way that is good for their communities, our local economy, and the planet.

We see our role as facilitating the transition away from a take-make-waste economy towards regenerative and circular business models. We are guided by the principles of upstream waste prevention, circular economic solutions, and healthy community and ecosystems.



StopWaste's Built Environment projects are funded by a mix of internal and external sources. In addition to promoting circular and low-carbon building materials, the Agency is a founding member of the Bay Area Regional Energy Network and leads a Bay Area Construction Innovation Cluster. Current program offerings include:

1. Research and analysis to help transform the built environment
2. Technical assistance, grants and incentives to projects and organizations
3. Education to facilitate adoption of innovative products, practices and services
4. Market development initiatives in collaboration with key stakeholders
5. Workforce development and community engagement to align with local priorities
6. Model policy development and member agency capacity building

## Programmatic Context

According to the World Green Building Council (WGBC), carbon emissions attributable to buildings make up 39% of total global emissions, and close to a third of this amount comes from embodied carbon.<sup>1</sup> Embodied carbon refers to the greenhouse gas emissions caused by building construction and the supply chain to produce building materials. Topic areas may include reducing embodied carbon in concrete and other non-biological buildings materials, carbon sequestration through the use of biological materials, and the quantification of whole building life cycle carbon emissions. Circularity refers to the continual use of high value materials throughout the economy, in contrast to a linear economic model in which materials are taken from resources, used, and ultimately downcycled or wasted. StopWaste is working on both embodied carbon and circularity as they relate to the better use of materials.

Due to the substantial volume of embodied carbon related emissions in buildings, efforts to reduce embodied carbon incorporate circularity have the potential to have a significant impact and are integral to meeting state and local climate goals. Because building sector activities are heavily regulated, necessitate the coordination of many parties, and are costly, the integration of low-carbon and circular techniques in the construction sector has been slower moving than operational emissions reduction measures, such as energy efficiency. The Agency has explored some of the key [opportunities and barriers to integrating circularity](#) and embodied carbon reduction techniques and is looking for technical experts to help take the next step in helping to pursue the opportunities and overcome the barriers adoption of circularity and/or low embodied carbon materials into local projects. The local projects would then serve as a proof of concept and ultimately serve as one of the many tools needed to support market acceptance and adoption.

## Project Vision

The long-term vision is a building sector that considers and is motivated to reduce the embodied carbon of materials and that integrates low-carbon materials as part of business as usual. In order to arrive at that point, the barriers preventing regular use of low-carbon materials and circular techniques must be removed. The vision for this project is to raise awareness of viable low carbon materials and circular processes by bringing stakeholders together to identify collaboration and market expansion opportunities and resolve concerns. Qualified contractors will apply technical building expertise to an individual project, while also serving in the role of convener, bringing together key stakeholders across various disciplines, helping them to identify and work through barriers to project adoption.

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<sup>1</sup> [https://worldgbc.s3.eu-west-2.amazonaws.com/wp-content/uploads/2022/09/22123951/WorldGBC\\_Bringing\\_Embodied\\_Carbon\\_Upfront.pdf](https://worldgbc.s3.eu-west-2.amazonaws.com/wp-content/uploads/2022/09/22123951/WorldGBC_Bringing_Embodied_Carbon_Upfront.pdf)

## Examples of Circular and Low Carbon Products and Practices

We seek to increase market adoption of the following “product categories”:

- A. **Reuse:** Practices and design principles to maximize use of salvaged and reused materials, including using new technologies that facilitate reuse. Repurposing, such as of used lumber into cross laminated timber (CLT).
- B. **Low carbon industrial materials:** Concrete, steel can have lower embodied carbon through use of recycled materials. Concrete emissions can be reduced by using substitutes for cement, some of which use recycled inputs. Low carbon alternatives to industrial materials.
- C. **Carbon storing biogenic materials:** These include agricultural outputs and sustainably harvested wood. Ideally, they repurpose materials that are currently considered waste, such as straw byproducts from grain growing or small wood fibers from forest thinning for wildfire mitigation. They can also include purpose grown biogenic materials, such as bamboo and mycelium, if the products are designed to have beneficial sourcing impacts (e.g. advances regenerative agricultural practices) and are reusable, recyclable, or compostable at end of life.
- D. **Disassembly plans and designs:** Developing an instructional manual for how the building components should be disassembled at end-of-life, including removal methods, details about the component materials to facilitate reuse or recycling, and estimated economic value of materials in net present value terms. While the plan itself does not improve environmental performance, it should yield insights for potential design and materials selection improvements.
- E. **Other:** As an emerging area of growth, new material and product categories are anticipated. The Agency is interested in supporting innovations that are aligned with its goals described above. Applicants may propose new areas for exploration.

## Requested Services and Qualifications

The following tasks are examples of services Agency staff will request of Contractors qualified through this RFQ. **The estimated budget amounts are provided to show relative level of investment in each task and will be refined during contracting and scope development.** Additional funding may be available in future fiscal years. Each task may be divided between multiple contractors.

### **Task 1: Investigation, Research, and Analysis**

*Estimated budget: \$15,000*

Investigate viable, cost-effective, innovative and/or underutilized circular and embodied carbon reduction materials and techniques. As requested by Agency staff, conduct primary and secondary research to answer specific research questions. Generate findings into memos that Agency staff will use to develop policy recommendation reports and summaries. Examples of research questions include:

- Availability and pricing of new materials (e.g. straw, glass pozzolans)
- Performance from case studies of early applications
- GHG impact analysis for building strategies and policy options

In the scope for 2023-2024, it is anticipated that a specific task to create a tool for estimating the GHG reduction potential of climate-action related embodied carbon policies. This scope would support jurisdictions with funding to develop climate action plans to incorporate embodied carbon strategies into their plans and leverage additional funding sources.

*Task 1 Minimum Qualifications: Demonstrated expertise on low carbon and circular material innovations. Research experience on relevant topics. Knowledge of industry practices and supply chains. Connections with primary research subjects/stakeholders. Include examples of research reports delivered.*

### **Taks 2: Project Matchmaking and Technical Assistance**

*Estimated budget: \$75,000 (within which \$5,000-15,000 is TA per project)*

Identify opportunities to apply circular products and practices on real projects. Network with project teams and matchmake them with potential products and practices. Bring together key stakeholders and decision makers and provide technical assistance through project design through execution. The projects will be selected jointly by Agency and Contractor to represent a variety of building types and new materials that allows us to observe patterns, identify common obstacles and generate replicable findings.

Each project's technical assistance will involve at least three discussions with various project team members including architects and owners; civil, structural, and building engineers; and suppliers. It will also involve project design and specifications review and recommendations based on local availability of materials, and potentially sourcing support. Provide information to Agency staff for creating case studies. Use lessons learned from the experience to develop a low resistance, multi-benefiting strategy for integrating new materials into local projects.

*Task 2 Minimum Qualifications: Experience working with project teams to integrate new practices or products. Access to a robust network of project teams and connections in diverse roles including developers, architects, engineers, and contractors. Include examples of projects served with TA.*

### **Task 3: Training and Education**

*Estimated budget: \$10,000*

Deliver training content on circular and low carbon product and practices as requested by Agency staff. The audience for these trainings may include municipal staff (a 2-3 part training series is anticipated for summer/fall 2023) or project team members (developers, architects, and engineers). The content for a specific product or practice will include design strategies and specifications, and respond to questions on cost, performance, and availability. This scope currently does not include contractors and subcontractors nor hands-on training.

*Task 3 Minimum Qualifications: Expertise in a product category and experience delivering trainings to project teams. Include examples of trainings delivered. Example can reference multiple material strategies in one training.*

### **Task 4. Network Engagement and Development**

*Estimated budget: \$20,000*

Facilitate stakeholder engagement and education around key pain points and critical factors in innovation adoption. Convene cross-disciplinary conversations with groups of developers, architects, engineers, contractors, and suppliers to share key requirements, questions, and concerns from each perspective. From the insights gleaned from these conversations, work with Agency staff to identify key material strategies that hold the most potential for transformational change in the industry and generate recommendations for market development initiatives that will increase both the supply and demand for low-carbon and circular products and practices.

This task may include at a future time organizing a contest or challenge to stimulate project teams to incorporate specific products or material innovation in general.

*Task 4 Minimum Qualifications: Demonstrated experience convening cross-disciplinary conversations to design system intervention strategies. Access to a wide network for Bay Area stakeholders to convene. Include example of a similar process facilitated.*

### **Task 5: Workforce Development and Community Engagement**

*Estimated budget: \$20,000*

Build relationships with community-based organizations that can inform strategies, such as creating new career pathways, diversifying the construction-related workforce, facilitating networks of entrepreneurs

and small businesses in historically-excluded populations, or redesigning building upgrade programs to align with community development priorities.

*Task 5 Minimum Qualifications: Existing relationships with community-based organizations, particularly with those in construction workforce training. Experience building networks and relationships. Include an example of a past collaborative project.*

### **Task 6: Entrepreneurship Support**

*Estimated budget: Unallocated, potential for future funding*

Support entrepreneurs developing products, services, or business models that advance circular and low carbon construction. Services may include business plan development, marketing strategy development, and fundraising strategies including grant and investment seeking.

*Task 6 Minimum Qualifications: Established practice providing business development services to entrepreneurs. Preference for experience with circular and low carbon construction materials. Include examples of clients served and services provided.*

## Key Competencies and Alignment

In addition to qualifications and technical expertise needed to deliver the requested services, Agency staff are seeking contractors that can demonstrate the competencies that will bring together and inspire key stakeholders across disciplines, listen to their concerns and ambitions, and create a deliverable that has the ability to spark meaningful change. At a minimum, the Agency is seeking out the following competencies, which are related to the Agency's adopted [aims \(capacity, equity, partnership, regeneration, mindset, evaluation\)](#) which inform *how* we work. Applicants should include a paragraph describing their resonance with any of the following:

*Building Capacity:* Some key stakeholders will have more bandwidth to participate in engagement opportunities than others. In order to get a full picture of the barriers and opportunities relevant to the project, the contractor may need to make efforts to accommodate stakeholders with varying levels of capacity to participate.

*Centering Equity:* There may be marginalized voices that the project team does not initially consider as key stakeholders. Contractor should challenge themselves and Agency staff to think outside of the box on collaboration opportunities, and consider new collaborators that could help uncover new potential and considerations.

*Cultivating Partnerships:* The ability to bring together multiple stakeholders from industry and government will be a crucial part in understanding the barriers and unlocking new potential. The contractor should demonstrate the ability to cultivate multidisciplinary partnerships that result in synergistic benefits in areas such as social, natural, human and local economic health.

*Advancing Regeneration:* Contractor's understanding of desired outcomes go beyond harm reduction and minimization of waste and pollution. Their previous projects demonstrate an understanding of healthy systems that rely on reinvesting in multiple forms of capital.

*Working with Mindsets:* Many of our intervention mechanisms to date have focused on policies or incentives that mandate certain behaviors. While the ultimate goal is to change what is happening in projects, markets, etc. we understand that in order to realize these changes, our individual and collective mindsets must evolve. Contractor should have a sense of what these mindset shifts will be, and a desire to work at that level.

*Expanding Evaluation:* There should be multiple benefits from these projects, and thus our evaluation of the impacts should reflect multiple outcomes. Contractor should be interested in exploring performance metrics that reflect system capacity for change, and not singular outcomes, such as individual projects' embodied carbon impacts.



## Project Duration and Budget

The intent of this RFQ is to establish working relationships with consultants as the Agency's Built Environment team continues to develop its strategies for advancing construction innovation and circular and low carbon buildings. The Agency has currently allocated an initial \$140,000 to be expended in 2023-2024. Depending on the success and continued relevance of this work, additional funding may be added to this project in subsequent fiscal years. Agency staff is pursuing external funding sources to augment this work, particularly through the [Bay Area Construction Innovation Cluster](#).

Funds may be divided between several professional service contracts. Specific projects and services will be informed by the responses to this RFQ and contracted through a separate process to further define the scope of work. Providers that are approved and qualified through this solicitation may be *eligible* for funding and may be asked to participate in virtual interviews starting in March 2023. **Pre-approval through this RFQ does not guarantee an opportunity for funding.**

As a result of this RFQ process, the Agency will select firms and/or individuals to be placed on the prequalified vendors list. The Agency reserves the right to continue to accept and review applications on a rolling basis.

## Submittal Requirements and Selection Process

Firms or individuals responding to this RFQ must provide:

1. **Summary** of the firm or individual proposing to provide services and qualifications as related to each service/task.
  - a. Include brief resumes for the primary contact and key personnel.
  - b. Indicate the **services (tasks 1-6)** for which applicant is seeking qualification
  - c. Indicate the areas of applicant's content expertise among the examples listed under "**Circular and Low Carbon Products and Practices**" above.
  - d. One paragraph response to the **Key Competencies and Alignment** section of this RFQ, describing any areas of particular resonance with Agency Aims.
2. **Examples** of at least one project that best demonstrate the individual or firm's expertise in each service (tasks 1-6) selected, including role of the individual or firm. Examples may include work previously performed for StopWaste.
  - a. Provide a client reference for each project including name, title, company, email and phone number.
  - b. Descriptions of examples may be brief, 1-2 paragraphs. One example can serve for multiple product categories if applicable (e.g. a project that included low carbon concrete and salvaged materials). Multiple examples may be provided to cover different product categories. *Applicants are encouraged to focus on the product categories in which they hold the most experience and expertise.*
  - c. As relevant, provide a work sample or link to work product as indicated under the service category (e.g. provide an example of a project served with TA). Links to online locations for more description and example reports are encouraged.

3. **Professional fee schedule** for the primary contact and the key personnel identified above who would be working on Agency projects.
4. **Appendix A:** Required Contract Elements: Professional Services Agreement including Insurance Requirements and Conflict of Interest. Unless specified in the submittals, the Agency will assume that the professional fee schedule will include any costs associated with complying with the Agency’s insurance requirements as specified in Appendix B of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of Agency.

Please review the [Agency’s standard contract](#). Prior to commencing work, selected contractors will need to enter into contract with the Agency using this template.

### Application Deadline and Instructions

<b>Release of RFQ:</b>	April 10, 2023
<b>Deadline for Questions:</b> Send to <a href="mailto:miya@stopwaste.org">miya@stopwaste.org</a>	May 2, 2023, 5 pm PDT
<b>Qualifications Due:</b> Send to <a href="mailto:RFQ@stopwaste.org">RFQ@stopwaste.org</a>	May 5, 2023, 5 pm PDT
<b>Short list Interviews:</b>	May 9-12, 2023
<b>Notification of Selected Contractor:</b>	May 15, 2023 (Tentative)

### Submittal Format

The deadline for application submittal is **5:00 p.m., Friday May 5, 2023**. Qualifications received after 5:00 p.m. on May 5, 2023 will **not** be accepted.

**Email submittals are preferred.** PDF and Microsoft Office format files should be sent to [RFQ@StopWaste.org](mailto:RFQ@StopWaste.org) with CC to [miya@stopwaste.org](mailto:miya@stopwaste.org). The subject line should be clearly marked **“Built Environment RFQ.”** Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please contact Miya Kitahara t [miya@stopwaste.org](mailto:miya@stopwaste.org).

**Faxed submittals will not be accepted.**

All non-electronic materials and work samples are to be printed double-sided on 8-1/2” x 11” recycled content paper where applicable. Please do not submit plastic covers. Hard copies may be mailed or hand delivered to the address below and must be received (not postmarked) by May 5, 2023.

StopWaste  
1537 Webster Street  
Oakland, CA 94612  
Attention: Miya Kitahara

## **General Conditions**

Contracts for services will be between the consultant and the ACWMA or Energy Council, depending on the funding source. All materials submitted become the property of ACWMA or Energy Council, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. Respondents bear all costs associated with responding to this RFQ, and ACWMA/Energy Council will provide no compensation for these costs.

ACWMA/Energy Council reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

Please review the Agency's standard contract language for more detail:

<https://www.stopwaste.org/resource/acwma-standard-service-contract>

## **Questions**

Questions may be submitted via email to Miya Kitahara at [miya@stopwaste.org](mailto:miya@stopwaste.org) by May 1, 2023.

## **Interviews and Selection**

The most qualified candidates may be invited to interview May 9-12. Depending on the responses to this RFQ and the short list interview, the Agency may select more than one firm or individual to be placed on the prequalified vendors list.

## **Attachments**

Appendix A: Required Contract Elements

Appendix B: Sample Outline for Respondents

## Appendix A – Required Contract Elements

### Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

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It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a “claims made” basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm’s project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority’s professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

*I have reviewed and will comply with the terms of the Authority’s professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.*

*I understand that failure to comply with any of these requirements will result in the Agency’s refusal to enter into a contract for services with my firm.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B – Sample Outline for Respondents

The outline below is provided as an example of how to structure a response to this RFQ.  
The use of this sample outline is optional and does not ensure qualification.

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### Section 1: Firm Summary

#### 1.1: Overview of Firm Qualifications

*[Insert brief overview of firm’s experience and expertise related to the services in this RFQ. List primary personnel and include resumes in this section or as an attachment.]*

#### 1.2: Services Requested for Qualification

*[Firm]* requests to be qualified for the following services:

- Task 1: Investigation, Research, and Analysis: *[Insert 1-2 paragraphs on expertise and research experience on relevant topics, knowledge of industry practices and supply chains, and connections with primary research subjects/stakeholders.]*
- Task 2: Project Matchmaking and Technical Assistance: *[Insert 1-2 paragraphs on experience working with project teams to integrate new practices or products, and access to a robust network of project teams and connections in diverse roles.]*
- Task 3: Training and Education: *[Insert 1-2 paragraphs on experience delivering trainings.]*
- Task 4: Network Engagement and Development: *[Insert 1-2 paragraphs on experience convening cross-disciplinary conversations to design system intervention strategies, and access to a wide network for Bay Area stakeholders to convene.]*
- Task 5: Workforce Development and Community Engagement: *[Insert 1-2 paragraphs on existing relationships with community-based organizations, particularly with those in construction workforce training, and experience building networks and relationships.]*
- Task 6: Entrepreneurship Support: *[Insert 1-2 paragraphs on experience providing business development services to entrepreneurs.]*

#### 1.3: Circular and Low Carbon Products and Practices

*[Firm]* is qualified to provide the above services on the following product categories:

- Reuse: *[Insert a paragraph describing relevant experience.]*
- Low carbon industrial materials: *[Insert a paragraph describing relevant experience.]*
- Carbon storing biogenic materials: *[Insert a paragraph describing relevant experience.]*
- Disassembly plans and designs: *[Insert a paragraph describing relevant experience.]*
- Other: *[Describe proposed product categories that fit under “other”. Insert a paragraph describing relevant experience.]*

#### 1.4: Key Competencies and Alignment

*[Insert 1-2 paragraphs describing areas of particular resonance with Agency Aims and how Firm’s own values and work demonstrate these key competencies.]*

**Section 2: Previous Work Samples**

*[For each task for which Firm seeks qualification, provide at least one example of relevant previous work. For each example, include:*

- *Project name and year*
- *Client name*
- *Firm’s role in project*
- *1-2 paragraph description of project scope of work*
- *Reference contact information*
- *If available, link to work sample online or provide as an attachment*

*Only one sample is required per task and may demonstrate knowledge of multiple product categories. Additional work samples may be added as needed to show qualifications in multiple product categories.]*

**Section 3: Professional fee schedule**

<i>Personnel Name and Title</i>	<i>Hourly Billing Rate</i>

**Attachments:**

- *[Include signed copy of Appendix A: Required Contract Elements]*
- *[Include resumes of key personnel if not included in Section 1]*
- *[Include work samples if not linked to an online location]*