



**Request for Proposals for:**

Building Material Reuse Technical Services

Release Date: December 20, 2021

**Qualifications Due: January 10, 2022**

## ***I. About the Agency***

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As a joint powers authority, StopWaste works on behalf of the local governments in Alameda County. We are 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. At our core is a holistic approach to resource management, integrating multiple benefits such as water and energy savings, cost savings, and public health, all leading to a more sustainable Alameda County and region. Our wide-ranging services include technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. We continually explore innovative and experimental approaches, and as we head into the next decade, we emphasize the social and economic well-being of our communities.

## ***II. About the Built Environment Program Area***

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Since 2001, StopWaste has provided green building resources to its member jurisdictions and industry partners to encourage the use of green building practices. We have designed and implemented numerous market transformation initiatives, including professional education and certification, guidelines and rating systems, technical assistance and grants, consumer education campaigns and model policies. Since 2009, we have supplemented agency funding with external grants and contracts from federal, state, and regional government agencies, foundations, and utilities. Since 2013, we have administered regional programs of the Bay Area Regional Energy Network. On the materials side, the program area has focused in the last five years on circular economy and embodied carbon. The Built Environment program area has been evolving its work towards greater integration with the economic and community development goals of our member agencies.

## ***III. Description of Services Required***

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StopWaste seeks firms or individuals with expertise in the building deconstruction and material reuse field to design innovative material reuse infrastructure. Consultants will support StopWaste in providing technical services as described in the sections below.

Respondents may apply to one or both of the tasks and should submit qualifications documenting their expertise and experience including specific requirements described under each task. Depending on the responses to this RFP and the short list interview, the Agency may choose to divide this scope and contract with more than one firm or individual.

### **Task 1: Building Material Reuse Supply Chain Analysis**

StopWaste seeks to inform our strategies by mapping the existing building material supply chain systems, and the potential systems that would address our environmental goals while building regional economic resilience and opportunities. By regionalizing supply chains, we seek to reduce reliance on importing from volatile supply chains subject to disruptions. Consultant will study the current stream of building materials exiting the built environment, and characterize materials by:

- Volume: Total volume in the current commercial building stock that is anticipated to be deconstructed in the coming decade(s).

- Recoverability: Degree to which the material is typically readily recoverable in whole form from existing buildings, and resource/time-intensity of recovery.
- Economic value and market demand: Estimated price per unit of recoverable volume, and the current (or potential with intervention) industry demand and understanding of how to use the recovered material.
- Environmental impact: LCA benefits compared to sourcing corresponding virgin materials, and health considerations (benefits or risks).

**Qualifications:** Experience working with the materials in applicable subcategory; knowledge of current and emerging technologies, products and practices; established relationships within the field of study.

## **Task 2: Mobile Material Reuse Facilities**

StopWaste is in the process of establishing a countywide Recycling Markets Development Zone. Part of the goals of this effort is to support the development of physical locations where products/materials are recovered and processed for additional economic value. We also partner with neighboring counties and support their efforts to create reuse facilities that serve the region.

**2a. Mobile Reuse Center Concept Design:** Research and develop minimum requirements for the installation and operation of a reuse facility specializing in commercial building products. The facility elements must be designed for occasional disassembly and for moving/reconfiguring in various locations in the region to follow site availability and influx of construction activity. The design should include the following components:

- Site infrastructure: Define minimum viable footprint, access to utilities, transportation access, security measures.
- Infrastructure and equipment: Specify minimum storage capacity. Identify site equipment and storage infrastructure needs (e.g., shipping containers, racks, mobile office spaces) considering space and performance requirements (e.g., waterproofing). Design optimal and flexible layouts to accommodate different site configurations. Include a deconstruction and mobility plan for the assets installed onsite. Document any permitting or other regulatory processes with approximated schedule implications.
- Programming and operations: Develop a detailed plan for operating the facility, including staffing resource needs (FTE), technology expectations, volume and types of products to flow through the site (informed by 1a above), and business models for creating financial sustainability for ongoing operations.

**Outcomes** include mobile infrastructure requirements, logistics and operations plan, and a line-item budget for implementation.

**2b. Site Evaluation:** Build upon the site requirements identified in 2a above to create a full set of parameters for evaluating potential sites for the location of a stationary or mobile reuse center (see description in 2a). Apply these parameters to assess specific sites. Additional parameters may include:

- Location in relationship to regional construction and demolition activities, and existing recovery and reuse operations
- Site and lease considerations

- Acceptance by surrounding community, including traffic considerations and opportunities for local employment match
- Approach to regulatory compliance including but not limited to NEPA and CEQA

**2c. Site Installation Advisor:** Refine the concept design defined in 2a based on the site identified through 2b. Serve as an advisor to guide the optimized use of the site and ensure that implementation of the design elements align with planned outcomes. *This subtask is not expected within the currently available funding and immediate scope, but will be included in the contract pending additional funding.*

**Category 2 Qualifications:** Experience in the storage and redistribution of building products, including inventory and marketing of secondhand items (e.g., salvage, surplus); knowledge of local codes and permitting requirements as well as space planning and accessibility clearances; skilled in multi-modal communication and stakeholder engagement practices to participate in public meetings and provide visual aids; and an understanding of design for disassembly principles.

*Note that the firm or individual contracted for this task will be precluded from contracts for the actual installation work on future reuse facilities designed through this contract.*

#### **IV. Submittal Requirements**

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Firms or individuals responding to this RFP must provide:

1. Description of the firm or individual proposing to provide services, including:
  - a. List of tasks from Part III for which the firm/individual is submitting a proposal and summary of qualifications for applicable categories.
  - b. Brief resumes for the primary contact and key personnel.
2. Brief proposed approach and cost estimate for each task and subtask.
3. One to three examples of projects (or programs) that best demonstrate the individual or firm's expertise related to the tasks. Examples may include work previously performed for StopWaste.
  - a. Describe role of the individual or firm and key personnel.
  - b. Include outcomes and links to publicly available documentation where applicable (e.g. reports, case studies). Include additional materials as noted under each category.
  - c. Provide a client reference for each project including name, title, company, email and phone number.
4. A professional fee schedule for the primary contact and the key personnel identified above who would be working on Agency projects.

**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 A of this RFP. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of Agency.

## **V. RFP Schedule**

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The deadline for application submittal is **5:00 p.m., Tuesday, January 10, 2022.**

<b>Release of RFP</b>	December 20, 2021
<b>Proposals Due</b>	January 10, 2022 5 pm PDT
<b>Short list Interviews</b>	January 18 and 19, 2022
<b>Notification of Qualification</b>	January 24, 2022

Proposals can be emailed in one PDF document to Miya Kitahara at [miya@stopwaste.org](mailto:miya@stopwaste.org) before the deadline. 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 to:

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

Please note that due to Alameda County health guidelines, our office is currently closed to the public. Therefore, applications will not be accepted in person and must be mailed or emailed

## **VI. Evaluation and Contracting Process**

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StopWaste staff will evaluate the responses to this RFP and interview and select the most qualified firm(s). Depending on the response to this RFP, StopWaste staff may choose to contract with more than one firm or individual. The following evaluation criteria will be applied:

- 1. Demonstrated technical capability and experience*
- 2. Demonstrated knowledge of local construction sector and reuse ecosystem*
- 3. Demonstrated understanding of project goals*
- 4. Clarity of written and verbal communication*
- 5. Rates or budget*

The Agency encourages local small businesses with ties to the community and women- and BIPOC-owned and run entities to apply.

Firms or individuals may be selected for interviews and will be contacted at least 2 business days prior to the interview, which is currently scheduled for January 18 or 19. It is anticipated that StopWaste staff and the selected firms or individuals will negotiate a professional services contract for the time period

on or after January 20, 2022 to December 15, 2022. Deadlines will be set for specific tasks within the scope for March 15, 2022 that are required to inform the BBBRC phase 2 application.

StopWaste currently has a budget for the tasks in the RFP of approximately **\$65,000** from external funding received as a finalist in the [Build Back Better Regional Challenge \(BBBRC\)](#). The majority of the tasks in this scope will be completed by **March 15, 2022** to inform the Agency's submission for a phase 2 grant from BBBRC. Some work may continue beyond this date, and additional funding may be available pending new sources of external or Agency funding.

StopWaste staff reserves the right to extend the term of the contract and augment the amount of the contract with the agreement of the selected firm or individual, pending availability of additional Agency or external funding. *In addition, selected firms or individuals will be placed on a pre-approved building material reuse consultants list that will be valid from January 20, 2022 through December 31, 2026.* The Agency expects to issue an RFQ to expand such list and firms or individuals selected through this RFP will not need to respond again to the RFQ. Should your services be needed in that time period, you will be contacted by StopWaste staff to develop a scope of work and payment schedule for specific projects.

StopWaste 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 RFP at any time prior to awards.

### **General Conditions**

Contracts for services will be between the consultant and the ACWMA. All materials submitted become the property of ACWMA, 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 RFP, and ACWMA will provide no compensation for these costs.

ACWMA 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 RFP at any time prior to awards.

**Appendix B:** During the contracting process, the selected firm or individual will be required to sign an Attestation to COVID-19 Vaccination/Testing Requirements.

## **VI. Attachments**

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Appendix A: Required Contract Elements

Appendix B: Contractor Attestation on COVID-19 Vaccination/Testing Requirements (required if selected, prior to contracting)

## Attachment 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: \_\_\_\_\_

**Exhibit B**  
**CONTRACTOR ATTESTATION**  
**COVID-19 VACCINATION/TESTING REQUIREMENTS**

**Contractor Name:** \_\_\_\_\_

**Contract Description:** \_\_\_\_\_

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Contractor must complete the section below and return via email to StopWaste at this address: [covidResponse@stopwaste.org](mailto:covidResponse@stopwaste.org) on or before the contract start date. If you are unable to comply with the requirements of this notice, you must immediately notify StopWaste in writing at the above email address.

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By this Attestation, I, \_\_\_\_\_, the \_\_\_\_\_  
(name) (title)

\_\_\_\_\_ the "Contractor" named above, affirm that I  
(company name)

am the authorized representative of the named contractor for the contract identified above, and acknowledge that all employees, subcontractors, and other representative of Contractor ("Contractor Personnel") that visit any StopWaste office or facility, conduct field work on behalf of StopWaste, or meet outside of a StopWaste office or facility with a StopWaste employee, contractor, or volunteer ("Covered Activities") are required to and shall be fully vaccinated against COVID-19 and provide to Contractor proof of such vaccination, including any booster shots the Contractor Personnel is eligible to receive and that are recommended by the CDC. Determinations as to exactly what constitutes "fully vaccinated" are based on CDC guidelines.<sup>1</sup> Contractor personnel who are not fully vaccinated may comply with these requirements by providing Contractor a negative COVID-19 test result from an approved testing vendor at least once weekly and wearing a respirator (N-95 mask) at all times while engaged in Covered Activities. In addition, I understand and agree:

1. Contractor assumes responsibility of verifying full COVID-19 vaccination for each of its own workers (including workers of subcontractors) by manually reviewing a paper or digital copy of the worker's COVID-19 vaccine record card. As the principal contractor, if you do not receive the requisite paper or digital proof of vaccination from a Covered Personnel, that person is considered unvaccinated.
2. Covered Personnel who are not fully vaccinated or tested as described above may not enter a StopWaste operated facility.
3. Covered Personnel who test positive for COVID-19 may not engage in Covered Activities until 14 days after symptoms have ended.
4. It is the responsibility of the Contractor to ensure there is no interruption of service to StopWaste if the Contractor, or any Covered Personnel, are precluded from engaging in a Covered Activity due to non-compliance with the requirements outlined above.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>.

5. Contractor is responsible for contacting any subcontractors and informing them of these requirements, and Contractor is responsible for either providing an attestation covering any subcontractors or for providing separate subcontractor attestations or proof of subcontractor worker vaccination consistent with these requirements.

6. Approved testing vendors are listed under Community Testing Sites on the Alameda County Public Health Department COVID-19 Testing website: <https://covid-19.acgov.org/testing.page>

Contractor may request that additional vendors be added to this list which request shall not be unreasonably denied.

7. Contractor agrees to submit additional signed attestations upon request of and by the date designated by StopWaste.

8. Contractor further agrees to cooperate with any investigation or inquiry StopWaste makes into the Contractor's compliance with the requirements set forth above. This includes providing information and records upon request, except any information or records that the contractor is prohibited by law from disclosing.

I declare under penalty of perjury under the law of the California that the foregoing is true and accurate.

Signed on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, at \_\_\_\_\_ (city/state)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name

Email address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**END of Exhibit B**