



SUMMIT COUNTY RESOURCE ALLOCATION PARK

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639 Landfill Rd. | PO Box 3789
Dillon, CO 80435

REQUEST FOR PROPOSAL: Summit County Waste Composition Study

Project Description

The project goal is to identify current composition of waste streams to optimize future waste diversion efforts in Summit County. Waste streams to be evaluated include garbage, recycling, and construction and demolition waste. Waste stream evaluation should account for seasonal variations that occur in a tourism-driven economy. The project should also identify gaps in infrastructure and engage a stakeholder group in the process.

Background Information:

Summit County government operates the Summit County Resource Allocation Park (SCRAP), which includes a landfill, dual-stream MRF and commercial composting operation. The SCRAP also collects household hazardous waste and e-waste from residents for free through a mill levy funding. In addition to the SCRAP, Summit County also operates three free recycling centers for residents. These drop centers collect source-separated recyclables.

There are three waste haulers that offer trash and recycling services to residents and businesses. Local haulers collect single-stream recycling (excluding glass) from residents and businesses and take to Summit County's MRF. At the MRF, the single-stream material is baled and sent to Waste Management's Denver MRF for further processing. The Summit MRF also processes source-separated material from the local drop centers. Glass is required to be kept out of local single-stream recycling, so some haulers collect glass separately for businesses. Residents may take glass to the local recycling centers.

The SCRAP commercial composting operation's primary feedstocks are biosolids from local wastewater treatment plants and slash, which are used to create Class I grade compost. Food scraps are also accepted in the composting process but currently represent a minimal amount of feedstock. Summit County would like to increase the amount of food scraps put into our compost program, while decreasing the amount of food waste landfilled. Local haulers offer varying degrees of commercial food scrap collection, with most food waste collected from ski areas and one grocery store. Haulers do not offer residential food scrap collection. The High Country Conservation Center (HC3) oversees two small residential food scrap programs at the recycling centers, with just over 100 residents participating.

HC3 is a local nonprofit that provides recycling/composting education and outreach to the community and will serve as the project manager, including working with the consultant and serving as a liaison between Summit County government for most of the project. See more details in the task list.

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Project Budget:

Estimated \$30,000-\$35,000 for waste consultant contractor.

Project Timeline:

Project completion will occur over a six-month period from approximately June to November 2019.

Proposal Details and Project Scope:

Proposals - including all info below - should not exceed six pages. All info below must be contained in a single pdf proposal.

- Not-to-exceed costs that include all tasks identified below within the budget template provided. You may describe task descriptions and information separately from the budget template or within the budget template description column.
- Bios for each person on the project team and relevant project experience. Please identify which team member will serve as the in-person facilitator for stakeholder meetings.
- Provide rate sheet including hourly billable rates for each project manager.
- List three current references including name, title, phone number, and e-mail address for which you are currently furnishing or have in the past furnished services on a same or similar contract or agreement.

Task	Task Description
<p>Task 1: Project kick-off meeting and initial stakeholder engagement</p>	<p>-Meet with Summit County government staff to kick-off project.</p> <p>-Create survey for stakeholder group to assess current solid waste management, including diversion efforts, and opportunities or improvement. Facilitate local stakeholder meeting to solicit input on current waste diversion programs and future needs. Contractor must be present in-person to facilitate stakeholder meeting.</p> <p><i>High Country Conservation Center staff will create stakeholder list, send survey schedule and set up meetings.</i></p>
<p>Task 2: Waste audits</p>	<p>-Conduct two, 3- day waste audits that will include both refuse and recycling streams. Both commercial and residential MSW should be evaluated. The first audit should be completed in July/August (high tourist season) and the second audit should be completed in October (low tourist season). Each 3-day audit will include set-up, staff training, sorting and breakdown.</p> <p>-Complete a visual composition estimate of construction and demolition waste on one day in July/August. Provide verbal and written instruction to Summit County staff so that visual compositions can be completed by County staff in the future.</p> <p><i>High Country Conservation Center and/or Summit County staff will hire and coordinate temporary staff to conduct waste audits, and audit staff costs do not need to be included in contractor budget. Summit County staff will coordinate with local haulers (to the degree possible) to identify types of loads to be evaluated on audit dates.</i></p>

Task 3: Data Gathering, Analysis and Reporting	Complete report that includes the following: -Summit County demographics and waste audit findings. -Compiled stakeholder survey results -Current inventory of solid waste infrastructure and policies, including waste flows and current diversion programs. -Gap analysis of solid waste infrastructure and policies. Identify feasible recommendations for future materials management infrastructure and policy to increase diversion.
Task 4: Stakeholder meeting #2 and presentation	-Facilitate final stakeholder meeting to present report findings. Contractor must be present in-person to lead meeting. -Present report findings to Board of County Commissioners. If possible, this presentation may be scheduled on same day as final stakeholder meeting.

Proposal Deadline and Selection Timeline:

Questions should be directed to Jennifer Schenk (Jenschenk@highcountryconservation.org) and Aaron Byrne (Aaron.Byrne@SummitCountyCo.gov) by email only and received by February 15, 2019. Please include both addressees with any questions.

Proposals and Budget Summary must be received electronically (see above) and two hard copies by 3:00 pm. MST, February 22, 2019 delivered to 639 Landfill Rd., Dillon, CO 80435. Proposals received after this time will not be accepted.

Summit County Government will make final selection and notify all applicants by March 15, 2019

Summit County reserves the right to reject any or all bids, to waive irregularities or informalities, and to conduct such investigations or negotiations as it deems necessary to select the most responsible and responsive bid.