REQUEST FOR PROPOSAL

DRAFT PROPOSAL PACKAGE

PROJECT NAME: 2020 WASTE OPTIMIZATION STUDY

RFP NUMBER: 2020-015

Proposals Due
Date: July 8, 2020
Time: 10:00 a.m.

PREPARED BY CITY OF NORTHGLENN PUBLIC WORKS DEPARTMENT
11701 Community Center Drive
Northglenn, CO 80233
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COVER SHEET

PROPOSAL TITLE: 2020 Waste Optimization Study

SUBMISSION DEADLINE: 10:00 AM on July 8, 2020

SUBMIT PROPOSAL TO: City Clerk’s Office  
11701 Community Center Dr  
Northglenn CO 80233  
or  
rfp@northglenn.org  
or  
www.govbids.com

CONTACT: Ashley McFarland

EMAIL: amcfarland@northglenn.org

PHONE: 303-450-8738


MANDATORY PREBID CONFERENCE: No

DATE & TIME: June 24, 2020 at 2:00 pm MDT

LOCATION: Phone: 720-902-7700 or login https://meetings.ringcentral.com/j/1490708037

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions, requirements, and instructions of this bid as stated or implied, (3) the vendor warrants that he/she is familiar with all provisions of the contract documents and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (4) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (5) that the vendor listed on the bid submission must match all contract and insurance documents submitted upon award.

PRINT OR TYPE YOUR INFORMATION

Company_________________________________ Fax Number________________________
Address_________________________________ City, State Zip_____________________
Contact Person_________________________ Title______________________________
Email_______________________________ Phone_______________________________
Signature_________________________________________________________________
Print name________________________________________________________________
INSTRUCTIONS TO BIDDERS

1. PROPOSAL NO: 2020 - 015

2. PROPOSAL TITLE: 2020 Waste Optimization Study

3. PURPOSE OF SOLICITATION:

   The City of Northglenn is requesting proposals from qualified respondents to conduct a waste optimization study of current and future city-wide residential curbside pick-up. Our goal is to expand current residential city waste services to provide residents more opportunities in waste management. In addition to residential benefits, the city would like to explore waste optimization and landfill diversion options that prioritize cost savings and environmental benefits.

4. SCHEDULE OF ACTIVITIES: The following schedule of activities delineates the timing of the solicitation and the estimated project schedule. These dates may be subject to change at the City’s discretion.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
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<td>RFP Issuance</td>
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<td>June 24, 2020</td>
<td>Virtual Pre-Bid Conference (2PM)</td>
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<td>- Optional via Ring Central Meetings</td>
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<td>- Meeting ID: 1490708037</td>
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<tr>
<td>June 26, 2020</td>
<td>Request of Information (Due 4PM)</td>
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<td>July 13, 2020</td>
<td>Consultants Interviews</td>
</tr>
<tr>
<td>August 24, 2020</td>
<td>Award of Contract</td>
</tr>
</tbody>
</table>

5. INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS: Wherever the word "contract" appears, it shall be held to include all the documents as listed. No less than all of the parts of the contract documents shall constitute the formal contract. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of specifications, schedules, or information sheets or the proposed contract documents, he may submit to the project manager a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the City.

6. TERMS AND CONDITIONS: As set forth in the contract agreements and any supplemental, the following terms and conditions will apply to this Request for Proposal, each vendor’s proposal and to the negotiations, if any, of any said contract. Submission of a proposal in response to this RFP indicates the vendor’s acceptance of the terms and conditions contained in this document and the contract.

7. BIDDER EXPENSES: The City of Northglenn will not be responsible for any expenses incurred by any vendor in preparing and submitting an offer.

8. WITHDRAWAL: A vendor may withdraw his proposal at any time prior to the expiration of the final date and
time set for receipt of bids. Withdrawal notification must be in written form, and must be received in the Offices of the City Clerk prior to the closing date and time.

9. IRREVOCABILITY: Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. In addition all quoted prices will be firm and valid up to 90 days from date of submission. The City may, in its sole discretion, release any proposal and return any bonds if applicable prior to the 90 days.

10. LATE PROPOSALS: Any proposal received after the Final date and time for receipt of proposal will not be accepted and will be unopened and discarded without being considered.

11. SIGNATURES OF VENDORS: Each vendor shall sign his proposal, using his legal signature and giving his full business address. The person signing the proposal must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A proposal by a person who affixes to his signature the word, "President", "Secretary", "Agent" or other designation without disclosing his principal, may be held to be a proposal of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bids submitted electronically are to be typed in lieu of written signature (see the cover letter).

12. OPEN RECORDS ACT: Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the City become the property of the City. Any information considered proprietary should be marked by the vendor and as such will be kept confidential to the extent provided by law.

13. SALES TAX: Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.

14. MISTAKES IN BIDDING INSTRUCTIONS: If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that vendors submit an alternate proposal with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the vendor has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the vendor to receive compensation for materials not used in the work or for labor that would not be required for the work, the contract price shall be decreased proportionally. If the mistake causes the vendor to fail to bid on work which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the vendor. In the alternative, the City may solicit bids for such additional work, or the City may reassign such additional work to another vendor, as the City deems appropriate. Nothing in this provision shall apply to mistakes made by the vendor in completing the proposal form or in performing the contract.

15. ACCEPTANCE OF PROPOSAL: It is expressly understood and agreed that the City reserves the right to reject any or all bids, to waive formalities, and accept the proposal which appears to be in the City’s best interest.

16. APPEAL OF AWARD: Solicitations will be awarded based on multiple criteria, price being just one of the conditions. Vendors can review the solicitation’s special terms and conditions for information on evaluation criteria. Vendors may appeal the award decision by submitting, in writing, to the City of Northglenn, a request for reconsideration within 7 calendar days after the posting of the Notice of Intent to Award, provided that the appeal is sought by the vendor prior to the City finalizing a contract with the selected vendor. Vendors who were deemed non-responsive are ineligible to participate in the appeal process.
17. DEFENSE OF SUITS: In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the vendor to do and perform any of the covenants, acts, matters, or things by this contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the vendor or his subcontractors or his or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of the contract, the vendor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.

18. CONTRACT NEGOTIATIONS: If the City decides to proceed and to negotiate a contract, the City intends to provide written notification to the vendor whose proposal is deemed by the City to be in the best interests of the City and the City will attempt to negotiate a contract with the selected vendor(s) on terms and conditions stated in this RFP or in the successful vendor's bid, but shall also include terms and conditions later negotiated. If the City and the successful vendor are unable to execute a contract and the vendor has been notified that it is the successful vendor then the City may cease all discussions with the (first) successful vendor without any further obligation to that vendor and select another (second) vendor as the successful vendor. If the (second) vendor is rejected, as per the terms above, then the City, without any further obligation to that vendor, may select another (third) vendor as the successful vendor and so on, or the City reserves the right to reject all proposals and re-bid.

19. OPENING OF PROPOSALS: The City reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.

20. EXTENSION OF TIME: No time extensions are being considered at this time; however, should the City extend this proposal, all vendors will be given the same considerations.
City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

PROPOSAL: Pursuant to the “advertisement for proposal” for the above named project, and being familiar with all contractual requirements therefore, the undersigned bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the contract documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of _____________________________ (hereinafter called BIDDER) organized and existing under the laws of the State of _____________ doing business as ____________________.

To the CITY OF NORTHGLENN (hereinafter called CITY). In compliance with your advertisement for bids, BIDDER hereby proposes to perform WORK on _____________________________ - __________________

in strict conformance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in case of a joint bidder each party thereto certifies as to his own organization that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT as indicated in the General Conditions.

BIDDER acknowledges receipt of the following ADDENDUM:

________________________________________________________

*Insert "a corporation", "a partnership", or "an individual" as applicable.
Sub-contractors (if any): Work they will perform:

1. __________________________ Email: _________________

2. __________________________ Email: _________________

3. __________________________ Email: _________________

Please provide a complete and accurate list of at least three references and contact phone numbers:

1. __________________________ Phone: ___________________
   Email: ____________________________________________

2. __________________________ Phone: ___________________
   Email: ____________________________________________

3. __________________________ Phone: ___________________
   Email: ____________________________________________

Respectfully submitted,

(Seal, if Proposal is by a Corporation)

______________________________________  Signature

______________________________________  Address

______________________________________  Title

______________________________________  Date

______________________________________  License Number
   (If Applicable Signature)

______________________________________  Phone Number
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of ________________, 20___, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and _______ (hereinafter referred to as "Consultant").

RECITALS:

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from Exhibit A which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant’s work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed ($______). Payment shall be made in accordance with the schedule of charges in Exhibit B which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.
1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.
C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement.

B. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

2. Enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under the Agreement, Consultant shall:

   a. Notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under the Agreement; and

   b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subparagraph (a) hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under the Agreement; except that
Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under the Agreement.

D. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. If Consultant does not currently employ any employees, Consultant shall sign the NO Employee Affidavit attached hereto.

F. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the Department Program Affidavit attached hereto.

IX. INDEMNIFICATION

A. INDEMNIFICATION – GENERAL: The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE: The Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. INDEMNIFICATION – COSTS: Consultant shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Consultant or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Consultant shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined by adjudication,
alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employer's Liability Insurance with minimum limits of five hundred thousand dollars ($500,000) each incident, five hundred thousand dollars ($500,000) disease - policy limit, and five hundred thousand dollars ($500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars ($1,000,000) each occurrence and two million dollars ($2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars ($600,000) each claim and one million dollars ($1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant’s insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn:
E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars ($350,000) per person and nine hundred ninety thousand dollars ($990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat., §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

XI. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XII. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

XIII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XV. INDEPENDENT CONTRACTOR
Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

XVI. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVIII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

XIX. NOTICE

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

Consultant: ________________________________
IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: ________________________________

ATTEST:

_______________________________  ____________________
Print Name  Date

Johanna Small, CMC  Date
City Clerk

APPROVED AS TO FORM:

_______________________________  ____________________
Print Name  Date

Corey Y. Hoffmann  Date
City Attorney

CONSULTANT:

By: ________________________________

ATTEST:

_______________________________  ____________________
Print Name  Date

_______________________________  ____________________
Print Name  Date

_______________________________  ____________________
Title  Date

Title  Date  City’s Project Manager
Attach Exhibit A “SCOPE OF SERVICES” and Exhibit B “AMOUNT OF COMPENSATION”

Indicate on the bottom of each page

EXHIBIT A – Page 1 of ?

EXHIBIT B – Page 1 of ?

Then discard this page
PROSPECTIVE CONSULTANT'S CERTIFICATE REGARDING EMPLOYING OR CONTRACTING WITH AN ILLEGAL ALIEN

FROM: ________________________________________________
(Prospective Consultant)

TO: City of Northglenn
PO Box 330061
11701 Community Center Drive
Northglenn, CO 80233

Project Name __________________________________________

Bid Number ___________________ Project No. ___________________

As a prospective Consultant for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this _______ day of ____________, ________.

Prospective Consultant __________________________________

By: ___________________________________________

Title: ___________________________________________
NO EMPLOYEE AFFIDAVIT

1. Check and complete one:

☐ I, ______________________, am a sole proprietor doing business as ___________________________. I do not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

☐ I, ______________________, am an owner/member/shareholder of ______________________, a [specify type of entity-i.e. corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

☐ I, ______________________, am a United States citizen or legal permanent resident.

The City must verify this statement by reviewing one of the following items:

- A valid Colorado Driver’s license or a Colorado identification card
- A United States military card or a military dependent’s identification card
- A United States Coast Guard Merchant Mariner card
- A Native American tribal document or
- In the case of a resident of another state, the driver’s license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card
- Any other documents or combination of documents listed in the City’s “Acceptable Documents for Lawful Presence Verification” chart that prove both the consultant’s citizenship/lawful presence and identity.

OR

☐ I am otherwise lawfully present in the United States pursuant to federal law.

Consultant must verify this statement through the federal systematic alien verification of entitlement program, the “SAVE” program, and provide such verification to the City.

_____________________________       ________________________
Signature                                Date
ACCEPTABLE DOCUMENTS FOR LAWFUL PRESENCE VERIFICATION for the NO EMPLOYEE AFFIDAVIT

Documents that Serve to Prove Citizenship/Lawful Presence and Identification:

- Colorado Driver’s License or Identification Card
- Out of State drivers license from: AL, AZ, AR, CA, CT, DE, DC, FL, GA, ID, IN, IA, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI, SC, SD, VA, WV, WY
- A United States Military Card of a Military Dependent’s Identification Card
- A United States Coast Guard or Merchant Mariner Card
- A Native American Tribal Document
- Certificate of Naturalization with Photograph
- Certificate of U.S. Citizenship with Photograph
- U.S. Passport (less than 5 years old)
- Northern Mariana Identification Card with Photograph

OR

Documents that Only Serve to Prove Citizenship/Lawful Presence:

- U.S. Birth Certificate
- Certification of Report of Birth from Department of State
- Report of Birth Abroad of a U.S. Citizen
- U.S. Citizen Identification Card
- Final Adoption Decree
- Evidence of U.S. Civil Service Employment before June 1, 1976
- Statement Provided by U.S. Consular Officer Certifying Citizenship
- Religious Records Recorded in the 50 states, D.C., or a U.S. Territory Showing Birth Date or Child’s Age and Location of Birth in U.S.
- Early School Records
- Census Records
- Other Documents that Establish a U.S. Place of Birth or in Some Way Indicates U.S. Citizenship

AND

Documents that Serve to Prove Identification:

- A Driver’s License or Identification Card Regardless of the State of Issuance
- School Identification Card with Photograph
- Identification Card Issued by Federal, State or Local Government
- A Driver’s License Issued by a Canadian Government Authority
DEPARTMENT PROGRAM AFFIDAVIT

(To be completed if Consultant participates in the Department of Labor Lawful Presence Verification Program)

I, ____________________________, as a public contractor under contract with the City of Northglenn (the “City”), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services (“Contract”) with the Town within twenty (20) days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Contract; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Contract.

Consultant Signature ____________________________ Date ____________________________

STATE OF COLORADO )
COUNTY OF ____________________________ ) ss.

The foregoing instrument was subscribed, sworn to and acknowledged before me this day of ________, ________, by ____________________________ as ________ of ____________________________.

My commission expires:

(S E A L)

Notary Public
# Lists of Acceptable Documents

## All Documents Must Be Unexpired

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

### List A

**Documents that Establish Both Identity and Employment Authorization**

| 1. | U.S. Passport or U.S. Passport Card |
| 2. | Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| 3. | Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa |
| 4. | Employment Authorization Document that contains a photograph (Form I-766) |
| 5. | For a nonimmigrant alien authorized to work for a specific employer because of his or her status:  
   - a. Foreign passport; and  
   - b. Form I-94 or Form I-94A that has the following:  
     1. The same name as the passport; and  
     2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |
| 6. | Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |

### List B

**Documents that Establish Identity**

| 1. | Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 2. | ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 3. | School ID card with a photograph |
| 4. | Voter's registration card |
| 5. | U.S. Military card or draft record |
| 6. | Military dependent's ID card |
| 7. | U.S. Coast Guard Merchant Mariner Card |
| 8. | Native American tribal document |
| 9. | Driver's license issued by a Canadian government authority |
| 10. | School record or report card |
| 11. | Clinic, doctor, or hospital record |
| 12. | Day-care or nursery school record |

### List C

**Documents that Establish Employment Authorization**

| 1. | A Social Security Account Number card, unless the card includes one of the following restrictions:  
   1. NOT VALID FOR EMPLOYMENT  
   2. VALID FOR WORK ONLY WITH INS AUTHORIZATION  
   3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. | Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. | Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. | Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. | Native American tribal document |
| 6. | U.S. Citizen ID Card (Form I-197) |
| 7. | Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| 8. | Employment authorization document issued by the Department of Homeland Security |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
NOTICE OF AWARD

TO: ______

________

PROJECT NAME: 2020 Waste Optimization Study
PROJECT NUMBER: 2020-015
PROJECT MANAGER: Ashley McFarland & Rob Webber

The City of Northglenn (CITY) has considered the PROPOSAL submitted by you for the above described work in response to its Request For Proposal dated _____ and Instructions to Bidders.

You are hereby notified that your PROPOSAL has been accepted for items in the amount of _____, and two executed Agreements were presented to the Northglenn City ______.

You are required by the Instructions to Bidders to furnish the required Certificate of Insurance within ten (10) calendar days from the date of this Notice to you.

You are required to return an acknowledged copy of this NOTICE OF AWARD to CITY at the attention of the Engineering Department.

Dated this _____ day of _____, 20_____.

CITY of Northglenn, Colorado
By ____________________________
Name _____
Title _____

ACCEPTANCE OF NOTICE
Receipt of the above NOTICE OF AWARD is hereby acknowledged:

CONSULTANT:

_____________________________
(Name of Firm/Consultant)
By ____________________________
Name __________________________
(Please Type or Print)
Title __________________________

Consultant:
Return one signed original to:
City of Northglenn
Engineering Division
11701 Community Center Dr.
Northglenn, CO 80233
NOTICE TO PROCEED

TO:       DATE:       


PROJECT NAME: 2020 Waste Optimization Study

PROJECT NUMBER: 2020-015                PROJECT MANAGER: Ashley McFarland & Rob Webber

You are hereby notified to commence WORK in accordance with the Agreement dated 


CITY of Northglenn, Colorado

By          

Name 

Title 

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged this _____ day of 


CONSULTANT:

________________________________________

(Name of Firm/Consultant)

By          

Name 

Title 

Return one signed original Notice To Proceed to:

City of Northglenn
Engineering Division
P.O. Box 330061
Northglenn, CO 80233-8061
EXHIBIT A

2020 WASTE OPTIMIZATION STUDY

I. General Information

Northglenn (the “City”) is a small Colorado City, located in the heart of the Denver Metro Region, encompassing approximately 7.45 square miles. The urbanized area of the city is located within Adams County (6.45 square miles), with the remaining 1 square mile located 7 miles north in Weld County. The City is a suburban community with approximately 39,000 residents. The City is a home rule municipality with eight council members and a mayor.

II. Project Overview

The City of Northglenn is requesting proposals from qualified respondents to conduct a waste optimization study of current and future city-wide residential curbside pick-up. Our goal is to expand current residential city waste services to provide residents more opportunities in waste management. In addition to residential benefits, the city would like to explore waste optimization and landfill diversion options that prioritize cost savings and environmental benefits.

III. Community Context

The City of Northglenn provides curbside residential waste and recycling services to 9,400 households. Trash service provided by the City is mandatory for all single-family households. Residents purchase trash carts from the City and retain ownership of the carts. The city does not charge a monthly rental/leasing trash cart fee. Carts are warranted for 10 years against manufacture defects. Two cart sizes are available for purchase: 96-gallon carts that hold up to 300 lbs. and cost $60 and 64-gallon carts that hold up to 224 lbs. and cost $58. The City provides recycling carts at no additional cost. By ordinance, residents can have no more than a total of four carts for both trash and recycling, with at least one cart dedicated to recycling. Single-family households are charged a monthly “flat rate” of $16 for both trash and recycling services. Monthly trash rates do not fluctuate and are not based on usage amount.

<table>
<thead>
<tr>
<th>Container Size</th>
<th>64 Gallon</th>
<th>96 Gallon</th>
<th>64 &amp; 96 Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Households</td>
<td>400 households</td>
<td>8640 households</td>
<td>320 households</td>
</tr>
</tbody>
</table>

*Estimates based on the number of carts purchased from Public Works. Carts become private property after purchase, which can be sold, given away, or left behind by residents that move.
Service is provided once a week for general waste and bi-weekly for recycling collection. The City of Northglenn maintains a fleet of four side arm automated trucks for weekly single-family household trash pick-ups and one side arm side arm automated truck for recycling pick-ups. The City owns two additional spare side arm trucks. Other trucks maintained by Public Works includes: one rear load truck for 2,3, and 4 yard dumpsters, two roll-off trucks for 20 and 30 yard dumpsters, and one grapple hook truck for special pick-ups.

In 2019, Northglenn’s Sanitation team collected 14,916 tons of landfill waste and 1,709 tons of recycling. These numbers have been fairly consistent since 2015 and can be seen in the chart below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Landfill (tons)</th>
<th>Single Stream Recycling (tons)</th>
<th>Mulch – Yard Waste (tons)</th>
<th>Metal (tons)</th>
<th>Mattress (tons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>14,823</td>
<td>1,775</td>
<td>354</td>
<td>20.7</td>
<td>-</td>
</tr>
<tr>
<td>2016</td>
<td>14,877</td>
<td>1,817</td>
<td>432</td>
<td>23.3</td>
<td>-</td>
</tr>
<tr>
<td>2017</td>
<td>14,698</td>
<td>1,833</td>
<td>229</td>
<td>22.0</td>
<td>-</td>
</tr>
<tr>
<td>2018</td>
<td>15,265</td>
<td>1,728</td>
<td>294</td>
<td>26.0</td>
<td>2.8</td>
</tr>
<tr>
<td>2019</td>
<td>14,916</td>
<td>1,709</td>
<td>257</td>
<td>40.0</td>
<td>18.3</td>
</tr>
</tbody>
</table>

In addition to basic trash and recycling collection, Northglenn residents can take advantage of two special pick-up days per calendar year for collection of up to ten (10) large household items such as furniture, appliances (without freon), exercise equipment, cabinets, bicycles, etc. Residents individually schedule this complementary service with public works. Items not included for pick up are electronics, construction materials, carpeting/rugs, and yard waste. In addition to special pick-up days, the City allows residents to participate in two free landfill days per calendar year. Residents can drop-off up to 5 cubic yards of debris at the Tower Road Landfill provided they bring a Northglenn ID.

Neighborhood clean-up groups can take advantage of renting either a 20 or 30 cubic yard roll off container for three days a $257 value, free of charge. Each group must include 5 residents in the same immediate area, and each group is provided one roll-off container annually.

For residents interested in e-waste collection, public works directs them to the Adams County E-waste collection events that take place twice a calendar year. Mattresses/box springs and tires are collected for a fee by Northglenn Public Works. Mattresses and box springs are transported for recycling.
Two single-stream recycling drop off locations are available to the general public. These sites are open 24/7 and are located at Jaycee Park on Irma and Leroy Drive and Northwest Open Space on W 112th Avenue.

During large city-wide events hosted by the City of Northglenn, provides recycling and practices other zero waste strategies such as composting. The City further supports waste diversion efforts, by collecting residential yard waste at the Maintenance and Operations facility. Drop off is free of charge to all Northglenn single-family households, with no limitation on weight or drop off occurrences. The facility accepts tree branches, stumps, and leaves, but does not allow collection of dirt or sod.

IV. Scope of Work

The Respondents will have overall responsibility for the completion of a Waste Optimization Study. Completion of the study will require extensive analysis of waste data and current practices, public engagement, and coordination with various city departments. All work shall be completed in accordance with applicable City standards and within the agreed-upon timeline. This includes, but is not limited to, preparing and maintaining a detailed project timeline (the project timeline should be 8-10 months for completion from the time of contract award and project kick-off), and document creation. While creative design is encouraged, all documents related to the study shall be consistent with the City’s branding standards and will be owned by the City.

A. Waste Optimization Study
The city is seeking a study that will assess the current solid waste program, and rate/analyzing alternatives that include pay as you throw, composting, and improving curbside recycling to reduce contamination and the cost of recycling tipping fees. In order to inform a policy decision on how to move forward with waste collection, the City would like to look at and understand several options, fee structures and any capital or ongoing costs to the City.

B. Study Elements
a. Included Components
i. The following is a list of study elements detailing assistance required of the Respondent(s). The Respondent(s) shall take primary responsibility for the completion of these elements. While the information in the Waste Optimization Study must include these elements, the City encourages the Respondent(s) to take a creative approach to maximize the accessibility of the document and the potential for successful utilization of the included data and trends; meaning any of these elements can be addressed in a separate manner or can be incorporated within other report elements as appropriate.

b. Comparable Communities
i. The contracted respondent will describe waste services and land diversion options provided by municipalities within the region, as well as, any similarly sized communities in the nation that have
benefitted from waste optimization. Please include municipalities that provide their own municipal services.

ii. Characterize waste services provided by adjacent municipalities and those of similar size within the region and nationwide. Description should include pick up services provided (i.e. landfill, recycling, compost), pricing systems and rates (PAYT, monthly base rate, additional fees), waste diversion percentages, bin size distributions, and any other information deemed important by the consultant.

iii. Describe how the selected communities have benefitted both environmentally and financially from various transitions to waste optimization strategies. Whenever possible provide data-based benefits.

iv. The city expects up to five (5) municipalities to be briefly compared.

c. New Systems and Policies: Costs and Outcomes

i. The scope of work for this section should introduce alternatives to Northglenn’s current waste pricing system that will better divert waste from landfills and refine costs where most appropriate.

   1. Pay-As-You-Throw System:
      a. Define the processes associated with transitioning to a Pay-As-You-Throw (PAYT) pricing system. Special attention should be paid to the process of buying back bins from residents. A schedule of amortization or similar process should be included.
      b. A discussion of bin size optimization based on what is currently available should be included. Optimization should focus on how to best serve all waste services and incentivize waste diversion.
      c. The respondent will need to compare different route capacities and explore efficiencies in providing alternative pick-up weeks for waste and recycling and potentially composting.

   d. Recycling Optimization:
      i. The City has seen the cost of recycling tipping fees continue to rise based on the market for recyclable goods.
      1. Contracted consultant will include an analysis on the potential to transition from single stream recycling to multi-stream with a focus on recyclables that have a value in the market or have a local or regional market.
      2. Optimization of pick up schedules (weekly, bi-weekly, etc.)

   e. Curbside Composting Collection:
      i. Analyze the costs of voluntary residential composting versus embedding the cost of composting in all residents’ bills.
ii. Optimization of pick up schedules (weekly, bi-weekly, etc.) will need to be included. Additionally, respondents will need to analyze the benefits of central drop-off locations within the city versus curbside pick-up.

iii. Outline any additional costs to both the city and residents when implementing curbside composting.

iv. Identify the threshold of each option described above for the composting program to be cost neutral for the city. Provide an estimate of the number of program participants that are required for the composting program to be cost neutral.

d. Cost - Policy Chart
   i. The consultant should look at the various methods of waste optimization included above and in the chosen comparable communities to determine various cost and policy outcomes of each method. Additional costs associated with bin size, truck size and type exchanges, pick-up scheduling/routing, etc should be included in the costs.
   ii. Cost and policy measures should include but not limited to:
      1. Collection frequency (weekly vs. bi-weekly)
      2. Waste diverted (tons)
      3. Optimal bin sizes
      4. Average cost to the city or residents
      5. Billing structure
      6. Contamination reduction rates associated with recycling and composting
   iii. The consultant will be responsible for providing a recommendation of what option best serves cost and policy measures supported by the Council and city staff.

C. Public Engagement Survey
   a. Consultant will create a survey that gauges the interest of introducing composting into the selection of waste services provided by the City. City staff will distribute the survey through our communication channels and relay survey responses as needed. Respondents will need to analyze survey responses and include them in the final report.

D. Prepare Draft Waste Optimization Study
   a. Respondents will develop and deliver a professional Waste Optimization Study that the City can utilize to inform policy and decision making.
   b. Draft elements are to be completed and submitted to the City for review, comment, and approval, based upon a schedule developed at the beginning of the project process. This will enable the project to remain at a manageable scale and allow the City Staff to effectively monitor the progress of the work program.
c. Prepare a "Public Draft" document and present draft to the City Council at a public hearing.
d. Prepare a "Final" document and make a final presentation at a City Council hearing.

V. Response/Submittal Format

The Consultant shall submit three (3) hard copies of the Request for Proposals (RFP) submittal and an electronic copy (pdf) on flash drive or CD. The RFP submittal is not intended to be an expansive or elaborate document, but it should be thoughtfully composed and easy to understand. The body of the response shall be no longer than ten (10) pages, not including cover letter, resumes - Resumes shall be an appendix, and up to two (2) pages describing any value-added services. The consultant's general Statement of Qualifications shall also be included as an appendix. The review of the RFP shall be in accordance with Northglenn Municipal Code – Chapter 6/Article 5/Section 8.

The consultant shall address each of the following components:

Executive Summary - Identify the name of your firm, and the location of the main office and all branches or satellite offices. Tell us how many years your firm has been in business under the present name and current ownership. Introduce the members of your project team, including sub-consultants and/or contractors (if applicable). Provide an overview of your firm’s experience that specifically relates to the work being requested.

Project Team - Provide an organizational chart of your project team. Delineate the time commitment and specific role for both the Principal-in-Charge and the Project Manager as they relate to the successful completion of this project.

Project Management - Provide a methodology/work plan to accomplish the work requested by the City. Explain how your firm will coordinate/communicate with City staff. Identify (explicitly) your firm’s protocol for managing the budget and keeping the City informed of potential scope creep.

Reference Project - Provide a detailed description of a similar project completed within the last ten years where your team was the lead consultant on similar Waste Optimization Study’s. The following information should be included for the reference project:

   a. Client City/County for the Waste Optimization Study
   b. Project Budget – Including Original Bid Estimated Cost and Final Total Compensation
   c. Project References – Provide, at a minimum, two references that had project budgetary and scope authority on the reference project.
Project Approach/Methodology - Respondents should provide an overall project approach consistent with the components outlined in Section IV (Scope of Work). This portion of the response is intended to highlight proposed strategies for project management, an outreach strategy for the various stakeholders, schedule management techniques, and any proposed innovations that may be beneficial to the project. This section will outline the respondents and provide respondents with an opportunity to differentiate themselves through unique proposed techniques.

Fee Proposal - Provide a detailed estimate of the cost of the project. Respondents should include the rate and expected hourly contribution of each team member, including sub consultants.

VI. Selection Process

Schedule of Activities: The following schedule of activities delineates the timing of the qualifying phase and proposal solicitation phase, and the estimated project schedule beginning with the RFP issuance through the selection of the finalist. These dates may be subject to change at the City’s discretion.

RFP

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17, 2020</td>
<td>RFP Issuance</td>
</tr>
<tr>
<td>June 24, 2020</td>
<td>Virtual Pre-Bid Conference 2:00 PM</td>
</tr>
<tr>
<td>June 26, 2020</td>
<td>Request for Information (Due by 4:00 pm)</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>RFP Supplemental Information Issuance</td>
</tr>
<tr>
<td>July 8, 2020</td>
<td>RFP Proposals Due (10:00 AM)</td>
</tr>
<tr>
<td>July 13, 2020</td>
<td>Consultant Interviews</td>
</tr>
<tr>
<td>August 24, 2020</td>
<td>Award of Contract</td>
</tr>
</tbody>
</table>

Virtual Pre-Submittal Conference (Optional):
The City will hold a project conference on Friday, June 24, 2020 @ 2:00 PM. Due to COVID-19, the City will be hosting the pre-submittal conference virtual via Ring Central. Attendees have the option to video or phone call into the meeting.

Virtual Pre-Bid Conference
June 24, 2020 2 PM Mountain Time
Phone: 720-902-7700
Join from PC, Mac, Linux, iOS or Android:
https://meetings.ringcentral.com/j/1490708037
Meeting ID: 149 070 8037

The conference will include a presentation by City Staff that will include an overview of the project intent, goals, and objectives. Time will be provided for questions. A record will be made of all questions and answers provided and made available to all attendees in the form of an addendum release.

Question/Information Period (Request for Information):
Additionally, there will be a four (2) day period provided for additional questions and request for additional information. All questions must be submitted by June 26, 2020, by 4:00 PM.

Review of Submittals:
A review of submittal will be conducted in accordance with Northglenn Municipal Code Section 6-5-8. Procurement for specialized goods and services, as determined by the City Manager in writing, shall be eligible for award by a competitive selection process following a request for proposals under the aforementioned Section.

Qualifying Finalists:
RFP submittals will be evaluated qualitatively on responsiveness, professional experience, the reference project and the information gained through project references, resource availability, and approach/methodology deployed to complete the Waste Optimization Study.
EXHIBIT B
AMOUNT OF COMPENSATION

(Consultant)

Hereby submits to the City of Northglenn, Colorado, the following proposal items, complete and inplace, as specified for the:

2020 Waste Optimization Study  RFP 2020-015

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2020 Waste Optimization Study</td>
<td>$</td>
</tr>
</tbody>
</table>

Total of all price in words: ______________________________________________________

Respondents shall include an hourly cost summary by employee type, the sum of which should equal the total amount of compensation above. All costs shall include all direct and indirect expenses to complete all phases of work listed above.

Total  $  

Total in Words  

Exhibit B – Page 1 of 1