CONTRACT REVIEWS FOR CIRCULAR OUTCOMES

E1. SAMPLE CONTRACT: BUILDING RENOVATION

SAMPLE ORIGINAL RFP (2018)	**PROPOSED CIRCULAR OUTCOME CRITERIA**
BACKGROUND The Town Hall provides a wide variety of services to the community. Built in the 1922 the building was originally built to house the former Town High School. The high school closed in 1962 and the building was then transformed into the Town Hall. Over the years, few major renovations have been completed resulting in issues with: • meeting today's accessibility standards • providing sufficient usable space for staff • providing a customer friendly environment for the public In order to address these concerns, renovations to the Town Hall 2nd Floor are needed. The general scope of the works is as follows: • Barrier free accessibility improvements to meet current Ontario Building Code (OBC) and Accessibility for Ontarians with Disabilities Act (AODA) requirements including entrance and washroom. • Improvements to the existing space to improve customer service and create a more inviting space • Improvements to the existing space to include office space for the Manager of Operations, Chief Building Official, Planner, Compliance Coordinator and Building Administration Clerk.	**CIRCULAR AMBITION** To determine ambition, you could ask: 1. what are the priority issues in that I want to address 2. what impacts to do I want to make. **Workshop Responses:** 1. Reduce waste, virgin material use and carbon emissions by prioritizing circular materials in building renovation a. Context: City Mississauga already leveraging Green Development Standards, and achieving high diversion from demolition 2. Leverage design to avoid future waste through building modularity a. Context: GTAA has need for building structures that may need to be dissembled in 10-15 years. 3. Increase social value and community benefits through construction/renovation a. Context: Requirements for social value plans are being included in some RFPs, but questions around specifying value (e.g. 5% as per federal Indigenous procurement), as well as implications for international bidders **CIRCULAR OUTCOMES:** **Identify 3 circular targeted outcomes.** **Workshop Responses:** 1. Optimize circular material use in building renovations 2. Deliver modular building that can be deconstructed and maximally reused within 15 years 3. Maximize opportunities for Indigenous, diverse and inclusive suppliers and employment in contractor

	social value plan **Other CIC examples to guide participants:** - Maximize reduction of total GHG carbon emissions (materials, operations, and transport) - Improve diversion of construction waste/Reduce demolition waste to landfill by more than 55% - Design for a XX year lifespan that will include current office and potential community future use **CIRCULAR BUSINESS MODEL(S):** **Which model aligns with your ambition and outcomes?** **Workshop Responses** • Circular Supplies • Product as a Service • Sharing Platform **Other CIC examples to guide participants:** • Resource Recovery (e.g construction/demolition waste, end of life requirements) • Product Life Extension (e.g. renovation for adaptability)
Scope and Deliverables – Relevant Sections from Original Tender DELIVERABLES The Township requires professional services to direct and oversee the renovation project of the Town Hall 2nd Floor as shown in Piccini Architect drawing, Professional services required will entail the following: **Phase I – Existing Conditions Assessment** • Review existing site conditions of the facility • Assess existing electrical and mechanical systems servicing the 3rd floor in order to determine system upgrades that are required, including a new rooftop heating and air conditioning unit • Determine structural elements in order to ascertain flexibility of re-design of space. • Consult with various agencies such as Municipality's Chief Building Official / Planner, Manager of Operations and others as required. **Phase II – Plan Development** • Successful proponent will receive Piccini Architect AutoCAD drawing. • Develop working construction drawings and review with the CBO and Manager of Operations	**CIRCULAR CRITERIA** **Workshop Responses** **Reminder: Criteria developed for testing through vendor engagement process.** Town is seeking to engage professional services providers to develop opportunities to optimize cost and circularity (design for adaptability/design for material reuse, embodied and operational carbon reduction, with its renovation project that delivers the following outcomes: In the development plan that optimizes circularity and cost, vendor will: **Buy less options:** • Optimize product as a service options –e.g. fittings for building modularity/adaptable use; shared transport • Identify options for material reuse **Buy better options:** • Optimize use of biobased, renewable material choices (e.g. sustainable timber) and low-embodied carbon choices (e.g. low carbon concrete). • Enhance recycled content in material selection • Identify use of certified materials (e.g. PEFC sustainable timber) as well as availability of product

Commented [KM1]: Based on EU core GPP criteria (pg 24): https://circularprocurement.ca/wp-content/uploads/2020/10/EU-GPP-Criteria_Office-Buildings.pdf

Victoria home demolition target (wood reuse in particular): 40 kilograms per square metre of above-ground floor area (anything over gets $19.500 deposit refunded)
Demolition & Construction Waste | City of Victoria

Commented [KM2]: Government of Netherlands: Sustainable Procurement Criteria Tool (Office Buildings) https://www.mvicriteria.nl/en/webtool#//18,29/4//en

Commented [KM3]: Refer to USEPA Comprehensive Procurement Guidelines for recycled content in products for specific product suggestions https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program

Commented [KM4]: Option with Canadian manufacturers: https://app.2050-materials.com/product/results?buildingapplication=1&country=Canada
Another option (being considered by PSPC): https://products.ecomedes.com/?category=Building%20Finishes%7CConstruction%20Materials

• Make any changes to demolition and construction plans and budget as requested by the Municipality
• Upon final acceptance of the plans by Municipal Staff, prepare the required final construction drawings as required
	EPD (environmental product declarations) to support material choices.
	
	Notes: operational emissions have been covered by City Mississauga Green Building Standards
	
	Subcontractors:
	• In a Social & Indigenous Value plan, identify how your organization can maximize, preferably in delivery of these services (or more broadly):
	  ○ Supports Indigenous peoples, Aboriginal peoples and/or enterprises
	  ○ Supports other multicultural or diversity related attributes/enterprises
	  ○ Supports local economy
	  ○ Supports other special employment, community or social enterprises
	  ○ Supports development of diverse talent, such as internships
	
	Use Better/Longer:
	• Designing for circularity , design for disassembly - interior walls can be moved
	
	Other CIC examples to guide participants:
	BUY BETTER: (Construction Materials/Resources)
	• Identify recycling and diversion options for demolition and construction off cut materials. Provide full tracking and documentation of material tonnage and its final destination
	  ○ Consider incentives for performance over minimum threshold (e.g. 55%)
	• Identify improvements to energy systems efficiency
	• Identify what level of LEED certification the renovation will meet
	Construction Equipment and Transportation
	• Use of renewable diesel for construction equipment
	• Identify opportunities to reduce material transportation emissions
	USE BETTER/LONGER:
	• Identify how design can provide adaptable future use (Design for Adaptability – Building/Reno Lifespan)
	
	Reporting
	• Identify process/technology to track products and materials directed to reuse, recycling, landfill

Phase III – Administration of the Work	**MANDATORY TECHNICAL REQUIREMENTS**

Commented [KM5]: Based on EU core GPP Criteria for Office Building Design, Construction and Management (pg 24): https://circularprocurement.ca/wp-content/uploads/2020/10/EU-GPP-Criteria_Office-Buildings.pdf

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Commented [KM6]: Ask vendors: Is Z782-06 - Guideline for Design for Disassembly and Adaptability in Buildings being used?

• Successful proponent to follow the responsibility Schedule set out in the Piccini Architect drawing. • Recommend elements of the project which would have low energy consumption impacts and would potentially be eligible for "Green" funding under various funding programs if applicable. • Provide qualified tradespeople and sub trades to complete the work. • Oversee the construction ensuring completion of the project within the identified timeframe • Oversee the construction to ensure a high quality of execution of the work in accordance with the contract • Liaise with Municipal staff for the coordination of renovation space. • Submit final as-built plans in digital format to the Municipality upon completion of the work D. **MANDATORY TECHNICAL REQUIREMENTS** The mandatory technical requirements that apply to this RFP, if any, are set out below. **E. PRE-CONDITIONS OF AWARD** The selected proponent will be required to provide to the Municipality, within seven (10) days following written notification of award: a) A valid Certificate of Insurance naming Township as an additional insured for the coverage and amounts stated in the Form of Agreement. b) Valid Workplace Safety and Insurance Board Clearance Certificate, as outlined in the Form of Agreement. Notification of award will be sent via email to the email address provided.	• **Design Team and Construction Contractor Competencies**
F. RATED CRITERIA The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category or who do not receive an overall score of 75% of available points for rated criteria will not proceed to the next stage of the evaluation process. **Rated Criteria Category** / **Weighting (Points)** / **Minimum Threshold** i. Experience and Qualifications — 20 — N/A ii. Schedule — 10 — N/A iii. Design Excellence and Creativity — 45 — N/A **Total Rated Criteria (must score 56 out of 75 points to proceed to Stage III)** — **75** — **75%** **Pricing** (See Appendix C for details) — 25 — N/A **Total Points** — 100 — N/A	**EVALUATION KPI AND CRITERIA** **CIC examples to guide participants** Ask vendors: what verification can they provide to support claims **EVALUATION:** what weighting will you provide to identify priorities **BUY LESS** • Material reuse, higher %, higher score BUY BETTER: • Renovation and construction waste diverted- higher %, higher score • Degree of energy and water savings • Life cycle costing provided

Commented [KM7]: Sample: GPP Criteria for Office Building Design, Construction and Management (pg 9): https://circularprocurement.ca/wp-content/uploads/2020/10/EU-GPP-Criteria_Office-Buildings.pdf

Commented [KM8]: Government Netherlands Sustainable Procurement Tool https://www.mvicriteria.nl/en/webtool#//18,29/4//en

- Community Benefits

USE BETTER/LONGER:

- Adaptable use in design

KPIs

- % of renovation and construction waste diverted
- % of renovation and construction waste reused
- Embodied GHGs avoided
- Operational GHGs reduced/avoided
- Transportation GHGs

Category	Weighting	Minimum
Experience & Qualifications		
Schedule		
Circular Design		
GHG and Embodied Carbon Reduction		
Price		