Circular Procurement Learning Journey Interim Report – Workshops Lessons Learned

August 21, 2024

Prepared for:
Partners in Project Green
(Circular Economy Leaders Consortium)

TABLE OF CONTENTS

1.0 INTRODUCTION

TRCA's Partners in Project Green's (PPG) Circular Economy Leaders Consortium (CEC), was launched in 2022. The network has sustainability industry professionals seeking to achieve measurable waste prevention and diversion goals, focused on facility management and operations.

They achieve the goals through learning from each other's waste management practices, sharing resources and expertise on best practices and innovative technologies, and strategizing solutions to common challenges through collective projects.

PPG offered the Circular Procurement Essentials Workshop, an introductory-level workshop, in partnership with Circular Innovation Council (CIC) in November 2023 to CEC members. The workshop was designed to better understand circular procurement and its role in advancing a circular economy. It established a solid foundation of principles and concepts.

The Circular Procurement Learning Journey project gives an opportunity to build on critical learnings from the essentials workshop and provide 'hands on' and actionable support. The goal is to continue to build the knowledge and develop the capacity of CEC members to implement circular procurement strategies.

1.1 OBJECTIVES AND APPROACH

The Circular Procurement Learning Journey project was organized as a series of workshops and to support learners along a process of building knowledge and skills to increase understanding, inspire and motivate, identify actionable steps, and put theory into practice.

- An Advanced Workshop, delivered virtually, focussed on providing practical insights into key circular procurement strategies and building capacity to develop circular procurement criteria, key performance indicators (KPIs) and metrics;

- A Category-Specific Workshop, delivered in-person, where participants co-developed a shared circular ambition for two targeted spend categories including procurement approach, criteria, and KPIs used to measure impact.

- Collective follow-up sessions, delivered virtually, are intended to support CEC members as they encounter potential barriers to implementing circular procurement at their organizations, alongside capturing learnings as members pilot circular procurement initiatives.

This interim report is intended to document the process and lessons learned through the development and delivery of the initial two workshops.

Additional learnings from CEC member implementation will be captured in a final report.

2.0 ADVANCED WORKSHOP

2.1 WORKSHOP CONTENT AND FORMAT

The Advanced Workshop was designed as the second in a series of three workshops to take participants from introductory concepts of circular procurement through to providing practical insights into key circular procurement strategies and building capacity to develop circular procurement criteria, key performance indicators (KPIs) and metrics.

Key workshop content included:

- Circular Procurement overview: to refresh introductory concepts of key circular procurement principles and the positive environmental, social and economic outcomes they deliver
- Five Business Models and case studies: to provide practical examples of circular procurement strategies implemented in the market
- 7 Steps for Getting Started with Circular Procurement: focused on the value of early market engagement to provide insights into market readiness and strategy for circular procurement
- Setting Outcome-based Specifications: highlighting importance of the planning phase of procurement to develop circular strategies, alongside key circular procurement strategies (buy less, buy better, use better) that consider the full life cycle of the product procurement and use
- Measuring Impact: exploring relevant key performance indicators, both covering environmental, social and economic impacts, alongside consideration of performance tracking through the life cycle of the product use

The workshop format included a mixture of presentation, questions for dialogue and engagement, and two exercises to provide participants with practical experience in (1) developing outcomes-based circular criteria for market engagement, and (2) developing key performance indicators for tracking impacts. In addition, a pre-read was provided to refresh participants on the key concepts covered in the Introductory workshop held November 2023.

The workshop was delivered virtually on May 8th. Total workshop time was planned for 2.5 hours. Approximately 30 minutes were provided for each of the exercises. Participants were invited to join one of four categories to offer participations opportunity to develop criteria and KPIs in a subsector of relevance:

- Facility Management
- Food and Catering
- IT
- Textiles

Refer to Appendix A for results of exercises in the four categories.

2.2 WORKSHOP ATTENDANCE

The workshop was attended by CEC members including both public and private sector organizations. Participants roles include sustainable procurement, general procurement, and sustainability.

It should be noted that there were 10 participants in attendance that had not joined the introductory workshop held in November 2023 and thus were new to circular procurement.

Table 1: Advanced Workshop Participants.

Name	Title	Organization
Andrea McLeod	Sustainable Procurement Consultant	City of Mississauga
Diane Gibson	Supervisor, Environmental Sustainability	City of Mississauga
Vasya Jeyakanthan	Waste Management Assistant	City of Mississauga
Aroni McCutcheon	Manager, Environmental Services	Toronto Pearson
Christine Kelsall	Environmental Officer	Toronto Pearson
Cynthia Lucar Diaz	Advisor, Policy Waste Reduction	Peel Region
Dave Clark	Project Officer, Zero Waste Initiatives	Sheridan College
Caroline Holmes	Manager, Corporate Sustainability	Sheridan College
Maleeha Farooq	Procurement Systems Coordinator	Sheridan College
Cheng Helen Kuan		Sheridan College
Bhavik Prajapati	Production Manager	TELUS
Catherine Leighton	Senior Strategy Manager, Circular Economy	TELUS
Lincoln Trudeau	Inventory Manager	TELUS
Marwan Hajjar	Director Supply Chain	TELUS
Natalia Bolanos	Procurement Sustainability Lead	TELUS
Chris Dunn	Production Consultant	Ontario Green Screens
Katelyn Poyntz	Director Project Engineering & Energy	Unity Health Toronto
Laura Alpi	Project Coordinator	York Region
Lisa Vanlint	Manager, Environmental Sustainability	University Health Network

2.3 DISCUSSION AND LEARNINGS

In general, there was a considerable amount of content and practical exercises that were covered in the 2.5 hour workshop.

It was valuable having participants from both general procurement and those focused on sustainable procurement, alongside broader sustainability roles as it enhances discussion by providing multiple points of view.

Participants were asked to share ESG goals that they felt were enabled by circular procurement. It should be noted that all responses linked circular procurement to climate goals, such as:

- Telus: net carbon neutral operations by 2030
- City of Mississauga: updating Climate Action plan, and looking to include circular procurement performance indicators within the plan
- Sheridan College: mission zero framework includes net zero energy, which the procurement team is actively supporting

Moving through the circular criteria exercises also led to valuable discussions on the willingness of vendors to engage on these topics, as well as the recognition that vendors will suggest circular solutions (e.g. Telus – carpet leasing including cleaning) when they are aware of client goals and objectives. There was also identification of the opportunity to include social indicators alongside environmental indicators as circular criteria and ambitions are developed.

Some learnings and challenges for future consideration include:

- There was a lot of content to cover in just 2.5 hours. Feedback indicated that too much time was spent refreshing introductory concepts to ensure new workshop participants were not left behind; perhaps a pre-read (or provision of the introductory workshop materials) is sufficient for new participants when joining a workshop series to ensure time available for new content.

- Some groups were only 3-4 people for the exercises. If there is not a mix of experienced and new practitioners, larger groups are suggested to ensure good idea sharing and joint learnings. When the groups were combined for the development of circular key performance indicators, enhanced discussions were possible.

- Telus identified circular procurement evaluation processes and data availability for KPI tracking as two areas that would benefit from further support.

3.0 CATEGORY-SPECIFIC WORKSHOP

3.1 WORKSHOP CONTENT AND FORMAT

The objective of the Category-Specific Workshop was to provide participants an opportunity to co-develop a shared circular ambition for two targeted spend categories including procurement approach, criteria, and KPIs used to measure impact.

Key workshop content included:

- Circular Procurement overview: to refresh concepts of the five business models, key circular procurement strategies (buy less, buy better, use better), and key performance indicators to track circular impact across the product life cycle

- Vendor Engagement: Benefits, engagement methods, and tips to maximize feedback and refine circular strategy, criteria and indicators based on market readiness

The 2 hour workshop was delivered in-person on June 12th at the Centre for Social Innovation to maximize dialogue and knowledge sharing. Some participants were included virtually as not all were able to participate in person. The workshop format included a brief context setting presentation, with more than 60 minutes of the workshop time reserved for the category specific RFI development.

To maximize the practical value of the workshop, participants were asked to identify the categories that they were targeting for trialing circular procurement strategies. Through this process, two categories were identified:

- Circular Protective Packaging (Reusable solution for single use plastic avoidance)
- Circular building construction and renovation

3.2 WORKSHOP ATTENDANCE

The workshop was attended by a smaller group of CEC members including both public and private sector organizations. Participants roles include sustainable procurement, general procurement, and sustainability.

It should be noted that there were four participants in attendance that had not joined the previous workshops, however they were not new to circular procurement.

Table 2: Category Specific Workshop Participants.

Name	Title	Organization
Umangi Jethi	Product Manager	Microsoft
Juli Smyth	Sr. Manager, Sourcing	UHN
Kaitlin MacDonald	Sustainable Procurement Intern	City of Mississauga
Bernalino Sy		TELUS

3.3 DISCUSSION AND LEARNINGS

Workshop notes for both categories are provided in Appendix B.

In general, the specific RFP that was reviewed to develop circular ambitions and criteria for Protective Packaging resulted in more specific responses that may be more valuable for members, despite being a very specific use case. TELUS invited operational and procurement team members to join, which resulted in a more collaborative and detailed discussion on circular ambition setting and potential feasibility. Many CEC members were interested in this discussion, despite the specific use case not being applicable to their organization, as every organization grapples with options to eliminate single use plastics.

Specific RFPs, while difficult to secure as it depends on what stage in the procurement cycle each organization is at for various products, may be more valuable with respect to piloting the criteria through vendor engagement, which was one key objective of the workshops.

There was excellent discussion of options in the building construction and renovation group. While circular renovation was initially requested to be the focus, there was also interest in circular (modular) buildings, which made it difficult to move beyond broad to specific circular ambitions and outcomes as there is considerable complexity in both of these areas.

In the follow-up discussion around vendor engagement, one of the attending procurement practitioners introduced competitive dialogue as a valuable vendor engagement process for complex outcomes-based procurement. This was a helpful addition to the discussion, showcasing the value of having multiple roles represented in these workshops.

APPENDIX A: ADVANCED WORKSHOP – CIRCULAR OUTCOMES-BASED SPECIFICATIONS DEVELOPED BY CEC MEMBERS IN FOUR CATEGORIES

Spend Category: Facility Management

Circular Ambition:
What is it that you want to achieve? Do you want to increase local jobs, reduce barriers to employment, reduce waste and carbon emissions through procurement?

- Workforce development - local jobs / apprenticeships
- Carpets as a service - Cleaning/maintained in an efficient manner
- Reduce waste
- Extend life of product
- GHG Emissions
- Resource recovery
- circular supplies (health and safety in materiality)

Circular Outcomes:
What outcomes would you like to drive through this procurement? (i.e reduce waste by 50% or eliminate single use plastics)

- Integrate end-of-life management costs into purchase of service
- Create jobs in the community
- Disclosure of GHG emissions and certifications
- Net zero

Which circular business model or models could you use to help you achieve your ambition? Remember, you can use one or more business models to achieve the ambition and desired outcomes.

Circular Business Models:

- Product as a service
- Rent rather than purchase

Circular Criteria:
Circular KPIs - EXERCISE 2
Is the product designed to have a longer useful life compared to alternatives?
What questions would you ask vendors and suppliers? Tip: Use the circular business models identified above to help frame your questions

- Water consumption
- Does the product contain any components from recycled content, if so what %
- Recycled content
- Do you provide any carpet options that promote repair?
- Co2 emissions from Fleet pick up for washing carpets
- How often does it need to be washed, what is the water consumption?
- Cost savings rent vs buy (from past contracts)
- Will you take back the material at end-of-life management? IF so, what happens to it?
- Product carbon footprint
- How is the carpet managed at end of life? How are resources recovered?
- Local job creation
- Is your product easily repaired?
- What glues are used in manufacturing, how is it safely extracted at end of life
- Off-gassing/toxicity of materials
- diversion from landfill
- Are the raw materials used in the product sustainable?
- What circular service models do you provide aside from direct purchase?
- What percent of product is repairable?
- What are the reusability and end of life options for this product.
- Are the products ethically sourced?

Spend Category: Food and Catering

Circular Ambition:
What is it that you want to achieve? Do you want to increase local jobs, reduce barriers to employment, reduce waste and carbon emissions through procurement?

- Waste reduction and reduce single use plastics

Circular Outcomes:
What outcomes would you like to drive through this procurement? (i.e reduce waste by 50% or eliminate single use plastics)

- Eliminate single use plastics
- Reduce food waste - donate edible food to local charities , reuse scrap food to make new meals

Circular Business Models:
Which circular business model or models could you use to help you achieve your ambition? Remember, you can use one or more business models to achieve the ambition and desired outcomes.

- Resource Recovery - compost food waste to recover energy and convert to fertilizers

- Circular Supplies - reusable products
- Sharing platform - donate edible food

Circular Criteria (Pre-Tender Phase for Market Engagement)
What questions would you ask vendors and suppliers? Tip: Use the circular business models identified above to help frame your questions

What Evaluation Criteria will you use (informed by market engagement)

Spend Category: IT – Laptops and Cell Phones

Circular Ambition:
What is it that you want to achieve? Do you want to increase local jobs, reduce barriers to employment, reduce waste and carbon emissions through procurement?

- End of life for those functioning but no longer used laptops. Can they be sold/ donated? Can they go to staff following their use?
- Upcycle as much material from laptops (e-waste) as possible.
- Partner with local shops for refurbishment & upgrades. Not going overseas and contributing to waste of other countries.
- Purchasing cell phones that last longer. Extending the life of products
- Identifying sustainable end use for laptops.

Circular Outcomes:
What outcomes would you like to drive through this procurement? (i.e reduce waste by 50% or eliminate single use plastics)

- Process for disassembly. Identifying components to be utilized in its next life. Those that don't have new life, what can be done with that?
- Identifying how long each laptop can last. Looking to extend this life as long as possible. Circularity of precious metals.
- Pre & Post purchase. How to have the most impact in terms of supply chain - scope 3
- What communities are being supported in the purchasing of these products?

Circular Business Models:
Which circular business model or models could you use to help you achieve your ambition? Remember, you can use one or more business models to achieve the ambition and desired outcomes.

Circular Criteria
What questions would you ask vendors and suppliers? Tip: Use the circular business models identified above to help frame your questions

Spend Category: Textiles

Circular Ambition:
What is it that you want to achieve? Do you want to increase local jobs, reduce barriers to employment, reduce waste and carbon emissions through procurement?

DEBRANDING of Uniforms:

- Drive waste reduction through reuse of uniforms
- Extend their life through reuse
- Support local job creation (e.g. fixers re: clothing repair)
- Identifying plan for end of use if reuse not possible (e.g. upcycling)

Circular Outcomes:
What outcomes would you like to drive through this procurement? (i.e reduce waste by 50% or eliminate single use plastics)

- Cost savings through life extension
- Increase length of uniform wear by 20% (e.g. from 3 years to 4years)
- Increase next life (second hand or downcycle) through logo removal
- Increase recycled content in materials selected

Circular Business Models
Which circular business model or models could you use to help you achieve your ambition? Remember, you can use one or more business models to achieve the ambition and desired outcomes.

- Product Life Extension
- Circular Supplies

Circular Criteria:

Circular KPIs - EXERCISE 2
What questions would you ask vendors and suppliers? Tip: Use the circular business models identified above to help frame your questions

APPENDIX B: CATEGORY SPECIFIC WORKSHOP NOTES

Sample Contract Revised for Circular Criteria: Circular Protective Packaging

SAMPLE TENDER	**PROPOSED CIRCULAR OUTCOME CRITERIA**

BACKGROUND
At the Company, we believe that good business and doing good go hand-in-hand. We understand that we have a responsibility to address pressing social issues with the products and services we offer. For the last two decades we have leveraged our focus on social capitalism to strategically grow from our roots as a regional company to a world-leading powerhouse. We are proof that a for-profit organization can make a positive impact on society.
 	
Across our organization, our leaders and team members embed environmental consideration into every facet of our operation. Through strategic investment in innovative technology and sustainable practices, we are furthering our goals to procure 100 per cent of our electricity from renewable or low-emission resources by 2025 and improve energy efficiency by 50% by 2030 compared to 2019 levels. We are on a mission to become a net carbon neutral company by 2030 or sooner.
 	
We aim to be a leader in the circular economy by creating efficient systems that minimize waste generation, prioritize reuse internally and externally and maximize our diversion from landfill.
In 2023, highlights included
-Diverting 57 per cent of waste from offices and facilities. We are on target to divert 65% of office and facility waste from landfill by 2025
-Achieving 2030 targets early to divert 98 per cent of waste from additional waste streams from landfill
-Refurbishing 8,541 spares under the spares program
Collecting 398,328 devices for reuse and recycling, a 50 per cent increase in the number of devices collected over 2022
	CIRCULAR AMBITIONS
	
	Workshop Responses:
	
	• Plastic waste reduction
	  ○ Avoid production of single use products
	• Increase recyclability of product (if purchasing)
	• Avoid single use packaging with reuse (if meet criteria)
	• Reduce carbon emissions
	• Standardization of the system
	
	Other key ambitions:
	
	• Cost mitigation
	• Ensure product safety
	• Real time delivery
	
	CIRCULAR OUTCOMES:
	
	Workshop Responses:
	
	• 100% elimination of single use plastics
	• 100% reuse containers
	• 100% cost avoidance on single use items
	• 100% avoidance of production of single use products
	• Educating vendors on reuse options
	• Eliminate all GHG emissions from Single use products
	
	CIRCULAR BUSINESS MODEL(S):
	Which model aligns with your ambition and outcomes?
	
	• Innovative Financial Models
	• Protective packaging (dunnage) as a service
	• If PaaS not viable, then Circular Supplies
	  ○ produced by renewable sources (e.g. fiber-based)
	  ○ 100% recyclable in all conditions
	  ○ Optimize recycled content in product

	○ Reduce emissions from product procurement and use – both the products embodied carbon and transport of product to facility
SCOPE The company operates a Device Refurbishment Centre (DRC) which intakes, cleans, repairs, and refurbishes cellular devices to be resold as a Certified Preowned Device. In order to go through the refurbishment process, devices are transported around the facility to different locations for restoration. While in transit, the material is currently wrapped in **single-use LDPE plastic bubble bags** that protect the material from potential falls. **This material can be used five to six times before end-of-life.** We currently do not have a program set-up to ensure this material is recycled. We'd like to re-think this process to maximize sustainability. **Service** The Contractor shall provide a product or service that will protect cellular devices as they are transported through our DRC. Currently, we purchase single-use bubble bags that we re-utilize five to six times. Devices are placed in the bags and transported through the facility in reusable boxes. We are receptive to: • Products or services that replace the bubble bag exclusively, or replace both the bubble bag and container. • Purchasing outright the product for our use OR purchasing a monthly service that will allow for device protection • New material solutions that allow for increased recyclability at end-of-life and reduced harm to the natural environment if litter occurs (i.e. fiber or cellulose) • Transition towards reusable packaging that has a longer reusability lifespan than our existing solution • Purchases that include end-of-life management diversion solutions for the material to ensure proper disposition The Contractor shall provide the following services: • Provide the product or service that will allow devices to be protected as they are transported through the DRC	**CIRCULAR OUTCOMES – PRE-TENDER FOR MARKET ENGAGEMENT** **Workshop Responses:** Vendor Engagement Considerations • Openly invite vendors to "educational conference" to share ambitions and outcomes **Other facilitator guidance/suggestions from CIC** Company is open to a range of innovative options to enable device protection: BUY LESS: • Identify device protection as a service BUY BETTER: • Identify options for reuseable packaging • Identify opportunities for biobased, renewable material solutions • Identify end of life management for product packaging, whether company buys product or service • Identify how your organization, preferably in delivery of this service, 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: • Identify options for packaging durability • Identify maintenance and repair requirements for any physical items provided, • Identify total cost of ownership

• Compliance with all federal, provincial and municipal regulations • Reporting to the company on all ESG results of the project The Contract may include the following services (Desirable Requirements) -End-of-life management for any physical items provided -Maintenance and repair for any physical items provided -**Others???** **Quantities** Quantities shown are estimates only. The company does not guarantee any quantities. Current quantities: 15,000 – 20,000 bubble bags purchased per month (i.e. 75,000 to 120,000 phones requiring protection per month)	
Additional Specifications -Approximately 4 inch by 8 inch carrying container (current depth is 3/16 inch) -Device protection with 10 foot drop (in the case that the device is secured in a reusable box, the ten foot drop isn't required, so long as the box provides this protection) -A priority will be placed on low carbon products and/or services (i.e. products manufactured locally, with recycled materials and efficient transportation methods)	**EVALUATION CRITERIA and KPIs** **Other facilitator guidance/suggestions from CIC** Ask vendors: what verification can they provide to support claims ALL: • Adequate device protection (10ft drop); Cost BUY LESS • Packaging Avoided • GHGs avoided BUY BETTER • End of Life plan: Reuse or Recyclability • GHGs avoided/reduced • Community Benefits/Social Value plan USE LONGER • Packaging Lifespan • Repairability • Total Cost of Ownership KPIs • GHG emissions avoided/reduced • Tonnes plastic eliminated/waste diverted • # reuse cycles

Sample Contract Revised for Circular Criteria: 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 • 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 **Phase III – Administration of the Work** • Successful proponent to follow the responsibility Schedule set out in the Piccini Architect drawing.	**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 EPD (environmental product declarations) to support material choices. Notes: operational emissions have been covered by City Mississauga Green Building Standards **Subcontractors:**

• 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
	• 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

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.

MANDATORY TECHNICAL REQUIREMENTS

- **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
- 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		