

Organic Materials Management Facility Feasibility Study

Request for Proposals

1. Project Overview and Background

Project Overview:

Park City Community Foundation (herein referred to as PCCF or the Community Foundation), Summit County, and Park City Municipal Corporation (herein referred to as PCMC) are seeking a qualified consultant to study the feasibility of an organic materials management facility (or facilities) within Summit County, Utah. The study will identify and recommend different types of organic materials management technologies that best fit the feedstock and tonnage of organic material in Summit County, outline site requirements for developing and operating a facility, and evaluate the economic feasibility of Summit County developing and operating a facility.

Background:

To date, PCCF, Summit County, and PCMC have been partnering on food waste diversion from the Summit County landfill since January 2024. Diverting food waste and organic materials from the landfill is a key strategy for supporting the community's goal to extend the life of the landfill by 10 years, from the current projection of 2053 to 2063, or beyond, as well as the Community Foundation's goal of zero food waste to landfill by 2030. A significant portion of waste generated in Summit County and sent to the landfill currently is organic waste, including food waste, green waste from yards, and other woody waste.

Waste Characterization studies were conducted on a County-wide level in 2019 and on a City level in 2021. Those reports can be found below.

[Summit County 2019 Waste & Recycling Composition Study](#)

[Park City Municipal 2021 Waste Characterization Study](#)

Additionally, Summit County Council just adopted the Saving our Space: Plan 2063, focused on increasing waste diversion across the County, including a focus on organic materials. That plan can be found below.

[Summit County Save our Space: Plan 2063](#)

The goal of evaluating the feasibility of developing and operating an organic materials management facility is to understand if, by having a local facility for processing this material, organics can be meaningfully diverted from the landfill in a way that is economically sustainable for Summit County's solid waste program. PCCF has partnered with Momentum Recycling to help divert food waste from the landfill for Summit County residents that have opted into curbside collection program. Additionally, about 60 local businesses currently participate in food waste collection through Momentum Recycling. The food waste collected through these existing

programs currently goes to Wasatch Resource Recovery in North Salt Lake. Hauling to Wasatch Resource Recovery limits the organic waste collection in a few ways: The hauling route is long and costly, and the facility can only accept food waste and no other organic materials. Additionally, stakeholders assume that there is still a significant amount of organic waste ending up in Summit County's Three Mile Canyon landfill that could be more easily captured through diversion programs if a local facility for processing these materials was available.

A successful proposal will demonstrate the bidder's ability to evaluate the economic, logistical, and physical site feasibility of Summit County developing one or more facilities to process organic materials.

2. Project Goals

Outlined below are the main phases of the feasibility study as envisioned by the Community Foundation, Summit County, and PCMC. It is assumed that the feasibility study will move through these phases in sequential order. Bidders are expected to demonstrate their ability to complete these phases in the proposal and are encouraged to suggest modification(s) to these stages based on their expertise and experience completing similar studies for other clients. Item number five should be considered the final deliverable for the project.

1. Confirm and get familiar with available feedstock.

This phase involves evaluating available feedstock through sources like waste characterization studies, landfill data, stakeholder interviews, and more. A full feedstock analysis may not be required based on existing information available. If existing information is insufficient, this phase may require a complete feedstock analysis prior to moving to phase 2. There is currently a separate feasibility study occurring in the community that is looking at larger woody debris and biosolids that includes a feedstock analysis (this feasibility study is funded by a Climate Smart Communities Initiative grant to Circular Spring and PCMC). Findings from this other project may be used in this feasibility study as part of the feedstock analysis.

2. Identify various facility types for available organic feedstock in Summit County.

This phase includes identifying various technology types for diverting organic materials from the landfill. Technologies could include but are not limited to: sorting machines, digesters, compost piles, etc. These technologies should also be compatible with feedstock types and quantities that exist within Summit County waste today. An important outcome of this phase of the study will be to demonstrate how different technologies can work with existing diversion programs and potential feedstock should diversion programs expand.

3. Evaluate the economics of developing a facility based on the best fit processing technologies or methods.

This phase includes looking at the economics of developing and operating a facility, including upfront and long-term revenue and expenses, and taking into account current and potential future feedstock given the possibility of a growing community and expanded diversion capacity. Potential revenue streams could include but are not limited to: tipping fees from other counties organic waste, compost product sale from facility, etc.

4. Identify and outline site requirements for each facility type.

This phase of the study involves identifying the requirements for a site where such a facility could be developed and successfully operated. Site requirements may include, but are not limited to, taking into consideration water and power needs, total footprint, road and vehicle access, and more. Summit County has identified various sites that could work for an organic material diversion facility; evaluating those County-identified candidate sites against the outlined site requirements should be included, if budget allows, in the final deliverable.

5. Provide a clear recommendation on facility type, processing capacity, revenue streams, and site requirements for organic material management facility (facilities) in Summit County, UT.

This portion of the work should be the final product from the study, including a recommendation on facility (or facilities) type with a clear outline of site requirements for the type of technology to be implemented, including evaluation of these requirements against County-identified candidate sites, if budget allows.

3. Scope of Work: Activities and Deliverables

Activities

1. Host 3 to 5 meetings for key stakeholders, including PCCF, Summit County, and PCMC
 - Meetings envisioned to include:
 - a. Stakeholder kick-off meeting
 - b. 2 progress review meetings with stakeholders
 - c. Climate Fund Steering Committee (PCCF) presentation to review progress
 - d. Final stakeholder recommendation meeting and report
2. Work in partnership with Summit County on feedstock and tonnage analysis, ensuring consideration of the feedstock analysis from the Climate Smart Communities Initiative Grant being worked on by PCMC.
3. Conduct facility types and technology option assessment for organic material diversion.
4. Evaluate the economics of developing and operating a facility
5. Outline site and technology requirements for successful implementation (water, power, site size, etc.)
6. Work in partnership with Summit County to evaluate County-identified candidate sites against the outlined site requirements, if budget allows.
7. Conduct market and revenue analysis for processed organics, etc.
8. Present final recommendation to Summit County Council.

Deliverables

1. Feasibility report of organic material management facility types for review by stakeholders to help narrow down options for in-depth study
2. Technology and facility type comparison matrix
3. Recommendation on technology/facility type(s), including site requirements for implementation
4. Capacity and revenue model in an editable spreadsheet version
5. Site suitability analysis of County-identified candidate sites (budget dependent)
6. Final presentation including technology/facility type(s) recommendation and site recommendation

4. Approach

- It is recommended that the consultant work closely with Summit County, PCCF, and PCMC to understand available and future feedstock so any recommendations for a facility are grounded and realistic. It is also recommended that the consultant consider how an organic management facility could scale up as organic waste diversion expands. Bidders are welcomed to suggest modifications to the sequencing or work streams outlined that would drive better outcomes for this study.

5. Timeline and Schedule

September 28, 2026: RFP live, applications open

October 23, 2026: Proposals due

October 26 through November 6, 2026: Proposal review and potential interviews of consultants

November 13, 2026: Consultant selection

December 1, 2026: Project kick-off meeting

March 1, 2027: Preliminary organic material management facility types presented to PCCF, Summit County and PCMC to consolidate options for further study

June 1, 2027: Initial recommendation due with stakeholder review meeting

September 1, 2027: Project complete, final recommendation due

6. Budget and Pricing

The available budget for the feasibility study is anticipated to be in the range of \$60,000 to \$80,000. Bidders should propose a budget that is realistic for the work being requested.

Budget should include a breakdown of costs by task, including any travel, subcontractors, reimbursables, etc.

7. Submittal Requirements:

Proposals should include the following sections, in the order listed:

1. Cover letter or proposal summary

- No more than one page, signed by a representative authorized to bind the firm.

2. Firm qualifications and a short history

- Please include any relevant experience with organic materials management, composting, anaerobic digestion, or solid waste feasibility studies.

3. Relevant experience

- Descriptions of at least three similar projects (organics processing or diversion facility feasibility or siting studies), preferably for counties or communities of comparable size, with outcomes achieved.

4. Project team and roles

- Include the designated project manager, key-personnel resumes (one page each), and any subcontractors and their roles.

5. Approach and methodology

- Include how the firm will conduct the feedstock and tonnage analysis in partnership with Summit County, assess facility and technology types, model processing capacity and revenue streams, and address how a facility could scale as diversion rates grow. Bidding parties should use this section to suggest modifications to the sequencing or work streams outlined in this RFP that would drive better outcomes for this study.

6. Proposed schedule and work plan

- Please align to the milestones in Section 5, recommended shifts to the milestones will be accepted as long as final report date remains September 1, 2027 or earlier. As experts in this work, please feel free to suggest modifications to the proposed schedule and work plan that will drive better outcomes for this study.

7. Budget and pricing

- In the format specified in Section 6, broken down by task

8. References

- Please include references from at least three comparable projects, with current contact information.

9. Disclosures of any conflicts of interest

Recommended page limit: 12 pages total, excluding resumes, references, and required forms.

8. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Approach and methodology
- Relevant experience and firm qualifications
- Budget and cost-effectiveness
- Project team
- References and past performance

The evaluation committee may shortlist firms, conduct interviews during the October 26 through November 6, 2026 review window, and may request supplemental information before consultant selection on November 13, 2026. Contracting entity will be PCCF.

9. How to Submit

Proposals should be emailed to Victoria Schlaepfer, victoria@parkcitycf.org by no later than end of day Friday, October 23, 2026. Proposal should be submitted in a pdf format, attached to the email. Please submit any questions on the RFP by October 12, 2026 via email to Victoria@parkcitycf.org. Questions will be answered no later than October 19, 2026.