



# DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

County Executive  
Joseph T. Parisi

1919 Alliant Energy Center Way ♦ Madison, Wisconsin 53713  
Phone: (608) 266-4018 ♦ Fax: (608) 267-1533

Commissioner / Director  
Gerald J. Mandli

SEPTEMBER 14, 2021

**ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS**  
**RFP NO. 321033 - ADDENDUM NO. 1**  
**RENEWABLE FUEL STANDARD (RFS) REPORTING AND COMPLIANCE CONSULTANT**

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**PROPOSALS DUE:** TUESDAY, SEPTEMBER 21, 2021, 2:00 PM.  
DUE DATE AND TIME **ARE NOT** CHANGED BY THIS ADDENDUM

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This Addendum is issued to modify, explain or clarify the original Request for Proposal (RFP) and is hereby made a part of the RFP. **Proposers must acknowledge this addendum on the Signature Page and submit with Proposal as outlined in the RFP Cover Letter.**

**PLEASE MAKE THE FOLLOWING CHANGES:**

**1. GENERAL**

Enclosed are the facility tour meeting attendance sheet and minutes (Attachment A and B).

Dane County is in the process of constructing two (2) large solar fields designed for a total capacity of approximately 27 MW. Dane County intends to own the pathway for associated solar renewable energy credits (RECs) using the Midwest Renewable Energy Tracking System (M-RETS). Additional information will be provided to awarded proposer.

**2. SCOPE OF PROPOSALS**

**Revise Section 2(D) to include:**

- g. Annual carbon intensity (CI) changes to the RNG Facility due to recently constructed projects and/or upcoming projects.

**Add Section 2(F) titled “Annual Training Seminar”**

- a. Provide a one (1) day training seminar for Dane County staff members to provide:
  - a. Any RFS regulatory changes or emerging renewable credit programs (and implications to the RNG Facility),
  - b. Opportunities to diversify Dane County’s renewable energy portfolio (carbon capture credits, eRIN generation, solar renewable energy credits, GHG credits, etc.),
  - c. Training associated with solar RECs and M-RETS use, and
  - d. Review of Compliance Monitoring Plan and associated changes from prior year.
- b. Annual Training Seminar may include the following Dane County personnel; engineers, managers, operators, or financial auditors.

**Add Section 2(G) titled “Compliance Monitoring Plan”**

- a. Develop a compliance monitoring plan that details reporting requirements, affidavit requirements, metering and monitoring requirements, calibration and gas sampling requirements, and best management practices for maintaining compliance and record keeping under the RFS standard, Facility’s RIN Generation Protocol, and M-RETS.
- b. Compliance monitoring plan should also include an annual audit to revise and update as necessary.

**Revise Section 3(A)(4) to read:**

Indicate fees for services:

- a. Stated as fixed fee for each reporting item.
- b. Attach a rate schedule for consulting services, outlining hourly rate and other expenses.
- c. Stated as a fixed fee for an annual one (1) day training seminar for Dane County staff members.
- d. Stated as a fixed fee for the development of a compliance monitoring plan and stated as a unit price for annual audits of such plan.
- e. Attach an itemized list of additional services not specifically outlined in the Scope of Proposals, if applicable.

**PLEASE NOTE THE FOLLOWING PROPOSER SUBMITTED QUESTIONS:**

Question 1: What if a Proposer has their own RIN Management Platform?

*Answer 1: If a Proposer offers additional services not specifically outlined in the Scope of Proposals, each additional service may be itemized in Section 4 of the proposal.*

Question 2: Is Dane County looking to send the landfill RNG to California?

*Answer 2: At this time, Dane County is not looking to send any landfill RNG to California. The LCFS general consultation is requested for off-loaded RNG.*

Question 3: What is the total capacity of Dane County’s interconnect and how is that split between landfill and off-load RNG?

*Answer 3: Total interconnect capacity is 15 MMscf/d. The landfill RNG is estimated to be 1.8 MMscf/d of that total capacity.*

*Dane County has a number of off-load users under contract with more slated to start in the upcoming months. Specific details may be shared with awarded proposer.*

Question 4: Can you expand more on what Dane County is looking for regarding “updates on RFS compliance and/or reporting changes” covered in Section 2(D)(b) of the Scope of Proposals?

*Answer 4: Dane County is looking for general consulting services when major changes to the RFS compliance or reporting standards, impacting Dane County’s RNG Facility, are implemented at the federal level. This may include an annual update on proposed or newly enacted changes to the RFS.*

Question 5: Can you expand more on what Dane County is looking for regarding “updates regarding the potential for an eRIN pathway” covered in Section 2(D)(c) of the Scope of Proposals?

*Answer 5: Prior to RNG generation, the landfill biogas was used to run generators and produce renewable electricity. Dane County may seek to diversify their renewable energy portfolio if the eRIN pathway becomes a reality.*

**Enclosures**

Attachment A. Facility Tour Meeting Attendance

Attachment B. Facility Tour Meeting Minutes

If any additional information about this Addendum is needed, please contact Allison Rathsack at (608) 514-2319, or [Rathsack.Allison@countyofdane.com](mailto:Rathsack.Allison@countyofdane.com).

Sincerely,

*Allison Rathsack*  
Project Manager

## Attachment A. Facility Tour Meeting Attendance



# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

**County Executive**  
Joseph T. Parisi

1919 Alliant Energy Center Way ♦ Madison, Wisconsin 53713  
Phone: (608) 266-4018 ♦ Fax: (608) 267-1533

**Director**  
John Welch P.E.

FACILITY TOUR ATTENDANCE SHEET  
7102 U.S. HIGHWAY 12 & 18, MADISON, WI  
WEDNESDAY, SEPTEMBER 1, 2021 @ 11:00 AM

NAME	COMPANY	PHONE	E-MAIL
John Welch	Dane County	608.516.4154	Welch@countyofdane.com
Allison Rathsack	Dane County	608.514.2319	Rathsack.Allison@countyofdane.com
Roxanne Wienkes	Dane County	608.509.6681	Wienkes.Roxanne@countyofdane.com
Jack Hansen	Dane County	608.235.9583	Hansen.Jack@countyofdane.com
Kathy MacBeth	EcoEngineers	515.802.5566	KMacbeth@ecoengineers.us

## Attachment B. Facility Tour Meeting Minutes



# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

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John Welch P.E.

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FACILITY TOUR MEETING AGENDA  
RENEWABLE FUEL STANDARD REPORTING AND COMPLIANCE CONSULTANT  
7102 U.S. HIGHWAY 12 & 18, MADISON, WI  
WEDNESDAY, SEPTEMBER 1, 2021 @ 11:00 AM

- Introduction – sign in (**refer to Attendance Sheet**)
- Description of Work
  - Reporting and Consulting services under the Renewable Fuel Standard (RFS) and act as an Agent between Dane County and the U.S. Environmental Protection Agency (EPA).
- Schedule
  - Last day for questions: September 10, 2021
  - Last day for addenda: September 14, 2020
    - **Addendum No. 1 - Meeting minutes, meeting attendance sheet, and any questions posed by Proposers**
  - Proposals due: September 21, 2021 by 2:00 p.m.
  - Oral interviews for invited proposers: Week of September 27, 2021 (if necessary)
  - Notification of intent to award: October 6, 2021 (estimated)
  - Contract start date: January 1, 2021 (estimated)
- Proposal Opening on Tuesday, September 21, 2021 at 2:00 p.m. at the Waste & Renewables office, 1919 Alliant Energy Center Way, Madison WI 53713
  - Proposals will not be accepted after 2:00 p.m. on Tuesday, September 21, 2021. Dane County will post Proposal Summaries shortly after Proposal Opening (available on the bid website).
- All documents related to RFP 321033 are on the Dane County website (<https://bids-pwht.countyofdane.com/>) for free download.
- Include with proposal:
  - Signed Signature Page – acknowledge all addenda
  - Fair Labor Practices Certification form
- Dane County no longer requires Proposers to be a *paid registered vendor* with Dane County but is strongly encouraged.
  - <https://www.danepurchasing.com/>
  - 608/266-4131
- Questions on procedure or requirements
  - **No questions on procedure or requirements.**
- Questions regarding RFP
  - **Refer to Addendum No. 1 for list of questions.**
- Site tour