



# DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

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**Commissioner / Director**  
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January 14, 2010

## ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS

### RFP NO. 309032 - ADDENDUM NO. 1

### FOOD WASTE DIGESTER FEASIBILITY STUDY & INITIAL DESIGN

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**PROPOSALS DUE:** THURSDAY, **JANUARY 28, 2010, 2:00 PM CST.** DUE DATE AND TIME **ARE 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. **All Addenda must be acknowledged in your Proposal.**

#### PLEASE MAKE THE FOLLOWING CHANGES:

##### 1. **Project Funding**

As mentioned in the RFP, this project is being funded by the Energy Efficiency and Conservation Block Grant program, a component of the American Reinvestment and Recovery Act. The grant amount for this feasibility and design project is expected to be \$300,000.00. Under the EECBG program, Dane County must either use the entire grant award for this project or return the unused portion of the grant to the federal government.

Dane County would like to use the entire grant amount to advance a Dane County food waste digester as much as possible. It is for this reason that the RFP requires you to submit three separate fees for your services. This breakdown of the fees and services will allow Dane County the flexibility to continue with the feasibility and design of food waste digester(s) until all of the grant funds have been expended.

##### 2. **Scope of Work**

Responses to this RFP should be for the consulting services requested in the RFP. Although Dane County will entertain alternate Proposals, the intent of this RFP is to conduct a feasibility study and initial site design. The intent of this RFP is not to receive bids from a vendor for a specific technology for handling food waste.

##### 2. **Scope of Work**

The first step in the feasibility study will be to develop a report of available feedstocks. This report will include feedstock amounts from municipalities and from individual companies / entities that are high volume producers (universities, hospitals, restaurants, waste haulers, etc).

In order to determine the available feedstock quantities from the municipalities, the consultant will need to contact the municipalities to determine their level of interest in participating in this project and to collect any data the municipalities may have on their available feedstocks, disposal costs, and trucking costs. To help with this information-sharing effort, Dane County will invite representatives from local communities to join a “task force” that will meet to share information with the consultant and help guide the direction of the feasibility study. It is still the responsibility of the consultant to gather information from municipalities that choose not to be represented on the task force. Any information that is gathered from municipalities within Dane County will be used to estimate total available feedstocks from municipalities which do not have data available.

In order to determine the available feedstocks from individual sources, as well as their level of interest in participating in this project, the consultant will be required to contact the individual generators directly. It is anticipated that information will need to be gathered from approximately 200 sources. For restaurants, grocery stores, and other groups of decentralized generators, the consultant must directly collect data from a representative sample of generators. This data can then be used to estimate total available feedstocks from all generators within that category.

**3. Schedule**

The due date for this RFP has changed to January 28, 2010, 2:00 PM CST. As a result of this change, the schedule for the project has changed, and the new schedule is outlined below.

<u>DATE</u>	<u>EVENT</u>
December 17, 2010	RFP issued
<i><u>January 20, 2010 @ 2:00 p.m.</u></i>	Written inquiries due
<i><u>January 22, 2010</u></i>	Last Addendum (if necessary)
<i><u>January 28, 2010 @ 2:00 p.m. CST</u></i>	Proposals due
February 1-3, 2010 (estimated)	Oral presentations / interviews for invited proposing companies
February 8, 2010 (estimated)	Notification of intent to award sent out
April 1, 2010 (estimated)	Contract start date
June 1, 2010 (estimated)	Report of available feedstock/substrates
September 1, 2010 (estimated)	Feasibility report
November 1, 2010 (estimated)	Schematic design documents
February 1, 2011 (estimated)	Facility design development documents

**4. Contract Compliance Program**

As stated on the Signature Page of the RFP, Dane County has a Contract Compliance Program that encourages targeted groups to do business with Dane County. The targeted groups include Disadvantaged Business Enterprises, Minority Business Enterprises, Women Business Enterprises, and Emerging Small Businesses.

There is an overall County goal to use the targeted groups for 10% of all work done on Dane County projects throughout the year. Dane County encourages Proposers to strive to meet the goal of 10%, but it will not be a part of the RFP evaluation criteria. For more information on this topic, please see Chapter 19 of the Dane County ordinance at <http://countyofdane.com/unified/information/ordinances.aspx>, or contact Wesley Sparkman at 608-266-5623.

**5. Madison Metropolitan Sewerage District**

In addition to the municipalities, one member of the task force will be a representative from Madison Metropolitan Sewerage District (MMSD). The consultant must evaluate how this project's efforts can be coordinated with the operations of MMSD.

**6. Available Data**

Fitchburg -

[http://www.city.fitchburg.wi.us/refuse\\_recycling/documents/2009WasteSortResults.pdf](http://www.city.fitchburg.wi.us/refuse_recycling/documents/2009WasteSortResults.pdf)

DNR - <http://dnr.wi.gov/org/aw/wm/publications/aneWPub/WA418.pdf> and

<http://dnr.wi.gov/org/aw/wm/publications/recycle/wrws-finalrpt.pdf>

Manure Digesters - <http://www.danewaters.com/management/ManureCommittee.aspx> (scroll to bottom of page)

Dane County – These reports do not contain any information that will be valuable for this stage of the RFP process.

**7. ARRA Reporting**

The successful proposer must comply with all ARRA and EECBG grant requirements. This includes, but is not limited to, federal requests for quarterly reporting to verify expenditures on this contract.

**8. Specific Questions**

Specific questions from Proposers, and their answers, are listed below.

- a. For the Bench Scale Study, will waste be expected to be collected and separated from each individual source (hospital, university, etc.) or will it come to one of the two landfill site's and be taken from there?

Waste coming from individual sources will need to be collected and tested from each individual source. Waste coming from municipalities will be delivered to the Dane County Rodefild site for analysis.

- b. Will the County provide all necessary equipment at the landfill sites to separate the materials or does this need to be included in our proposal?

Dane County will provide heavy equipment and operators. All other materials are to be included in your proposal.

- c. Does the County have a short list of zoned sites in place/preferred sites for placement of a digestion system?

The Dane County Rodefild Landfill is one of the three sites to be assessed in the feasibility report. For consideration of the other two sites, Dane County staff has created a short list of sites, which they believe are attractive for this project. Dane County officials will share these potential sites with the successful proposer. However, the proposer must still determine if there are other sites that are more feasible.

- d. Does the County want the facility to be placed on land currently owned by the County or is private land also to be considered?

Both Dane County lands and private lands are to be considered. In fact, private land may be more attractive if there are nearby users of the system's end-products.

- e. The RFP states that the successful proponent "must also work with other communities and waste haulers who are interested in participating in this project." Does this mean that other communities outside of Dane County are also to be included in this study and what is the approximate maximum number of additional communities that we would need to include/contact about the study

The proposer is not expected to work with communities outside of Dane County. The proposer must work with all of the communities within Dane County.

- f. Does Dane County have a set hauling rate for food wastes aside from the typical waste rates (i.e. is there already a charge that the municipalities will pay for these services that has been accepted by the County Officials)?

Dane County does not haul wastes to its landfill. No hauling rate or tipping rate has been set for this type of waste. Establishing these values will be a part of the economic feasibility of this project.

- g. Is the City of Madison's pilot organics program expected to have residents sort food waste in plastic bags?

That has not been determined at this time. Initially, Madison officials discussed doing separate pilot collections both with and without bags to determine what effect bags would have on participation rates and contamination. If it is determined that this digestion system would process SSO, the system must be designed to handle waste collected in plastic bags.

- h. Where is the digestate from the community manure digestion project directed?

This has not been finalized, but initial plans call for the solids to be used as bedding or sold as a component of potting soil. Initial plans also call for the liquids to be land applied, but the farmers would be interested in removing some of this liquid from their lands.

- i. Is there an existing business plan that Dane County uses for its solid waste operations that would form the basis of the impact assessment on operations and revenues or would a new model be implemented by the preferred vendor?

The Dane County Solid Waste department has an existing business plan and extensive annual data regarding operations, gas production, revenues, and expenditures. This information will be made available to the successful proposer to assess the potential impact on the landfill's operations.

- j. Does Dane County have an anticipated drawing index for the schematic/preliminary drawings that they expect bidders to follow?

No.

- k. Just to clarify your Sample scope of services, is an evaluation of feasible AD technologies requested?

Yes. Dane County would like to the proposer to determine the type of AD system (mesophilic, thermophilic, complete mix, etc) that will work best for processing the combined feedstocks. This evaluation will not involve choosing a specific vendor.

- l. Who will be on the County's proposal interview team?

The individual members have not been determined yet, but it will be comprised entirely of Dane County staff. This could potentially include solid waste staff, land and water resources staff, financial department staff, or others.

If any additional information about this Addendum is needed, please contact John Welch at [welch@co.dane.wi.us](mailto:welch@co.dane.wi.us).

Enclosures:

N/A