



# 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.

JULY 25, 2022

**ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS**  
**RFP NO. 321006 - ADDENDUM NO. 1**  
**SUSTAINABILITY CAMPUS DEVELOPMENT ASSISTANCE**

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**PROPOSALS DUE:** THURSDAY, AUGUST 11, 2022, 2:00 PM.  
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. **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**

An important goal of Dane County's Sustainability Campus is to divert materials from the landfill in a manner that is financially sustainable and advances the local circular economy.

Dane County and the City of Madison recently entered into several Agreements. Below outlines the main agreements related to Sustainability Campus development.

- Intergovernmental Agreement: Sets mutual understandings and expectations from the City's sale of a portion of the Yahara Hills Golf Course for the development of a landfill, Sustainability Campus, and development of adjacent county-owned land.
- Sustainability Campus and Landfill Development Agreement: Sets mutual understandings and expectations for the development of the landfill, compost site, and Sustainable Business Park in regards to property conveyance, land use approvals, permitting, environmental considerations, and specifics to Sustainable Business Park development. This Agreement also discusses the conditions for additional land sale in the future.
- Solid Waste Agreement: Sets forth terms and conditions regarding the City's solid waste stream, tipping fees, daily cover and other City materials, and other items associated with the County's landfill operations and to-be-developed County compost site.

Dane County had multiple entities that assisted in developing and advancing the conceptual drawings of the Sustainability Campus, used in the public engagement process. Both SmithGroup and Vierbicher prepared conceptual drawings of the Sustainability Campus, which can be seen among the documents listed on the [Sustainability Campus](#) project page.

Ongoing work, or concurrent work, related to the Sustainability Campus is outlined below:

- Rezoning the parcels subject to the initial land sale from Parks and Recreation to Industrial - General.
- Initial landfill permitting work is being done by Tetra Tech and Dane County for parcels subject to the initial land sale.

- Compost permitting and design work is being done by Tetra Tech and Dane County for parcels subject to the initial land sale.

Dane County has explored diversion opportunities for a variety of materials at the Sustainability Campus. Please refer to materials listed under “Documents” on the [Sustainability Campus](#) project page. Dane County is open to other creative reuse, recycling, and research & education opportunities for materials at the Campus so long as it advances the local circular economy.

Chapter 19.508 of Dane County Code of Ordinances is official policy of Dane County regarding utilization of, to fullest extent of, Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) Disadvantage Business Enterprises (DBEs) and Emerging Small Business Enterprises (ESBEs).

## 2. SCOPE OF PROPOSALS (SECTION 00 24 16)

Enclosed are the site tour meeting attendance sheet and minutes (Attachment A and B, respectively).

The Madison Region Economic Partnership (MadREP)’s role in the Sustainability Campus project is to assist with the business development of the Sustainable Business Park. MadREP will assist in leveraging State and Federal resources as well as drafting covenants for the Sustainable Business Park.

MadREP is currently involved in an [Economic Development Administration \(EDA\) Grant project](#) that seeks to identify, document, and map potential sites for key industry sectors (e.g. advanced manufacturing, information and communications technology, biosciences, and healthcare). The Interstate 39 and beltline corridor is an area of interest for this study and results from this study may be used to inform the Sustainable Business Park.

In Section 2(D)(2)(a), the term “satellite locations” refers to opportunities to house other circular economy infrastructure or decentralized recycling activities on County-owned properties. Note, there are several County-owned properties located to the north and east of the existing landfill.

### PLEASE NOTE THE FOLLOWING PROPOSER SUBMITTED QUESTIONS:

Question 1: In the Draft Dane County Contract, specifically Schedule B (Pricing Structure and Payment), it provides for approximately 16 payments over multiple years. Will Dane County entertain alternative payment structures for improved financial flows for proposing firms who may be smaller?

*Answer 1: Dane County may entertain alternative payment structures. Proposer should detail proposed alternative payment structure as part of Section 8 of the proposal. Dane County may consider this request during contract negotiations with input from Dane County’s Corporation Counsel and Risk Manager.*

Question 2: In the Draft Dane County Contract, specifically Section g of Schedule B, it has pricing structure for a Market Evaluation Report. Can you please clarify whether this is an additional report that needs to be added to the Scope of Proposals?

*Answer 2: This is not an additional report. Section g(i) and g(ii) shall replace “Market Evaluation Report” with “Metrics Report”.*

Question 3: Regarding the Limit of Liability, the draft contract reads: “PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER’s furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. Any failure on the part of the PROVIDER to comply with reporting or other provisions of its insurance policies shall not affect this PROVIDER’s obligations under this paragraph. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement”. Are Consultants allowed to request a Limit of Liability up to the amount of the Contracted fees?

*Answer 3: Please state any limitations or conditions you wish to include in the Contract as part of Section 8 of the proposals. Dane County may consider this request during contract negotiations with input from Dane County’s Corporation Counsel and Risk Manager.*

Question 4: Can a link be provided in reference to the Agreements between the City of Madison and Dane County?

*Answer 4: Yes, the draft Agreements are publically available. Resolution (2021 RES-440) passed County Board on May 19, 2022 and may be found [here](#). The executed Agreements and other material will be provided to the awarded Consultant as detailed in Section 7 of the Scope of Proposals.*

Question 5: Should pricing for items subject to an addendum be part of the initial proposal (as identified in Section 2(C)(7)(c) and Section 2(C)(7)(d) of the Scope of Proposals)?

*Answer 5: Pricing for items subject to an addendum (marketing materials and the planning and facilitation of Stakeholder and Public engagement meetings) do not need to be included with the initial proposal.*

Question 6: The Sustainable Business Park Master Plan only anticipates a kick-off and 75% meeting. Can additional check-ins be proposed (for a fee) as 75% may be too far along to change the approach?

*Answer 6: Dane County anticipates meetings identified under “Required Meetings” for each area of focus to be large group meetings where multiple organizations or entities are asked to join. If the Consultant wishes to add additional large group meetings, a unit price may be given and clearly identified in the proposal. Note, under Section 2(B)(5)(b) of the Scope of Proposals requires bi-weekly check-in meetings to ensure County and Consultant maintain frequent communications.*

Question 7: Will staff organizational charts and insight be provided to the Consultant so that appropriate strategies can be developed to garner meaningful staff involvement in the engagement process?

*Answer 7: Yes, staff organizational charts and insight can be provided to the awarded Consultant.*

Question 8: Has Dane County identified milestones that will need substantive public input incorporated?

*Answer 8: Dane County has identified public input required by statute as part of the landfill and compost permitting process but needs guidance as to what and how much public input will be needed for the remaining goals of the Sustainability Campus.*

Question 9: What is the anticipated budget for this project, including base fees and contract amendments?

*Answer 9: Dane County does not typically release this information in order to solicit competitive pricing.*

Question 10: Is Dane County willing to entertain proposals that vary from the Scope of Proposals?

*Answer 10: Dane County is willing to entertain proposals that vary from the Scope of Proposals so long as it advances the local circular economy and is financially sustainable or otherwise in the County's best interests.*

Question 11: Based on the addendum coming out on 7/25 (as verbally indicated at the site tour), will the deadline for questions be extended?

*Answer 11: Yes, the deadline for questions has been extended to July 29, 2022.*

Question 12: Will the RFP due date be extended?

*Answer 12: Yes, the due date for proposals has been extended to Thursday, August 11, 2022.*

Question 13: Section 2(B)(1) of the Scope of Proposals, states there are six areas of focus but only five items listed. Please clarify.

*Answer 13: There are only five areas of focus.*

Question 14: Can a copy of the agenda from the site tour be provided?

*Answer 14: Yes, this is provided in Attachment B.*

**Enclosures**

Attachment A. Facility Tour Meeting Attendance  
Attachment B. Facility Tour Meeting Minutes

If any additional information about this Addendum is needed, please contact Sujata Gautam at [gautam.sujata@countyofdane.com](mailto:gautam.sujata@countyofdane.com) or Allison Rath sack at [Rathsack.Allison@countyofdane.com](mailto:Rathsack.Allison@countyofdane.com).

Sincerely,

*Sujata Gautam & Allison Rath sack*

Project Managers

Attachment A. Facility Tour Meeting Attendance



# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

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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, JULY 13, 2022 @ 1:00 PM

NAME	COMPANY	PHONE	E-MAIL
Sonya Betker	Stantec	612-258-8977	<a href="mailto:sonya.betker@stantec.com">sonya.betker@stantec.com</a>
Chris Anderson	Foth	920-619-5400	<a href="mailto:chris.anderson@foth.com">chris.anderson@foth.com</a>
Bryan Johnson	City of Madison	608-267-2626	<a href="mailto:BJohnson2@cityofmadison.com">BJohnson2@cityofmadison.com</a>
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Jamie Stahulak	HDR	608-505-8888	<a href="mailto:jamie.stahulak@hdrinc.com">jamie.stahulak@hdrinc.com</a>
Jason Fields	Madison Region Economic Partnership (MadREP)	608-541-0401	<a href="mailto:jfields@madisonregion.org">jfields@madisonregion.org</a>
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Gary Becker	Becker Professional Services	608-444-0836	<a href="mailto:gary@beckerproservices.com">gary@beckerproservices.com</a>
Ben Rohr	Vandewalle & Associates	608-444-4912	<a href="mailto:brohr@vandewalle.com">brohr@vandewalle.com</a>
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Sherren Clark	SCS Engineers	608-225-2974	<a href="mailto:sclark@scsengineers.com">sclark@scsengineers.com</a>
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John Welch	Dane County	608-516-4154	<a href="mailto:welch@countyofdane.com">welch@countyofdane.com</a>
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Allison Rathsack	Dane County	608-514-2319	<a href="mailto:rathsack.allison@countyofdane.com">rathsack.allison@countyofdane.com</a>
Sujata Gautam	Dane County	608-206-6954	<a href="mailto:gautam.sujata@countyofdane.com">gautam.sujata@countyofdane.com</a>

Attachment B. Facility Tour Meeting Minutes



# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

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FACILITY TOUR MEETING AGENDA  
SUSTAINABILITY CAMPUS DEVELOPMENT ASSISTANCE  
7102 U.S. HIGHWAY 12 & 18, MADISON, WI  
WEDNESDAY, JULY 13, 2022 @ 1:00 PM

- A. Introductions
- B. Description of Work  
Professional consulting services for Sustainability Campus development assistance seeking to divert waste from the landfill and advance the circular economy here in Dane County. This work has been grouped into six areas of focus, as outlined below.
- a. Engagement Plans
  - b. Needs & Recommendations
  - c. Business Engagement & Development Report
  - d. Metrics Report
  - e. Sustainable Business Park Master Plan
- C. Schedule
- a. Last day for questions: July 29, 2022
  - b. Last day for addenda: August 4, 2022
  - c. Proposals due: August 11, 2022 by 2:00 p.m.
  - d. Oral interviews for invited proposers: Week of August 29, 2022 (if necessary)
  - e. Notification of intent to award: October 3, 2022 (estimated)
  - f. Contract start date: October 31, 2022 (estimated)
- D. Proposal Opening on Thursday, August 11, 2022 at 2:00 p.m. at the Waste & Renewables office, 1919 Alliant Energy Center Way, Madison WI 53713
- a. Proposals will not be accepted after 2:00 p.m. on Thursday, August 11, 2022. Dane County will post Proposal Summaries shortly after Proposal Opening (available on the bid website).
- E. All documents related to RFP 321006 are on the Dane County website (<https://bids-pwht.countyofdane.com/>) for free download.
- F. Include with proposal:
- a. Signed Signature Page – acknowledge all addenda
  - b. Fair Labor Practices Certification form
- G. Dane County no longer requires Proposers to be a *paid registered vendor* with Dane County but is strongly encouraged.
- a. <https://www.danepurchasing.com/>
  - b. 608/266-4131
- H. Questions on procedure or requirements
- Refer to Addendum No. 1
- I. Site tour
- Stopped at Scale House Shop: Discussed importance of the six different areas of focus on RFP 321006. Knowing Dane County's various waste streams and gaps is critical to the project and will inform the RFIs.
  - Stopped at location near Bicycle Drop Off staging area: Discussed the history of Dane County Waste & Renewables waste diversion efforts and sustainability projects. The Department of Waste and Renewables is responsible for the management and operation of Dane County's landfills, renewable



natural gas (RNG) facilities, Clean Sweep, construction and demolition (C&D) recycling facility and various other recycling programs (e.g. tire and shingles recycling), as well as reuse programs (e.g. Bicycle Exchange program and the Product Exchange program at Clean Sweep). Waste & Renewables as a strong history of innovation, moving creative projects off the ground, and the Sustainability Campus project is a continuation of that legacy.

- Stopped at Clean Sweep building: The Clean Sweep Facility is located at the landfill site and operates year round. The facility accepts hazardous chemicals and electronics from Dane County residents. The Product Exchange Program allows customers to bring in chemicals that are still useable, including paint, thinners, solvents, and pesticides. These products are made available and free to the public at the on-site product exchange store. This program is an example of a successful reuse program at the Dane County Landfill.
- Stopped at Scale House Shop to conclude tour and visit the Dane County Trash Lab (optional): Dane County's Trash Lab is a mobile exhibit designed to educate and motivate the community to create less trash and rethink our relationship with waste. It is another example of innovation completed by Waste & Renewables, in partnership with the Madison Children's Museum, which has gained both regional, national, and international attention.
- General Discussion:
  - Dane County is interested in exploring different models for collecting materials at the Sustainable Business Park.
  - Dane County stresses it is important to remember golf needs to co-exist along with the operations of Sustainability Campus.
  - Dane County's neighbors to the site, Ho-Chunk Gaming Madison, is planning to expand their site as well. It is important to keep in mind opportunities for collaboration.
  - Clean Sweep programs grow 5-10% a year. Current space is serving the operations just fine, but Clean Sweep will outgrow the space at some point in the future.
  - The Product Exchange Room program saw roughly 50 tons of materials go through the program last year for reuse. Automotive products and paints are some of the most popular items that get reused.