

DANE COUNTY DEPARTMENT OF PUBLIC WORKS,
HIGHWAY AND TRANSPORTATION

SOLID WASTE DIVISION
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN 53713

**REQUEST FOR PROPOSALS NO. 309002
MANURE DIGESTER SYSTEM
WAUNAKEE, WISCONSIN**

Opening Date / Time: **2:00 PM, THURSDAY, APRIL 30, 2009**

Location: **PUBLIC WORKS OFFICE**

FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

JOHN WELCH, PROJECT MANAGER
TELEPHONE NO.: 608/516-4154
FAX NO.: 608/267-1533
E-MAIL: WELCH@CO.DANE.WI.US



County Executive
Kathleen M. Falk

DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

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

Commissioner / Director
Gerald J. Mandli

April 6, 2009

INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 309002 for design, fabrication, delivery, installation, and start-up of a multi-farm manure digester facility to digest manure and potentially other substrates, generate electricity, and remove phosphorous from the watershed. Proposals shall include the operation and maintenance of the entire facility for the first five years after system startup. The Proposals are due on or before **2:00 PM, Thursday, April 30, 2009**. No proposal bond is required for this project. However, the selected contractor will be required to post a performance bond equal to the value of the contract. This performance bond will not include the value of the operation and maintenance agreement.

ADDITIONAL INFORMATION

All proposers must meet the following prequalification requirements:

1. Must have built at least 1 agricultural-based digester in the US.
2. Minimum of 2 years experience operating and maintaining an agricultural-based digester system
3. It is unknown at this time if Federal stimulus money will be used for this project. If Federal stimulus money is used for this project, proposer must be capable of complying with all procurement requirements of the Federal Stimulus Bill. This includes, but is not limited to, the "buy American" provision.

Farm tours / vendor conference will be held April 17, 2009, at 12:00 p.m. CST in Waunakee, WI. This is expected to last approximately 4 hours. Interested proposers should contact John Welch ahead of time to get specific details.

SPECIAL INSTRUCTIONS

Please be sure to complete one unbound original and **ten** bound copies of the entire proposal package. To return your proposal, please follow these instructions:

1. Place the signed Signature Page on top as page 1.
2. Place the signed Fair Labor Practices Certification after the Signature Page as page 2.
2. Place the RSBI Proposal information after Fair Labor Practices Certification.
3. Clearly label your envelope containing your proposal in the lower left-hand corner as follows:
"Proposal No. 309002
Manure Digester System
2:00 PM, Thursday, April 30, 2009"
4. Mail to:
John Welch, Project Manager
Dane County Department of Public Works, Highway & Transportation
1919 Alliant Energy Center Way
Madison, Wisconsin 53713

If any additional information about this Request for Proposals is needed, please call John Welch at 608/516-4154 or send email to welch@co.dane.wi.us.

Encl.: Request for Proposals No. 309002 Package

LEGAL NOTICE

REQUEST FOR PROPOSALS

Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

2:00 P.M., THURSDAY, APRIL 30, 2009

REQUEST FOR PROPOSALS NO. 309002

MANURE DIGESTER SYSTEM

Dane County is inviting Proposals for design, fabrication, delivery, installation, and start-up of a multi-farm manure digester system to digest manure, generate electricity, and remove phosphorous from the watershed. Proposals shall include the operation and maintenance of the system for the first five years after system startup. Only firms with capabilities, experience & expertise with similar projects should request this packet & submit Proposals.

Request for Proposals package may be obtained **on Monday, April 6, 2009** at Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, by calling 608-266-4018, or downloading it from www.countyofdane.com/pwht/bid. Please call John Welch, Project Manager, at 608-516-4154, for any questions or additional information.

All Proposers wishing to submit a Proposal should be a registered vendor with Dane County & pay an annual registration fee. Complete Vendor Registration Form at www.danepurchasing.com or obtain one by calling 608-266-4131.

PUBLISH: APRIL 6 & 13, 2009 - WISCONSIN STATE JOURNAL
APRIL 13, 2009 - WESTERN BUILDER

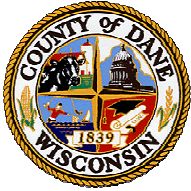
DOCUMENT INDEX FOR RFP NO. 309002

PROPOSAL REQUIREMENTS

- RFP Project Manual Cover
- RFP Cover Letter
- Documents Index and Dane County Vendor Registration Program
- Invitation to Propose (Legal Notice)
- Signature Page
- Fair Labor Practices Certification
- Scope of Proposal and Background Information
- Requested Services and Business Information

DANE COUNTY VENDOR REGISTRATION PROGRAM

All bidders / proposers wishing to submit a bid / proposal should be registered with Dane County Purchasing before bid / proposal opening & must be registered before award of contract. Complete a Vendor Registration Form at www.danepurchasing.com, or obtain one by calling 608/266-4131.



SIGNATURE PAGE

County of Dane
 DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
 Room 425, City-County Building
 210 Martin Luther King, Jr. Blvd.
 Madison, Wisconsin 53703
 (608) 266-4131

COMMODITY / SERVICE: Manure Digester System			
REQUEST FOR PROPOSAL NO.: 309002	PROPOSAL OPENING DATE: 04/30/09	BID BOND: N/A	PERFORMANCE BOND: 100%
<p>PROPOSAL INVALID WITHOUT SIGNATURE</p> <p>THE UNDERSIGNED, SUBMITTING THIS PROPOSAL, HEREBY AGREES WITH ALL TERMS, CONDITIONS AND REQUIREMENTS OF THE ABOVE REFERENCED REQUEST FOR PROPOSAL, AND DECLARES THAT THE ATTACHED PROPOSAL AND PRICING ARE IN CONFORMITY THEREWITH.</p>			
SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)		DATE:	
SUBMITTED BY: (Typed Name)		TELEPHONE: (Include Area Code)	
COMPANY NAME:			
ADDRESS: (Street, City, State, Zip Code)			

CONTRACT COMPLIANCE PROGRAM WORKSHEET

- A. Dane County has an established Contract Compliance Program that encourages targeted groups identified below to do business with Dane County, and requires Dane County to actively solicit bids from these businesses.
- B. Information from your response to this worksheet will be entered in the Purchasing Division's Advanced Procurement Systems database to provide data that will be valuable to Dane County's Contract Compliance Program as well as establishing computerized bidder lists for future solicitations. All vendors will be added to the database whether or not they qualify as a targeted business.
- C. **Contract Compliance Program:** Following are abbreviated definitions of ethnic and group codes used by Contract Compliance Program. See reverse side for full definitions:
 - 1. DBE Disadvantaged Business Enterprise
 - 2. MBE Minority Business Enterprise
 - 3. WBE Women Business Enterprise
 - 4. ESB Emerging Small Business
- D. Please select category / categories that best describe your business by marking letter for each column in box provided at bottom of column:

<input type="checkbox"/> D	DBE	<input type="checkbox"/> B	African American	<input type="checkbox"/> L	Male	<input type="checkbox"/> E	ESB
<input type="checkbox"/> M	MBE	<input type="checkbox"/> H	Hispanic American	<input type="checkbox"/> F	Female		
<input type="checkbox"/> W	WBE	<input type="checkbox"/> N	Native American / American Indian				
		<input type="checkbox"/> A	Asian Pacific American				
		<input type="checkbox"/> I	Asian-Indian American				
↓		↓		↓		↓	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

- E. I hereby certify that all of the above information given is true. If no category / categories are marked, I do not meet the requirements for any of the targeted groups.

Signature: _____ Date: _____

(over)

DANE COUNTY CONTRACT COMPLIANCE PROGRAM DEFINITIONS

- A. **Disadvantaged Business Enterprise (DBE):** A small business concern:
1. Which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
 3. Socially and Economically Disadvantaged Individuals:
 - a) Any person having a current Section 8 (a) Certification from the Small Business Administration is considered socially and economically disadvantaged.
 - b) Individuals who are citizens of the United States (of lawfully permanent residents) are socially and economically disadvantaged:
 - 1) Women;
 - 2) Black Americans, which includes persons having origins in any of the black racial groups of Africa;
 - 3) Hispanic Americans, which includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - 4) Native Americans, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - 5) Asian-Pacific Americans, which includes persons whose origins are from Burma, Thailand, Malaysian, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust territories of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, or the Commonwealth of the Northern Mariana Islands; and
 - 6) Asian-Indian Americans, which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal.
- B. **Minority Business Enterprise (MBE):** A minority person(s) owned and controlled independent and valid business concern. A minority person(s) must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- C. **Women Owned Enterprise (WBE):** A woman or women owned and controlled independent and valid business concern. A woman or women must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- D. **Emerging Small Business (ESB):**
1. An independent business concern that has been in business for at least one (1) year.
 2. Business is located in the State of Wisconsin.
 3. Business is comprised of less than twenty-five (25) employees.
 4. Business must not have gross sales in excess of three million over the past three (3) years.
 5. Business does not have a history of failing to complete projects.

FAIR LABOR PRACTICES CERTIFICATION

The undersigned, for and on behalf of the BIDDER, APPLICANT or PROPOSER named herein, certifies as follows:

A. That he or she is an officer or duly authorized agent of the above-referenced BIDDER, APPLICANT or PROPOSER, which has submitted a proposal, bid or application for a contract with the county of Dane.

B. That BIDDER, APPLICANT or PROPOSER has (check one):

_____ not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

_____ been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

Officer or Authorized Agent Signature

Date

Printed or Typed Name and Title

Printed or Typed Business Name

NOTE: You can find information regarding the violations described above at: www.nlr.gov and werc.wi.gov.

For reference, Dane County Ordinance 25.11(28)(a) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder’s responsibility to perform the contract.

If you indicated that the NLRB or WERC have found you to have such a violation, you must include copies of any relevant information regarding such violation with your proposal, bid or application.

Scope of Proposal and Background Information

I. Background

Dane County is interested in strengthening the livestock industry and protecting water quality in an economically viable way. As such, Dane County hired Strand Associates Inc. in 2007 to perform a feasibility study to examine various community or individual farm-based manure management alternatives in the Upper lake Mendota Watershed area of Dane County, Wisconsin. This initial feasibility study was finished in the first quarter of 2008, and the study determined that anaerobic digestion with advanced solid separation was the most viable way to significantly reduce phosphorous in manure while helping farms to manage manure more efficiently. The full feasibility report can be seen here:

<http://www.danewaters.com/management/manureCommittee.aspx>.

The next step in the County process was to have Strand perform a more detailed facilities plan, which included some initial site planning of the digestion facility at a specific site in Waunakee. This site will initially serve four area farms. Three of these farms will pump manure to the facility, and the fourth farm will haul manure to the facility. The facilities plan report for this site was finished in the first quarter of 2009, and it will be available for viewing at the website listed above by April 8, 2009.

II. Summary of Request for Proposals

Dane County Solid Waste Department (Dane County) requests proposals for design, fabrication, delivery, installation, and start-up of a multi-farm manure digester facility to digest manure, generate electricity, and remove phosphorous from the watershed. Proposals shall include the operation and maintenance of the entire facility for the first five years after system startup.

Ownership of this facility has not been decided at this time. Ownership will likely be highly dependant on the source(s) of funding, which have not yet been determined. For this proposal, proposers should assume that Dane County will be the facility Owner, so successful proposer will only supply the manure digester system. This request does not seek a “turn-key” or “owner-operator” approach. Dane County will retain its rights to all of the biomethane and shall be the sole owner of the manure digestion, solid separation, and electrical generation systems. Dane County is currently working on permitting, zoning, and agreements for the electrical interconnection, land acquisition, and manure supply. Dane County will also coordinate design of the rest of the manure digestion facility, including buildings, utilities, and site work, based on the best manure digestion system received via this RFP.

However, because facility ownership is still undecided, Dane County will also accept alternate proposals that may include various forms of funding and facility ownership. If proposer submits such alternate proposals, proposer must clearly define costs of facility, source(s) of funding,

ownership model, and all terms of agreements between facility owner(s), Dane County, and participating farms.

Proposed system must be expandable. System must be designed to process manure from 4350 animal units (AU) at startup, and it must be expandable on site to handle manure from 5500 AU two years after facility startup. Each of these design capacities includes a 25% reserve capacity. It is anticipated that this reserve capacity will be used to add substrates or to accept manure from other farms in emergency situations. Proposed system must be capable of removing at least 85% of phosphorous from the manure with proven technologies.

Proposals must be submitted to Dane County by April 30, 2009 by 2:00 pm CST. Dane County intends to respond to all proposers as to the feasibility of their proposal by May 15, 2009.

Respondents' whose proposals are reviewed favorably by Dane County may be asked to interview, to provide more detailed information, or to allow tours of existing facilities. Dane County acknowledges that many different types of manure digestion and phosphorous removal technologies are available. For this reason Dane County welcomes individual proposer's creativity in their proposals.

III. Next Steps

Due to Dane County bidding requirements and in order to shorten the delivery time of the manure digestion facility, Dane County has broken the bidding and design of this facility into two main parts. The first main part is being address in this RFP, and it involves supplying the major equipment and components of the manure digester, the solid separation and phosphorous removal system, and the electric generation system. The second main part involves design and construction of the rest of the facility, including, but not limited to site work, access roads, buildings, utilities, and pumps and piping to move manure to/from the farms.

Dane County will choose a successful proposal for the manure digester system equipment by June 1, 2009. The rest of the manure digestion facility will then be designed around the successful proposer's manure digester system requirements. Successful proposer will be required to work with design team to coordinate the manure digester system with the rest of the facility design. As part of this coordination, proposer will assist Dane County in specifying pumps for transferring manure to/from the farms and with specifying how the pumping systems will be controlled by the proposers controls.

Also, it is the goal of Dane County to have this system be replicable in other areas of Dane County, Wisconsin, and the US. As such, Dane County is currently in the planning stages of constructing a second manure digestion facility in Middleton, WI. It is anticipated that the

Middleton facility would closely follow the design of the Waunakee facility. Successful proposer from this RFP should be prepared to provide a similar system for the Middleton cluster.

REQUESTED SERVICES AND BUSINESS INFORMATION

- A. Dane County is inviting professional cost proposals for supplying equipment for a multi-farm manure digester facility to digest manure, generate electricity, and remove phosphorous from the watershed. In this section, use of the term “manure digester system” shall mean all tanks, equipment, and controls necessary for manure digestion, at least 85% phosphorous removal from the manure, and electric generation.
- B. All proposals must include design, fabrication, delivery, installation, and start up of both the manure digester system. The proposer is responsible for the installation of all electrical, mechanical, process piping, etc. within the confines of the proposer’s system. Dane County will provide all civil site work, electrical power to the system, process piping to the system, and mechanical up to the proposed system. Successful proposer must coordinate manure digester system site requirements with County or County’s Architect/Engineer to ensure that Dane County provides the system with the proper equipment pads, buildings, electrical service, and process and mechanical piping up to the system.
- C. All proposals must include the operation and maintenance of the entire manure digestion facility for the first five years after system startup. Include contract terms and costs associated with this work. During this first five years, proposer’s staff may also be training County staff to operate and maintain the manure digester system. At the end of the operation and maintenance contract term, the contract may be renegotiated for proposer’s staff to continue operation and maintenance, or Dane County staff may take over these responsibilities. The terms and length of the service agreement will be negotiated between Dane County and the successful proposer.
- D. The selected contractor will be required to post a performance bond equal to the value of the contract for supplying the manure digester system equipment.
- E. To ensure consideration, and for ease of review and evaluation, all proposals should be prepared in accordance with the following format.
- a. Pages are limited in size to 8 ½” x 11” except drawings shall be on 11”x17” or 24”x36” paper.
 - b. Each page and exhibit of the proposal should have the following information in the top right corner.
- Dane County Solid Waste Department
Manure Digester System Proposal
Bidder: _____
RFB: 309002
Page # of #
- F. Proposers are requested to submit the following information in their proposal, in the following 13 distinct sections.

Section 1 – Executive Summary

The Executive Summary section should provide a general description of the proposed manure digester system, including type of digester (thermophilic, mesophilic, plug flow complete mix, etc), method of solid separation, method of phosphorous removal, and amount and nutrient composition of system byproducts, method of biogas cleaning and electric generation and potential uses of system byproducts. Explain how this system can be expanded to handle additional manure or other substrates.

This section should also provide a general description of operation and maintenance considerations, and any subcontractors used to design, supply, or operate and maintain the system. An example of an operation and maintenance consideration is whether the system can handle manure from animals bedded on sand and whether the system can handle this manure if it has passed through a sand separator. Any other requirements of the farms supplying manure should be included in this section.

Section 2 – Proposer’s Qualifications

Dane County wishes to take proposals from only those firms who have sufficient manpower, equipment, manure digestion expertise, safety record, financial strength and experience for a project of this nature.

This section should include, but not be limited to, the following information:

- Primary and secondary contact information, including name, address, e-mail, fax and telephone;
- Corporate/business structure, including primary and secondary businesses;
- Date corporate/business formed and number of years engaged in the manure digestion business under the present firm name;
- A list of the Proposer’s currently operating and under construction manure digester systems. For each project on this list, include the name, address, and telephone number of the client for whom the work was done. Also include a general description of each system, including ownership model and contract terms, nutrient composition of system byproducts, use of system byproducts, and data showing kill rates of bacteria and diseases within the processed manure;
- Description of any past, current, or pending litigation concerning manure digester systems and payments;
- List bonding company and agent, address and telephone number. Have them provide letter stating that a performance, labor and materials bond for 100% of the contract price will be available for this job;
- List name of insurance company, agent, address and telephone number. Have them Provide letter stating that Comprehensive General Liability Insurance amounts of 6,000,000.00 aggregate and 4,000,000.00 each occurrence will be provided;
- Separate descriptions, as appropriate, for each member if there is a consortium or partnership of two or more firms proposing, and a description of the relationship between the entities for this Proposal.

Section 3 – Detailed Project Description

This section should include a detailed description of the technology proposed to digest manure, remove at least 85% of phosphorous from manure, and generate electricity from the digester biogas.

It is understood by Dane County that some of the technologies used in the manure digester system are proprietary. If proprietary information is included in the design of the system, explain so in this section. Items in this section should include but not necessarily be limited to:

- Digester, including tank sizes, retention time, temperature, mixers, pumps, gas movement methods, heating system; and materials of construction;
- Equipment and methods used to separate solids and remove phosphorous from the manure, included required run times and data to support that the proposed method is a proven method;
- Equipment and methods used to clean and condition biogas for injection into generator;
- Generator, including efficiency rating, run time, and electrical production;
- Off product characteristics and potential uses;
- Installation, start up and operation of the system; and

Detailed information about the operation and maintenance of the manure digester system, including associated costs, shall also be included in this section. Information shall include, at a minimum, the following:

- Any equipment components that must be regularly changed out or replaced, including required change-out frequency and replacement costs / disposal requirements;
- Parasitic load for each system component in terms of electrical demand (kWh/operating hour and Horsepower), gas and/or therm use;
- Total life expectancy of all system components.

In addition this section should state where all major components of the manure digester system will be fabricated and where the respective suppliers are located.

If subcontractors are to be used to design, supply, or operate and maintain aspects of the system, identify these subcontractors and describe their contribution to the project.

Section 4 – System Controls

This section should include the types of controls proposed to regulate and monitor system operation, and how the controls for each piece of equipment in the system are integrated. In addition, the type of training necessary to understand the operation of the controls should be included, as this will help Dane County in staffing operators for the proposed system.

Section 5 –Operation and Maintenance

An agreement for five years of complete facility operation and maintenance by the Proposer is mandatory. This work shall include the operation and maintenance of all

components of the manure digester facility, including, but not limited to all manure digester system equipment and controls included in this proposal, pumps to transport manure to/from the farms and any equipment to handle, store, and load the solids for shipping.

This section should include a scope of services and qualifications of the Proposer or his subcontractor(s). Also include contract terms and pricing for operating and maintaining the system for a period of five years from the end of system start up.

Contract must comply with all Dane County requirements, including, but not limited to, Dane County Ordinance Chapter 25.016, which pertains to domestic partnership benefits and Chapter 40 of the Dane County Ordinances, which pertains to Public Works projects. For more information regarding these requirements, please contact John Welch, Project Manager.

Section 6 – System Cost Estimate

All cost estimates requested in this section shall be provided for the initial system at startup, which will be capable of processing manure from 4350 AU, and for the system at full design capacity, which will be capable of processing manure from 5500 AU two years after initial facility startup. This section shall include the following information related to the cost of the proposed manure digester system.

- Digester equipment;
- Solids separation and phosphorous removal equipment;
- Gas conditioning and cleaning equipment;
- Electric generation equipment;
- Fabrication and delivery;
- System controls and electrical;
- System installation;
- Initial system startup;
- Annual energy cost;
- Annual maintenance cost; and
- Annual operations cost.

Section 7 – Schedule

Dane County would like to break ground in 2009 and have this facility operational by the first quarter of 2010. In this section, include the following items and required time (with dates) assuming a contract award date of June 19, 2009.

- System design;
- System fabrication;
- Equipment arrival;
- Equipment installation;
- Initial system startup; and
- System fully operational.

If additional items are necessary for the system to become operational include those items in the schedule.

Section 8 – Alternate Proposal for Sand Separation Equipment

- Provide a complete system description and additional costs associated with supplying and incorporating a sand separator into the manure digester system. This system should be designed to process manure that is hauled or pumped to the site from farms bedding with sand.

Section 9 – Alternate Proposal for up to 20% Other Substrates (Optional)

- Provide a complete system description and additional costs associated with supplying a system that can process up to 20% source separated organics (SSO) or other substrates. The SSO would likely be collected by the City of Madison from residences, restaurants, and grocery stores and delivered to the site. Describe which equipment would need to be added, modified, or resized and an explanation of the need for each change.
- If proposing to use other substrates in this system, provide detailed information on characteristics of proposed substrates. If this type of substrate has been used in a manure digestion facility before, provide data showing bacteria and disease kill rates in the processed digestate. In addition, full transparency will be required for any material being added to the digester as a substrate and participating farms must approve the addition of the substrate. Include the terms of agreement for using the substrate in the digester and a description of how participating farms will be included in the process of deciding whether to use a substrate.

Section 10 – Alternate Proposal for Ability to Discharge Liquid (Optional)

- Provide a complete system description and additional costs associated with supplying a system that has the capability of processing manure enough to discharge up to 25% of the liquid from the manure. Description should include detailed information on all byproducts from this system.

Section 11 – Solids Removal Contract (Optional)

- One of the County's goals is to remove phosphorous from the watershed. As an optional proposal, describe proposer's ability to provide distribution channels for the removal of the separated solids (phosphorus) from the watershed.
- Include proposed contract terms and pricing for this aspect of the project.

Section 12 – Alternate Ownership Models (Optional)

- Dane County will accept optional alternate proposals for ownership models for the entire manure digestion facility. If proposer submits such alternate proposals, proposer must clearly define costs of facility, source(s) of funding, ownership model, and all terms of agreements between facility owner(s), Dane County, and participating farms.

Section 13 – Other Information

- This section provides the opportunity to describe other aspects of the proposal that may not fit into the above categories.

- G. All costs of proposal development are to be borne by the proposer. Dane County will not reimburse any proposer for costs incurred in responding to this RFP or for the costs incurred during any subsequent negotiations.
- H. Dane County will provide all necessary and available site information to selected proposing company.
- I. Listed below are specific and estimated dates and times of events related to this RFP. The events with specific dates must be completed as indicated unless otherwise changed by Dane County. In the event that Dane County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

<u>DATE</u>	<u>EVENT</u>
April 6, 2009	RFP issued
April 17, 2009, 12:00 - 4:00 p.m. CST	Farm visits / vendor conference
April 21, 2009	Written inquiries due
April 23, 2009	Last Addendum (if necessary)
April 30, 2009, 2:00 p.m. CST	Proposals due
May 15, 2009	Decision on feasibility of proposals
May 18-29, 2009 (estimated)	Submit additional information / Meetings for invited proposing companies / Facility visits
June 5, 2009 (estimated)	Contract negotiated – contingent on financing situation
June 18, 2009 (estimated)	Contract approved by County Boards
June 19, 2009 (estimated)	Contract signed
August 14, 2009 (estimated)	Dane County designs facility around manure digester system
September 11, 2009 (estimated)	Dane County receives bids for construction of facility, except manure digester system included in this RFP
October 15, 2009 (estimated)	Contract signed for facility construction
October 19, 2009 (estimated)	Construction starts – contingent on permits

- J. One unbound original and **ten** bound copies of the entire proposal should be sent to the following address:
 John Welch, Project Manager
 Dane County Department of Public Works, Highway & Transportation
 1919 Alliant Energy Center Way
 Madison, WI 53713
- K. To obtain information regarding this project or to schedule a site visit, please contact John Welch, Project Manager, 608/516-4154. Proposers must submit all questions in writing by April 21, 2009 to the following email address: welch@co.dane.wi.us. All responses to questions will be posted on the Dane County web site, www.countyofdane.com/pwht/bid/logon.aspx, in the form of Addenda.
- L. Proposers may download an electronic copy of the RFP from the Dane County web site, www.countyofdane.com/pwht/bid/logon.aspx. This should be done to best conform to proposal requirements. If RFP documents are obtained from the Dane County web site, proposing company is responsible to check back regularly at the web site for Addenda.

M. All Proposals must be submitted by 2:00 P.M. CST, Thursday, April 30, 2009.

N. Dane County reserves the right to accept or reject any Proposal submitted.

O. Proposals will be received and reviewed in two separate phases. Proposals must be submitted to Dane County by 2:00 pm CST, April 30, 2009. Information submitted will allow Dane County to determine the feasibility of the proposed manure digester system. Upon completing the review of proposals for feasibility (Phase 1), Dane County will inform respondents of the status of their proposal. Proposers whose proposals are reviewed favorably by Dane County may be asked to submit more detailed information (Phase 2) either in writing, in a meeting with Dane County and their technical representatives, or by touring proposer's existing facilities. Those appearing for a meeting shall be prepared to discuss their approach for the design and completion of this Work, a timetable, and the basis of their fee schedule.

P. Dane County will assess all proposals to determine which proposals are economical, innovative, and viable options for maintaining the farming industry while removing phosphorous from the watershed. The assessment will be based largely on capital and O&M costs, but it will also take into account non-price factors, such as schedule, amount of phosphorous removed, proposer experience, how proven the system is, and proposed contract terms. Evaluation criteria will be as follows:

Cost	25
Feasibility of Overall System	20
Experience & Personnel	15
Proven Byproducts	10
Presentation/Questions	10
Terms of Agreements	5
Controls	5
Schedule	5
References	<u>5</u>
Total	100

Q. Dane County reserves the right, without qualification and in its sole discretion, to reject any and/or all proposals or to waive any informality, technicality or deficiency in proposals received. Dane County reserves the right to consider proposals or alternatives outside of this solicitation, in its sole discretion, to reduce phosphorous from manure in the watershed. In addition, Dane County reserves the right, in its sole discretion, to modify or waive any of the criteria contained herein and/or the process described herein. Those who submit proposals agree to do so without recourse against Dane County for either rejection or failure to execute a contract for any reason.

R. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. The commencement of negotiations between any proposer and Dane County does not create or imply any commitment by Dane County to enter into an agreement with that proposer. Selection will be based only on the proposal submitted and subsequent interviews / requested information. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer.

S. Dane County is an Equal Opportunity Employer.