



# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

County Executive  
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John Welch P.E.

AUGUST 4, 2022

**ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS**  
**RFP NO. 321006 - ADDENDUM NO. 2**  
**SUSTAINABILITY CAMPUS DEVELOPMENT ASSISTANCE**

**PROPOSALS DUE:** THURSDAY, AUGUST 18, 2022, 2:00 PM.  
DUE DATE AND TIME **ARE** CHANGED BY THIS ADDENDUM

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**

Below is an updated project timetable:

<b>DATE</b>	<b>EVENT</b>
August 4 <sup>th</sup> , 2022	Last addendum issued
August 18 <sup>th</sup> , 2022 - 2:00 p.m.	Proposals due
September 6 <sup>th</sup> - 8 <sup>th</sup> , 2022 (estimated)	Presentations for invited proposing companies
October 3 <sup>rd</sup> , 2022 (estimated)	Notification of intent to award sent out
November 14 <sup>th</sup> , 2022 (estimated)	Start date

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

Question 1: What is the expected timeframe of the contract? The schedule in Attachment C shows the project running through 2027; how was this time frame determined? Can the consultant propose a different timeline?

*Answer 1: The schedule in Attachment C was a rough estimate of how long planning efforts for the Sustainability Campus may take based on Dane County's available information at the time of creation. The consultant is encouraged to use their expertise to identify the most appropriate timeline.*

Question 2: The stakeholder and public engagement plan in section 2(C)(2)(e) of the Scope of Proposals asks for a list of meetings through 2035. Would the consultant continue to be involved in conducting meeting through 2035 under this contract?

*Answer 2: The purpose of the Stakeholder and Public Engagement Plan referred to in section C.2.e is to identify the critical milestones for input from stakeholders and members of the public. The selected consultant is not expected to be involved in conducting all the meetings identified through 2035.*

Question 3: It appears the joint City-County staff committee (along with MadREP for some tasks) will be directing the project, reacting to ideas, and reviewing all deliverables. Are any of the deliverables expected to be taken to County or City governing bodies for final action? If so, should the proposed scope and fee include these additional meetings?

*Answer 3: There may be engagement meetings with the County or City governing bodies but Dane County does not foresee any of the deliverables requiring final action. Engagement meetings with City or County governing bodies shall be identified in the Engagement Plans and if meeting attendance by Consultant is required, it will be done as a Contract Amendment.*

Question 4: In Section 2(E)(2), of the Business Engagement and Development Plan, requests business development plans for each type of anticipated tenant. Are these intended to be full, detailed business plans or more general feasibility analyses?

*Answer 4: The business development plans are intended to provide a level of detail similar to a feasibility analysis for each anticipated tenant. The business development plan shall include all elements described in Section 2(E)(2). Additionally, if capital or operational investment from Waste & Renewables is proposed, a tipping fee analysis may also be required.*

Question 5: Could the proposal deadline be extended an additional week?

*Answer 5: Proposal deadline has been extended to August 18<sup>th</sup> at 2:00 pm.*

Question 6: Should section g(iii) in the sample contract be changed to “Metrics Report” instead of “Market Evaluation Report”?

*Answer 6: Section g(iii) shall replace “Market Evaluation Report” with “Metrics Report”.*

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 Rathsack at [Rathsack.Allison@countyofdane.com](mailto:Rathsack.Allison@countyofdane.com).

Sincerely,

*Sujata Gautam & Allison Rathsack*

Project Managers