

OUTAGAMIE COUNTY
REQUEST FOR QUALIFICATIONS / PROPOSAL
FOR
FACILITIES AND LAND USE PLAN
AT
DEPARTMENT OF RECYCLING & SOLID WASTE AND HIGHWAY LOCATIONS

Due By: March 15, 2022 – 2:00 pm

Deadline for vendor questions – February 23rd at 12:00 p.m. CT (See Section 6.0 for details)

1.0 **Introduction and Background**

The Development and Land Services (DLS) Department is seeking professional services for facility and land use planning at the Department of Recycling and Solid Waste (R&SW) and Highway (Hwy) locations.

Both locations are located adjacent to each other at 1313 and 1419 Holland Rd in Appleton, WI. The sites contain;

- Office buildings
- Maintenance, garage and repair facilities
- Single-stream material recovery facility (MRF)
- Active and Inactive landfills
- Dog park
- Storage for Sheriff's Department, Emergency Management and Coroner

2.0 **Scope of Services**

We are seeking a consultant to perform the various tasks as referenced below.

Historic and Current Conditions Assessment

- Assess current conditions of the campus and facility/infrastructure conditions and utilization.
- Review existing planning documents, building plans, maps and historic information.

Existing and Future Needs Assessment

- Evaluate existing and future land use, space & infrastructure needs for R&SW (including where new landfill technologies could be), Hwy, relocation of the dog park and storage for Sheriff, Emergency Management and Coroner. This includes the main campus and all outlying facilities.
- The future assessment should go out 15 years.

Options and Alternatives Development and Evaluation

- Prepare at least 3 conceptual options for R&SW / Hwy main campus, outlying locations and recommendations for future acquisition if warranted, from a land use/facility/infrastructure layout perspective – clearly illustrating R&SW's Zone; and Hwy/General Government Zone(s) within the main campus.
- Develop a planning & evaluation process that actively engages stakeholders – Hwy; R&SW; affiliated depts.
- Ensure all options identify high level capital expenses and operational considerations (pros & cons, etc).

Agency Coordination

- Coordinate with regulatory agencies & municipalities re:
 - i. nearby public infrastructure scheduled for improvement – Grand

- Chute/Little Chute/Appleton – French Rd
- ii. Planning, Zoning, Stormwater & Erosion control authority—Little Chute & outlying communities for Hwy facilities;
 - iii. WisDOT NE Region – I41 Expansion

Plan Refinement

- Refine plan alternatives based on above, preparing final master plan maps (again, clearly illustrating R&SW Zones & Hwy/General Government Zones), recommendations, and a high level capital budget for all recommended improvement for the next 10-15 years.
- Prioritization & sequencing of capital items.
- Items included in plans and recommendations are anticipated to include: infrastructure, new/repurposed/renovated facilities, property acquisition, site development/improvement, sustainability considerations, etc.

Final Completion & Presentation of Plans

- Consultant shall present both the final plan to the internal review team, and if requested, one county committee (Highway, Recycling and Solid Waste and/or Property Committee (or a joint meeting)).
- County desires for consultant to complete work in a 4 month time period.

3.0 Pricing

We are seeking a not to exceed lump sum price for the project to include all components of the Scope of Services. There will be no reimbursable items, thus all expenses (i.e. travel, photocopying, etc) must be included in your lump sum proposal price.

4.0 Supporting Exhibits

Reference the following support exhibits –

- Outagamie County Property Inventory
- Outagamie County Property Recommendations Report
- Aerial Photo of Main Campus – November 2021
- NW Landfill Preliminary Layout
- NW Landfill Plan of Operation
- Proposed Sanitary Sewer Connections to City of Appleton
- R&SW Future Facility Conceptual Layout

5.0 Site Visit

There will not be any guided site tours. Interested consultants are welcome to the areas accessible to the public at each site as they'd like.

6.0 Deadline for Vendor Questions

The deadline for vendor questions is 12:00 p.m. CT February 23rd. All questions shall be emailed to Nicole Schoultz at nicole.schoultz@outagamie.org. All questions will be

answered online (www.outagamie.org > Bids & Proposals then this project) by end of day March 2nd.

7.0 Schedule

Provide with your proposal a realistic schedule of events, to include a gant chart, for completion of your services in the desired 4 month timeframe. For your schedule assume notice of award would be by April 22nd.

8.0 Confidential Information

Any proposals submitted in conjunction with this request will become a public record after award and consequently, open for complete public inspection. Proposals may not be marked with a blanket confidential disclosure.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis Stats. As follows: “Trade secret” means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

Due to the nature of this service, we do not foresee any items being marked confidential. However, if there are confidential or proprietary sections of proposals which should be exempted from this requirement, Proposer(s) must complete Attachment A. Only items specifically referenced on Attachment A will be considered.

Notification of the county’s determination on such requests will be made prior to release of any of the information in the proposal.

9.0 Insurance and Indemnification

See Attachment B. This form must be completed and returned with your proposal. However, the Certificate of Insurance will only be required from the awarded consultant.

10.0 Proposal Submittal

In order to maintain uniformity between proposals it is required your submit your proposal in the following order (all in one PDF document) -

- Cover Letter (not more than one page) which will reference the contacts for this project along with their email and telephone numbers.
- Section 1: Statement of Qualifications – Indicate your firm’s particular abilities and qualifications related to this project, addressing both general capabilities and specific capabilities for the Scope of Service.

- Section 2: Resume(s) of Key Individuals – provide the resume of key individuals who will be assigned to this project.
- Section 3: Project Understanding / Approach – Explain your understanding of the scope of services to be performed and the detailed process that you will use to complete this project.
- Section 4: Similar Projects – Provide a minimum of three and a maximum of five similar projects. Include project description, date of project, client name, address, contact name with phone number and email.
- Section 5: Schedule – Provide the schedule for completion as referenced in Section 7.0.
- Section 6: Subcontractors – Reference any subcontractors that will be used and their role.

The following sections must be included in a separate PDF from the above requested information:

- Section 7: Completed Proposal & Pricing Form
- Section 8: Completed Attachment A (as referenced in Section 8.0).
- Section 9: Completed Attachment B (as referenced in Section 9.0).
- Section 10: Addenda – Acknowledgement of any addenda issued.

Failure to provide all requested information may result in the rejection of your proposal.

11.0 **Evaluation & Interviews**

At a high level, proposals will be evaluated on the following –

- Organization Qualifications / Key Personnel
- Project Understanding and Approach
- Similar Projects
- Schedule
- Cost

Vendors may be requested for a virtual interview with the County's evaluation team. The County will conduct interviews on April 13th. If your firm is selected you would be notified by end of day on April 6th.

12.0 **Contact Information**

Purchasing Policy & Procedure Information
 Nicole Schoultz
 Outagamie County, Procurement Coordinator
 (920) 832-6083
Nicole.Schoultz@Outagamie.org

13.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification

by noon April 8, 2021. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any addenda online at www.outagamie.org under Bids & Proposals then this project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

14.0 County Reservation

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County reserves the right to request clarifications for any proposal.

15.0 Closing Date

Proposals will be received up to 2:00 pm March 15, 2022.

16.0 Proposal Submittal

Email proposals to Nicole.Schultz@outagamie.org

17.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES

41005), but if there is a tax, such as local or county, it must be shown in the proposal.

18.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

19.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

20.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org > Bids & Proposals.

**OUTAGAMIE COUNTY PROPOSAL & PRICING FORM
FACILITIES & LAND USE PLAN**

Proposals Due: March 15, 2021-- 2:00 pm CT

Email Proposals To: Nicole.Schoultz@outagamie.org

Lump Sum Cost \$ _____

Firm Name: _____

Authorized Signature: _____

Print Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____