

**OUTAGAMIE COUNTY**

**REQUEST FOR QUALIFICATIONS & PROPOSAL**

**FOR**

**PROFESSIONAL AND TECHNICAL CONSULTING SERVICES**

**FOR**

**DEPARTMENT OF RECYCLING AND SOLID WASTE**

**Due By: November 20, 2024 – 2:00 pm CT**

One Optional Site Visit: November 5<sup>th</sup> at 9:00 am (see Section 2.0 for details)

## 1.0 **Scope of Service**

The Outagamie County Department of Recycling and Solid Waste (Appleton, WI) is seeking a consultant to provide technical and professional services.

The site is 462 acres of which 300 acres are usable for landfill operations. Also at the site is the Tri-County Recycling Center.

We are seeking a consultant(s) to provide a variety of engineering services in the following technical areas:

- Facility design and construction
- General engineering
- Landfill design and construction
- Leachate collection and pumping
- Leachate containment systems
- Landfill gas collection
- Landfill gas processing and combustion
- Final cover systems
- Surface water management
- Landfill feasibility study
- Plan of operation
- DNR coordination and approvals
- Regionalization of solid waste and recycling services
- Air permitting
- Groundwater data management and reporting
- Groundwater impact analysis
- Special waste application review
- Surveying and construction staking
- Site construction documentation
- Recycling collection
- MRF design and operation

## 2.0 **Site Visit**

There will be one non-mandatory site visit on November 5<sup>th</sup> at 9:00 am. Registration for the site visit is mandatory and you must register by 2:00pm November 4<sup>th</sup>. Confirm registration to [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org)

If no vendors register for the site visit, vendors just showing up will not be accommodated.

## 3.0 **Contract Information**

We are seeking an initial three-year contract to commence on January 1, 2025 with two one-year extensions. The contract will not automatically be exclusive rights for the firm for all services; we may at our own discretion seek other firms for specific projects. Include a copy of your standard contract with your proposal. All engineering/design work done by the consultant which will be used by the County to do a Public Works bid will require the awarded firm to incorporate into the contract the use of the County's AIA documents (as modified by owner) for these projects will be the only terms & conditions that will apply. Reference AIA-A201 which will be used.

#### 4.0 **Insurance and Indemnification**

Complete and return Attachment A with your proposal. The Certificate of Insurance is only required by the awarded consultant(s).

#### 5.0 **Proposal Submittal**

Send your proposal combined in one pdf.

Provide the following in your proposal in the order referenced below:

- Cover Page (not more than one page) with the main point of contact and secondary point of contact.
- State of Qualifications: Include information on your firm's ability to handle the engineering services that we are seeking in Section 1.0.
- Resumes of key individuals.
- Rate schedule: Provide your hourly rate schedule for the various titles that would provide the services requested, which will remain firm for 2025. Include the maximum percent not to increase for 2026 and 2027.
- Subcontractor Information: Provide information on any subcontractor's your firm would foresee using.
- References: Include a minimum of three and maximum of five similar clients. Provide project scope, agency name and contact information. (Not Brown or Winnebago Counties)
- Completed Attachment A.
- Sample contract for the services.

#### 6.0 **Contact Information**

##### **Site Information**

Gregory Parins

Solid Waste Director

[Gregory.Parins@outagamie.org](mailto:Gregory.Parins@outagamie.org)

(920) 832-5004

##### **Purchasing Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

(920) 832-6083

#### 7.0 **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. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the item). If the proposer believes specifications are not within industry standards, proposer must bring its objection or concern to the County's attention.

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 updates online at [www.outagamie.org](http://www.outagamie.org) then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

#### 8.0 **County Reservation**

- 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. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- E. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- F. Outagamie County reserves the right to request clarifications for any proposal.
- G. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

#### 9.0 **Closing Date & Submittal**

Proposals will be received up to 2:00 pm CT, November 20, 2024.

Email proposals to: [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

#### 10.0 **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.

11.0 **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 a presentation to a committee responsible for making final recommendations. The process allows for confidential clarifications, negotiations and revisions.

12.0 **Venue**

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

13.0 **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](http://www.outagamie.org) than **Status of Bids/Proposals**.