

REQUEST FOR PROPOSAL FOR

City of Milwaukee

Urban Wood Utilization Services

April 2014

Proposals Due: May 8, 2014

Official Notice # 50-2014

CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
841 N. BROADWAY
MILWAUKEE, WI 53202

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I. PROJECT OVERVIEW (OFFICIAL NOTICE 50)

CITY OF MILWAUKEE
Department of Public Works
Request for Urban Wood Utilization Services
Official Notice # XXX-2014

The City of Milwaukee Department of Public Works (“City”), is soliciting proposals for qualified firms to provide **Urban Wood Utilization Services**. The intent of the City is to contract for services for a period of 3years with an option to extend for up to two (2) additional one- year terms. All proposals in response to the Request for Proposal (RFP) must be submitted to DPW Contract Office **no later than May 8, 2014 4:00 P.M. (CST), in Room 506, Municipal Building, 841 North Broadway, Milwaukee, Wisconsin 53202.**

The RFP and supporting documentation will be available under “Forestry” on the City of Milwaukee’s Department of Public Works Official Bid Notice website http://mpw.milwaukee.gov/services/bids_home on **April 10**, 2014.

The services in this RFP include the loading, transport, receipt, handling and primary processing of Urban Wood Materials generated by City of Milwaukee Forestry tree removal and tree trimming operations into highest and best use value added forest products. Loading and Transport Operations are to start July 1, 2014 or as soon as contracts are executed, if later. Companies responding to this RFP shall review and comply with the requirements specified in the RFP and remain within the Scope of Services as defined within the RFP.

The CITY reserves the right to reject any and all proposals and accept only such proposals as are in the best interest of the City of Milwaukee.

II. PROJECT SCHEDULE

The following is a listing of key proposal and project milestones:

Project Milestone	Due Date
RFP Release	April 10, 2014
Proposer Viewing of Representative Solid Wood Materials	April 17, 2014
Questions on RFP Due By	4:00 p.m. April 25, 2014
Responses to Questions By	May 2, 2014
Proposals Due by	4:00 p.m. CDT on Thursday, May 8, 2014
Interviews/ Proposer Presentations (if required)	Week of May 12, 2014
Notification of Intent to Award	May 21, 2014
Estimated Contract Award	June 13, 2014
Estimated Services Start	July 1, 2014
Estimated Services End	June 30, 2017 (with a possible 2-year extension)

III. PRE-PROPOSAL VIEWING OF REPRESENTATIVE SOLID WOOD MATERIALS

Representative Solid Wood Materials may be viewed at the following location and date:

Date: Thursday, April 17, 2014

Time: 8:00 a.m. to 2:00 p.m. (CDT)

Location: 143 East Lincoln Avenue (gated vacant parcel)
South side of East Lincoln Avenue approximately 300 yards east of 1st Street
Milwaukee, Wisconsin

All Proposers are strongly encouraged to view representative Solid Wood Materials prior to submitting proposals. This location will be open and accessible during the stated time but will not be staffed.

IV. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION ON THE RFP

This RFP is issued on behalf of the City of Milwaukee. Prospective Proposers shall direct all inquiries/questions **by email attachment only** to the Project Coordinator:

David Sivyer, Forestry Services Manager
City of Milwaukee, Department of Public Works
david.sivyer@milwaukee.gov

Phone inquiries will not be accepted.

The Project Coordinator is the sole source of contact during the RFP process and no information provided by any other personnel will be considered binding. All questions shall be clearly stated in a document attached to the email message, including company contact information and the RFP number and description. The Project Coordinator will acknowledge receipt of all questions received.

Questions are allowed and encouraged up until the final question deadline. No questions are allowed after **4:00 p.m. (CDT), Friday, April 25, 2014. Responses to all questions will be posted by 4:00 p.m. Friday, May 2, 2014 on the City of Milwaukee's Department of Public Works Official Bid Notice website, under "Forestry" at: http://mpw.milwaukee.gov/services/bids_home**

V. CLARIFICATIONS/AMENDMENTS

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Project Coordinator. All questions must be submitted to the Project Coordinator via email as an attached memo including company contact information, Official Notice 50-2104 number, and description by the deadline noted in Section II (Project Schedule) above.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the City of Milwaukee website in accordance with Section VI (Addenda to the RFP) below. It is the responsibility of prospective vendors to check the website for any amendments. All amendments must be acknowledged on the RFP Signature Page (Form D-3) in the area provided. **Failure to do so may result in your response being rejected.**

The City prohibits Proposer from initiating contact with any City of Milwaukee employee, consultant or representative evaluating or considering the proposals prior to the time an award has been made. The Project Coordinator cannot vary the terms of the RFP.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

The awarded Proposer's primary interface with the City will be with the Contract Manager for the City who will act as the City's designated representatives for the Project:

City of Milwaukee Contract Manager:
David Sivyer, Forestry Services Manager
Milwaukee Department of Public Works
841 N. Broadway, Room 618
Milwaukee, WI 53202
David.sivyer@milwaukee.gov

VI. ADDENDA TO RFP

The Proposer is responsible to check for any posted addenda to the RFP and acknowledge all on the signature page. If any addendum is issued for this RFP, it will be posted on the City's website under "Forestry" at:

http://mpw.milwaukee.gov/services/bids_home

VII. CURRENT OPERATIONS AND BACKGROUND INFORMATION

The City of Milwaukee maintains 200,000 trees along streets, boulevards and in City public spaces. Approximately 3,600 dead, dying or storm damaged trees are removed annually. An additional estimated

+/- 1,500-2,000 ash street trees are expected to be removed during the contract period in conjunction with the City's Emerald Ash Borer management strategy. The following information describes the estimated solid wood stream generated by Forestry operations and the City's wood utilization interests:

A. Urban Wood Supply Description

1. Approximately 3,600 shade trees are removed from streets, boulevards and city parcels annually;
2. Tonnage of solid wood produced annually: (approx. 2,100 tons equivalent to +/- 175 thirty-cubic yard roll-off shipping containers);
3. Solid wood diameter range (variable; 10-20" diameter typical, occasional 21-36"+);
4. Solid wood log length (variable; 6-8' length typical, occasional 10-12' length);
5. Solid wood quality: highly variable including solid straight logs; logs with sweep, crook, and knots; logs and wood pieces with decay and defects. Recent wood processing experiences indicates that approximately 30% of all variable length logs generated are suitable for sawmill process. Additionally, approximately 35% of all logs and solid wood pieces may contain embedded metal (nails, screws, staples, bolts, etc.);
6. Estimated 75,000 board feet dimensional lumber production capability, annually
7. Diverse wood species including ash, hard and soft maple, oak, basswood, elm, honey locust, hackberry, and other common urban species.
8. The highest volume of solid wood is typically generated during the summer--fall timeframe from three forestry district yards (south, central and north);
9. All solid wood quantities provided by the City are on an as available basis and at the City's sole convenience. There is no guaranteed volume or time periods of wood material availability.

B. Urban Wood Utilization Interests

1. Desire to maximize value added forest products derived from local urban wood through various primary and secondary processing operations to produce dimensional lumber, flooring, wood trim, artisan turning blocks, specialty niche items, industrial blocking, pallet wood, landscape mulch, firewood, etc;
2. Desire to divert 100% of solid wood source materials from landfill disposal
3. Desire to identify and advance opportunities and partnerships that maximize the utilization of locally derived urban forest products for residential and commercial use in Milwaukee;
4. Desire to retain and/or create job opportunities for residents of the City of Milwaukee, including unemployed and underemployed residents; and
5. Desire to create increased market awareness and demand for urban forest products, and establish a dependable supply chain capable of supporting a sustainable local wood utilization market.

Since 2011, the City has partnered with various primary and secondary urban forest products processors and urban wood craftsmen and artisans to maximize the value added of locally grown solid logs, and significantly reduce solid wood disposal. Some case study examples where Milwaukee urban wood has been processed into added value products and locally utilized include:

1. Ash stair treads at the Clock Shadow Building in the 5th Ward
2. Ash wooden panels and handrails at the UW-M Child Development Center

3. Wooden panels installed at Direct Supply headquarters
4. Wooden top conference tables for City of Milwaukee offices
5. Wooden shelving for flower storage
6. Wooden planter boxes

C. City of Milwaukee Urban Wood Supply

MATERIAL	City of Milwaukee – Wood (Tons)					
	2012	2011	2010	2009	2008	2007
Solid wood (logs, blocks, etc.)	2,500	2,000*	2,000*	2,000*	1,724	1,657
Wood chips	5,000*	5,000*	5,000*	5,000*	5,000*	5,000*

*estimated

VIII. FORM OF PROPOSALS

The Proposer shall submit one original and five (5) copies of their Urban Wood Utilization Technical Proposal, and one original and five (5) copies of their Urban Wood Utilization Cost Proposal to the City of Milwaukee Department of Public Works.

Technical and Cost Proposals shall be included in a sealed envelope provided for Each Option proposed “Urban Wood Utilization Services Proposal – Option [letter e.g. A] The Technical and Cost Proposals shall be placed in a common envelope or box, labeled:

City of Milwaukee Department of Public Works Contracts Office
 Attention: David Sivyer, Forestry Services Manager
 Official Notice# 50
 841 N. Broadway, Room 516
 Milwaukee, WI 53202

The submittal shall be made no later than 4:00 p.m. (CDT), May 8, 2014.

The Proposers shall provide the information in their proposal in sufficient detail to demonstrate that the evaluation criteria have been satisfied as specified in Section XI (Evaluation of Proposals). **If submitting a proposal for more than one option, Proposers must submit a separate proposal for each option.**

All Proposals must be arranged in consecutive order as shown below. References to applicable forms are shown in parenthesis for general guidance only and are not all inclusive. Proposers shall refer to Attachment B (Detailed Submittal Requirements), contained within this RFP, for further information related to the proposal content and format. Hard copy proposals shall be stapled or bound:

A. Urban Wood Utilization Technical Proposal

1. Technical Proposal Checklist (Form C-1)
2. Proposer Qualifications and References (Form C-3 and sub-forms)
3. Technical Proposal (provide all that apply, **submit a separate proposal for each applicable option**) (Forms C-4 and sub-forms).

- a. Option A: Proposer loading and transport of all solid wood from City storage yards to Proposer storage or processing facility.
 - b. Option B: City loading of all solid into Proposer provided 30 cubic-yard roll-off containers and Proposer transport to vendor facility.
 - c. Option C: Proposer loading and transport of all solid wood AND wood chips from City storage yards to Proposer storage or processing facility.
 - d. Option D: City loading of all solid into Proposer provided 30 cubic-yard roll-off containers AND wood chips into Proposer provided open top tractor trailer with Proposer transport to vendor facility.
4. Storage space at City Forestry yards is limited. Following Proposer initial removal of accumulated Solid Wood Materials at the East Lincoln Avenue wood storage facility, Proposer(s) must remove all subsequently accumulated wood materials from City Forestry yards within 1 working day notice from City. Replacement storage containers must be provided at the time of Urban Wood material pick-up, unless otherwise directed. Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 7:30 a.m. – 2:00 p.m. Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.

An evaluation panel made up of representatives of the City of Milwaukee will review proposals.

B. Urban Wood Utilization Cost Proposal

1. Cost Proposals (submit a separate proposal for each applicable option proposed)
 - a. Option A: Proposer loading and transport of all solid wood from City storage yards to Proposer storage or processing facility (Form D-1A and sub-forms)
 - b. Option B: City loading of all solid wood into Proposer provided 30 cubic-yard roll-off containers and Proposer transport to Proposer storage or processing facility. (Form D-1B and sub-forms)
 - c. Option C: Proposer loading and transport of all solid wood AND wood chips from City storage yards to Proposer storage or processing facility. (Form D-1C and sub-forms)
 - d. Option D: City loading of all solid into Proposer provided 30 cubic-yard roll-off containers AND wood chips into Proposer provided open top tractor trailer with Proposer transport to vendor facility. Maximum loading height with City Loader is nine (9) feet. (Form D-1D and sub-forms)
2. Company Financial Information (Form D-2 and sub-forms)
3. Signature Page (Form D-3)

IX. LABOR REQUIREMENTS

Labor-Related Requirements:

1. **Service Contract Wage Requirement Provisions:** This provision applies only to any City of Milwaukee contract executed under this RFP and generally requires that each and every employee is paid no less than \$9.51 per hour (2014). Wage rates are adjusted annually. Details are provided in Attachment E (City of Milwaukee Additional Contract Provisions).

X. DEFINITIONS

For purposes of this RFP, including Attachment E (City of Milwaukee Additional Contract Provisions), the following words and phrases shall be given the following respective meanings:

"Addenda" or "Addendum" means all revisions of and supplements to the RFP and scope of services incorporated in or attached to this request for proposals and becoming an integral part of the Contract Documents.

"Authorized Representative" means the City's, and Proposer's representatives.

"Board Foot" means 12-inches long X 12-inches wide X 1-inch thick.

"Business Day" means each Monday, Tuesday, Wednesday, Thursday or Friday that is not a recognized City Holiday.

"City" means the City of Milwaukee, in the State of Wisconsin.

"Commissioner" means the "Commissioner of Public Works" or his designee for the City of Milwaukee Department of Public Works. This position or his designee is charged with enforcement of certain provisions of the Contract.

"Contract Date" means the date the Contract becomes effective which shall commence once both parties have signed this contract.

"Contract Manager" means the assigned contacts to act as the designated representatives for the project. A representative will be designated for the City..

"Contract Documents" means all Addenda, Schedules, Proposal Forms, signed Bond Forms, signed Contract, signed Proposal, Instructions to Proposers, including all written modifications incorporated into any of the documents.

"Proposer" means any individual, firm, partnership, corporation, or a combination of any or all jointly submitting a proposal, and, for the purposes of the Contract, the successful Proposer to whom the Contract is awarded by the City or its heirs, executors, administrators, successors, or assigns. The Proposer is responsible for all Sub-Proposers.

"Proposer Fault" means any material breach, failure, nonperformance or noncompliance by the Proposer with the terms and provisions of this Contract or the negligent or willful misconduct or omission of any agent, employee, Proposer, Sub-Proposer at any tier, or independent Proposer hired by the Proposer which prevents or delays the City from performing its obligations under this Contract or which deprives the City of any of its rights under this Contract other than any breach, failure, nonperformance or noncompliance

caused by an Uncontrollable Circumstance of which Proposer has provided prompt written notice or City Fault.

“Cost Proposal” means proposal response as defined in Attachment D.

“Cost Substantiation” means cost, claim, or estimate supported by authenticated and/or verifiable cost data.

"City Fault" means any material breach, failure, nonperformance or noncompliance by the City which prevents or delays the Proposer from substantially performing its obligations under this Contract or which substantially deprives the Proposer of any of its rights under this Contract for any reason other than any breach, failure, nonperformance or noncompliance caused by an Uncontrollable Circumstance or Proposer Fault.

"City Holiday" means New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or other City recognized Holidays as may be designated from time to time by the City.

“City Indemnified Parties” means the City and its officers, officials, employees, agents and consultants.

“Double Ground Landscape Mulch” means wood chips or solid wood processing residue ground to a uniform dimension not exceeding 1 inch.

"Event of Default" means any one or more of those events described in the associated sections about default.

“Finished Hardwood Dimensional Lumber” means kiln-dried, rough surface planed (both faces), square edged (straight line rip – 1 or 2 edges, as specified); and Selects and Better or No.1 Common grade, as specified)

"Guarantee" means the Contract between the Guarantor and the City. The Guarantor is assumed to be the Proposer unless specified differently in the attached Schedules.

“Key Personnel” means the Key Personnel under Form C-3A.

“Material Delivery Standards” means the delivery requirements for the urban wood materials identified in defined in General Provisions D. Materials to be Processed, including the minimum or maximum length or diameter of the material, or other material standards and any other clarifications related to any specific material type.

“Marketable urban wood” means the total of Solid Wood Materials that was marketed, plus the marketable Wood Chip Materials from Solid Wood Material residue or sourced Wood Chip Materials.

"Non-Marketable Materials" means residue materials recovered from processing Solid Wood Materials that they are not marketable using all reasonable efforts.

"Notice to Proceed" means the written notification from the City delivered to the Proposer that all of the Conditions Precedent described in the Contract, except for issuance of the Notice to Proceed, have been satisfied or waived.

"Notice to Proceed Date" means the date which the City has specified in the Notice to Proceed notifying the Proposer that it may proceed with the scope of work.

"Party" or "Parties" means either, or both, the City or the Proposer, as the context of the usage of the term

"Person" means any individual, corporation, partnership, joint venture, association, joint stock company, trust, unincorporated organization, government, agency or political subdivision.

"Process" "Processed" or "Processing" means the separation, sorting, scanning, scaling, debarking, sawing, grinding, chipping, or other treatment of Urban Wood Materials into value added forest products.

"Project" means the proposed scope of work that is awarded under the Contract. The Contract will be any of the three options that may be awarded under the Contract.

"Schedule" means an exhibit attached hereto and incorporated in this Contract, unless otherwise expressly indicated by the terms of this Contract.

"Scope of Services" means proposal response as defined in Attachment A.

"Solid Wood Materials" means logs and blocks of wood of variable length and diameter, condition, and quality, and inclusive of imbedded metals (nails, screws, bolts, etc)

"Small Business Enterprise" (SBE) means a small business that is 51% owned, operated, and controlled by one or more individuals who are a minority, woman, and/or a small business owner (who are at an "economic disadvantage"). The individuals must have day-to-day operational and managerial control and interest in capital, financial risks and earnings commensurate with the percentage of their ownership.

"State" means the State of Wisconsin and all of its appropriate administrative, contracting and regulatory agencies and offices.

"Sub-Proposer" means the individual, firm, partnership, or corporation to whom the Proposer, with the written consent of the City, sublets, assigns, or otherwise disposes of any part of the work covered by the Contract documents.

"Technical Proposal" means proposal response as defined in Attachment B.

"Uncontrollable Circumstance" means a force majeure event, such as: natural disaster, flood, fire, riot, explosion, war, or decrees of governmental bodies that cause the performance of any part of this Contract by Proposer to be delayed or rendered impossible.

"Wood Chip Materials" means branch wood and trunk wood derived from forestry chipping operations, of variable dimension and inclusive of bark, leaves, dirt, and imbedded metal fragments

"Urban Wood Materials" means Solid Wood Materials and Wood Chip Materials derived from trees in urban areas.

"Week" means a period commencing Sunday at 12:01 a.m. and ending at midnight on the following Saturday.

XI. EVALUATION OF PROPOSALS

Proposals shall be clear and concise and prepared in conformance with the format provided in Attachment B (Detailed Submittal Requirements). Proposals that exclude or inadequately address any of the required information in the required format may be rejected.

Proposers agree, through submission of their proposal, to hold open their proposal 150 days after the proposals have been received and opened.

Proposers must be qualified and capable of providing technically and financially sound transportation, processing and marketing operations of urban forest products with experienced management and Key Personnel. The strength and experience of the Proposer in these areas will be an important element in the selection process of the successful Proposer(s). The City reserves the right to select the Proposal Option that is most advantageous to the City. Proposer has no guarantee of any quantity of wood materials or any guaranteed timing of availability.

Proposals will be evaluated based on the required criteria listed below in this section and Attachment B (Detailed Submittal Requirements).

The City reserves the right to ask for additional information and clarification from or about any or all of the Proposers and their respective proposals.

A. PROPOSAL ELIMINATION CRITERIA

Proposals may be excluded from further consideration in the event of any of the following circumstances:

1. Proposal submitted after deadline;
2. Incomplete proposal/missing significant information requested in the RFP;
3. Fewer than three years in business providing the type of services requested in this RFP; or inability to successfully demonstrate the financial capability and technical expertise and experience through sub-Proposers or established partnerships to perform the required scope of work in this RFP.
4. Inappropriate contacts to the City of Milwaukee, their employees, consultants or representatives regarding this RFP.

B. EVALUATION CRITERIA

Proposals not excluded through the Proposal Elimination Criteria above will then receive a separate and more comprehensive evaluation in accordance with the criteria below and the descriptions in the following sections. The City intends to make an award to the responsive, responsible Proposer who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of the City.

1. Financial Capability (pre-requisite)
Note: The information provided in Forms D-2 (and sub-forms) will be used for determination.
2. Direct Experience and Strength of Operations - 50%
3. Technical - 25%
4. Project Cost (Evaluated separately from the Financial Capability, Experience/Strength of Operations and Technical proposal criteria) - 25%
5. Small Business Enterprise (SBE) Participation – 10% maximum bonus

B.1 Financial Capability Criteria

In order for the City to move forward with confidence the Proposer must demonstrate its financial capability to successfully undertake the requirements contained in this RFP. This Financial Capability pre-requisite is independent of the Proposer's cost proposal. The City requires that all proposed Proposers will need to pass a Financial Capability pre-requisite before moving on to a full review of their Technical Proposals. Those proposals which fail to pass the Financial Capability pre-requisite will be excluded from further consideration..

The information described below shall be submitted for the Proposer entity with which the City will be contracting. Any material guarantees or other support arrangements through a related party to the Proposer entity which strengthens the contractual commitments to the City should be described and detailed in the proposal. Please see section #4 below.

Financial capability will be evaluated according to criteria below:

1. The strength of the Proposer entity's financial position as indicated by financial statements, preferably certified, for the most recently completed fiscal year. This assessment will include liquidity, debt, net equity, and other factors. Related party support arrangements will be considered.
2. The five-year profit performance of the Proposer entity as indicated by its most recent five years of approved financial statements. Additional years of financial statements, preferably certified, may be submitted to support the financial performance of the Proposer entity.

B.1.1 Financial Capability

The following documentation is required:

1. Financial Statements for each of the Proposer's last five fiscal years or for the years that the Proposer has been in business if less than five years. This documentation includes the financial statements, audit opinion (if available), notes to the financial statements,

auditor's management letter and any other produced audit work products. If the Proposer has audited and or certified financial statements, those are required.

If the 'balance sheet' date of the most recent Financial Statements provided is prior to December 31, 2013, the Proposer must also provide **Interim Financial Statements** consisting at a minimum of a Balance Sheet and Income Statement for the period beginning with the balance sheet date of the most recent financial statements **through December 31, 2013 or later.**

2. Statement of Subsequent Events Certification by the Proposer's Chief Financial Officer disclosing the occurrence or non-occurrence of any material events subsequent to the release of the most recently audited financial statements that could adversely impact the financial position of the Proposer entity or its related parent/supporting entity is required. Such events would include a current or anticipated bankruptcy filing, the assumption of material additional debt obligations, debt or credit rating downgrade, payment or technical default of a debt indenture agreement, material write down or write-off of company assets, etc. Should such material events occur, additional information may be required by the City.

3. Confirmation Letter from the Proposer's financial institution(s) outlining the total of lines of credit granted and the amount of credit that remains available and not drawn upon as of July 31, 2013 or later.

4 Statement of Related Party Support Arrangements If a parent company or other related party is guaranteeing, securing, or otherwise supporting the continuous financial and operational performance of the Proposer throughout the term of this Contract, such arrangements should be fully documented. The purpose of the support arrangement, the extent or scope of the support and the method(s) utilized to provide the desired support should be explained. **In this case, the related party's financial information is also required consistent with section B.1.1.**

NOTE: If the Proposer is a **subsidiary** of a parent company, then the subsidiary company's financial information must be provided consistent with this section B.1.1. If any proposal is submitted by a **Joint Venture**, the specific financial information detailed in this section B.1.1 is required from each corporate venturer. For individual venturers, financial information regarding the individual venturer(s) may be required and will be identified and communicated to the proposer within five business days of the proposal submittal due date. **Major subProposers** may be required to submit financial information dependent on the City's subsequent analysis of each subProposer's financial and operational responsibilities. Any such financial information requirements for subProposers will be identified and communicated to the proposer within five business days following the proposal submittal due date.

B.2 Experience and Strength of Operations Criteria

The City will consider the experience of the Proposer and the strength of the Proposer's operations. All proposals will be evaluated by criteria that will include, but are not limited to:

1. Completeness of proposal in addressing the RFP requirements;
2. Demonstrated strength, experience and capabilities in loading and transporting heavy bulky items such as variable sized logs and loose woody materials (wood chips);
3. Demonstrated strength of experience and operations scaling and processing urban wood materials into value added forest products,
4. Demonstrated practical experience and success developing market awareness and market presence for value added products derived from nonconventional or repurposed source materials such as urban derived wood,
5. Demonstrated commitment to sustainable practices and projects that recycle or repurpose locally derived materials into value added products;
6. Management and operations knowledge and methods required to deliver on performance requirements;
7. Recommendations and references. The Proposer must provide at least three references for services it has provided within the past three years that are sufficiently related to the City's required services to have a direct bearing on the Proposer's qualifications and experience for this Contract. Each reference should include a contact name, organization, position, and contact information, along with a brief explanation of the services provided to the referenced organization.

B.3 Technical Criteria

The City will consider the technical aspects of the Proposer's services to determine if the Proposer can meet the Performance Standard and criteria on a long-term basis. All proposals will be evaluated according to criteria that will include, but are not limited to:

1. Capabilities and structure of project management team, and experience of Facility manager and Key Personnel;
2. Internal controls employed to promote operational and fiscal accountability and prevent fraud, waste, and abuse;
3. Extent and quality of prior Proposer services similar to those being proposed by the Proposer;
4. Quality and suitability of existing or proposed operations and facilities for urban wood storage, complete processing, and marketing of added value forest products;
5. Demonstrated capability to fully perform the required scope of services in the RFP upon contract award.;
6. Ability and willingness to accept and process a broad range of urban wood materials for primary and secondary processing;
7. Commitment to public and industry promotion and education related to urban wood utilization and value added urban forest products ;

8. Commitment to equal employment opportunity;
9. Commitment to employee and public safety.

B.4 Cost Proposal Criteria

In evaluating Cost Proposals submitted by Proposers, the City will compile and analyze the financial and performance submittals provided in each Cost Proposal. The City will consider the Proposer's proposed costs and revenue/forest products sharing associated with providing the services requested in determining which Proposer best meets the financial needs of the City. Proposals will be evaluated by criteria including, but not limited to:

1. Verification that the proposed costs are consistent with the activities described in the Technical Proposal and the Proposer's operations plans;
2. Loading and/or Transportation costs per 30-cubic yard container or per cubic yard (Wood Chip Materials) to vendor storage or processing facility;
3. Proposed revenue/forest product sharing arrangements and costs (if any);

By submission of a proposal, the Proposer is required to certify that in connection with this proposal:

1. The costs in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other Proposer or with any competitor; and
2. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to award directly or indirectly to any other Proposer or to any competitor.

XII. INTERVIEWS/ORAL PRESENTATION

Based on the technical scoring criteria described above (B.2. and B.3.), the Evaluation Panel will make a list of qualified Proposers who may be formally interviewed as part of the final selection, as deemed necessary by the City. Specifically, the City requests that the Proposer's Project Manager lead the presentation and that actual members of the project team (including any Sub-Proposers) participate in the formal presentation/interview. Presentations may be written/graphical (portfolio), verbal or PowerPoint, or any combination thereof.

Interviews/Oral Presentations from qualified Proposers may consist of the following elements:

1. Discussion of the Proposer's approach to providing services for this Project based upon the Scope of Services described herein;
2. Overview of the Proposer's experience as related to the Scope of Services, including qualifications and experience of assigned staff; and
3. Addressing any questions or requests for clarification provided by the evaluation panel.
4. Discussion of financial information including cost proposal

The Evaluation Panel will schedule and arrange for the interviews as stated in Section II (Project Schedule) of the RFP. **Proposers must be available on the days noted – no exceptions.**

The Evaluation Panel will review all submitted company financial information and score cost proposals. The Evaluation Panel may contact the Proposer for clarification of any financial information submitted, request additional financial information.

XIII. ADDITIONAL INFORMATION AND AWARD PROCESS

The City reserves the right to check all available references and consider responses received in determining the award.

The City reserves the right to select the Proposal Option that is most advantageous to the City.

The City reserves the right to conduct on-site visits of proposed facilities and perform investigations as may be deemed necessary to assure performance of the Contract and to verify the accuracy of the contents of proposals.

Based on the top cumulative scores in the above noted scoring process, the Evaluation Panel will prepare a recommendation of award to the Commissioner of Public Works. The selected Proposer should be prepared to begin contract negotiations. The scope, terms and conditions of the Contract shall be similar to the terms, conditions and specifications described in this RFP.

XIV. CONTRACT TERM

The Contract term is three (3) years with a maximum of two (2) one-year renewal terms at the City's sole discretion. City contracts will be based on the same pricing, as negotiated through this RFP process. The City contract shall contain the additional provisions noted in Attachment F.

XV. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the Technical and Cost Proposal of the successful Proposer will become contractual obligations with the proposals attached by reference to the final Contract documents subject to any subsequent mutually agreed upon changes. Failure of the successful Proposer to accept these obligations will result in cancellation of the award.

XVI. RIGHT TO REJECTION OF PROPOSALS

The City reserves the right to reject all proposals.

XVII. PUBLIC RECORDS LAW

Public Records: All proposals and materials contained therein are subject to the State of Wisconsin Public Records Law (Wis. Stat. sec. 19.31-19.39) and, after Contract award, may be viewed by any member of the public, subject to any applicable statutory exceptions limiting access to such information. If you should indicate that your proposal or portions thereof are confidential, describe the applicability of a statutory exception to the Public Records Law. Use Form C-5C of

Attachment C if designating confidential material in your proposal. City reserves the right to make final determinations of confidentiality. In no event will price be deemed confidential.

ATTACHMENT A: SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Proposer. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

Proposed services must fit into at least one of the following options and be specified as such in the proposal:

- a. **Option A:** Proposer loading and Proposer transport of all Solid Wood Materials from City storage yards to Proposer storage or processing facility.
- b. **Option B:** City loading of all Solid Wood Materials into Proposer provided 30 cubic-yard roll-off containers and Proposer transport to Proposer storage or processing facility.
- c. **Option C:** Proposer loading and Proposer transport of all solid wood AND wood chips from City storage yards to Proposer storage or processing facility.
- d. **Option D:** City loading of all Solid Wood Materials into Proposer provided 30 cubic-yard roll-off containers AND City Loading of Wood Chip Materials into Proposer provided open top tractor trailer with Proposer transport to Proposer facility. Maximum loading height of City loader is nine (9) feet.

I. GENERAL PROVISIONS

The following general provisions apply to services to be provided by the Proposer for **all four options, above**. Proposer may submit proposals for any of the four options. **If Proposers are proposing more than one option, they must submit a separate Technical and Cost Proposal response for each option.**

A. Compliance with Laws and Regulations

The Proposer shall, at its sole cost and expense, obtain and maintain throughout the term of the Contract all permits, licenses, and approvals necessary or required for it or its employees and agents including Sub-Proposers, to perform work and services described in full compliance with laws and regulations.

B. Permitting

The Wisconsin Department of Agriculture and Consumer Protection (WDATCP) regulate the movement of various wood products quarantined for pest and disease management. It shall be the Proposer's obligation to obtain and secure all necessary permits for the transport of City sourced wood materials or products generated in the processing of City wood materials. Local zoning permits may also be required for Facility changes and will be the responsibility of the Proposer to obtain approval.

C. Minimum Standards

Proposals for any of the four options must meet the following minimum technical standards:

1. Proposer shall give priority to Solid Wood Material obtained from the City and track all volumes in accordance with the following sections;
2. Proposer shall provide suitable transport containers or trucks for loading and transport of urban wood materials from City facilities within 1 business day notice from the City
3. Storage space at City storage facilities is very limited. Proposer must load and/or haul (option dependent) urban wood materials within 1 business day of notice from the City. Replacement containers must be provided at the time of Urban Wood Material pick-up, unless otherwise directed.
4. Loading of solid wood or Wood Chip Materials from City storage facilities will be conducted during non-peak business hours 9:00 a.m. to 2:00 p.m. weekdays. Proposer must have the ability to have flexible hours to load and or transport urban wood materials from the City;
5. Adequate tipping space must be available at Proposer facility to accommodate all urban wood materials obtained from the City;
6. Proposer must provide a backup loading/transport plan to assure that materials will be loaded and transported to Proposer Facility on schedule during times of Stationary Equipment and Rolling Stock failure or other extended Facility downtime.

In addition, all Proposers must provide the following:

1. The implementation process and schedule for all steps required to perform all requirements of this RFP;
2. An inventory and description of Stationary Equipment, Rolling Stock, and Facilities including any design, installation, procurement, or service initiation required to perform all requirements of this RFP,
3. Transition plans from old to new processing systems (as applicable).

D. Materials to be Processed

The Proposer will be expected to process wood materials obtained from the City based on Option Proposed, whether the material received is whole log length, miscellaneous size or wood chip. The Proposer shall be able to process the following urban wood materials:

1. Solid wood log diameter range (variable; 10-36" diameter, typical);
2. Solid wood log length (variable; 4-12' typical);
3. Solid wood log quality: variable including straight logs, logs with sweep, logs and wood pieces with decay and defects, and approximately 35% of logs and wood pieces with embedded metal (nails, screws, etc.);
4. Wood chips of variable dimension and species and inclusive of bark and leaves if Option C or D is proposed.

E. Processing and Marketing

Products and Product Quality

To the extent possible, the Proposer will be expected to process Solid Wood Materials to their highest value added potential to produce produced such as:

1. Dimensional graded hardwood lumber
2. Specialty forest products such as millwork, flooring, artesian blocks,
3. Industrial blocking, wood pallets, etc
4. Landscape mulch (double ground wood chips)

5. Biomass fuel (firewood, wood pellets, clean chips, etc)

The actual products produced and marketed may be adjusted according to market conditions to maximize the value added forest products derived from City-provide wood materials.

The Proposer is encouraged to accept and process additional wood materials from regional suppliers where this can result in reducing the waste disposed of wood materials in local and regional landfills. The City of Wauwatosa and Milwaukee County have specifically expressed interest in urban wood utilization.

F. Throughput Requirements

This RFP requires that the Proposer is able to accept and process all Solid Wood Materials (Options A-D) and process or utilize all Wood Chip Materials (Options C-D) received from the City to the highest added value urban forest product possible. Urban Wood Material volumes are estimated as follows; however, there is no guaranteed quantity or timing of availability:

1. Estimated 2,100 tons (3,600 logs) of Solid Wood Materials (volume equivalence: 175-thirty cubic yard containers) annually; with a potential increase of +/- 100 tons annually of ash wood as a result of Emerald Ash Borer management strategies;
2. Estimated 5,000 tons of wood chips inclusive of leaves, bark, and metal contamination.
3. The estimated combined volume from the City is 2,600 tons/year.

G. Hours of Operation

Storage space at City Forestry yards is limited. Selected Proposer(s) must remove accumulated wood materials from City Forestry yards within 2 business days of notice from City. Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 9:00 a.m. – 2:00 p.m. Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.

H. Record Keeping and Internal Controls

The Proposer shall propose and implement internal controls to prevent waste, fraud, and abuse, and to accurately account for the receipt, processing, added value products produced, and product sale or diversion of all urban wood materials received from the City. Internal controls may include, but are not limited to, staff training; security systems and cameras; multiple employee's assigned record keeping duties and tracking incoming volumes and outgoing volume or product sales; board foot inventories, etc.

I. Receipt of Urban Wood Materials; Rejection Prohibited

Urban Wood Materials - Availability - The City shall cause to be available to the Facility on an as available basis Urban Wood Materials for each operating year in accordance with the terms of this Contract. NO AMOUNT OF URBAN WOOD MATERIAL IS GUARANTEED.

Priority - The Proposer shall give priority to Urban Wood Materials received directly from or on behalf of the City. The Proposer must provide a backup loading and transport plan to assure that materials will be loaded and transported to Proposer Facility and suitably stored during times of Stationary Equipment failure or other extended processing Facility downtime.

Rejection of Materials - The Proposer may NOT reject acceptance of ANY Urban Wood Materials that can be lawfully transported from the City facility to the Proposer facility.

J. Inadvertent Receipt of Non-Wood Materials

1. The City shall exercise reasonable care to cause only Urban Wood Materials to be stockpiled and available for Proposer receipt and loading from City facilities. However, wood source stockpiles may inadvertently contain items other than urban wood materials, including imbedded metals. Such occurrence, despite such efforts, shall not constitute cause for Proposer rejection.
2. The Proposer shall not permit separate sorting or scavenging of Urban Wood Materials at the City Facility by any Person.
3. If any City sourced Urban Wood Materials received by the Proposer is found to be contaminated with Hazardous or Infectious Waste that in the reasonable judgment of the Proposer (a) may present a substantial endangerment to public or employee health or safety, such Hazardous Waste or Infectious Waste shall be contained, set aside, isolated, and maintained separately by the Proposer from all other materials in the Facility, and the City shall be immediately notified of the location, general character, amount of such material and origin of the load. The Proposer shall promptly remove or cause to be removed, such Hazardous Waste or Infectious Waste from the Facility and shall transport and dispose of, or shall provide for the transport and disposal of, such material in accordance with applicable local, state, and federal law, at a duly licensed and permitted Hazardous Waste or Infectious Waste disposal facility, at the Proposer's expense.
4. Nothing in this Contract shall be construed to mean that the inadvertent receipt of Non-Wood Material, Hazardous Waste or Infectious Waste at the Proposer Facility creates on the part of the City or the Proposer any ownership interest in, or confers on the City or the Proposer any title to, such Non-Wood Material or Hazardous Waste or Infectious Waste.

K. Removal and Disposal of Non-Wood Material

The Proposer shall provide for the disposal of Non-Wood Material as may be received during the term of this contract. Proposer shall provide for the legal disposal or storage of Non-Wood Material throughout the term of the Contract, at no cost to the City. The Proposer shall use all reasonable efforts to remove these materials consistent with reasonable operating procedures and shall remove and dispose of all Non Wood Materials consistent with all federal, state, and local laws. The Proposer shall be responsible for on-site storage and loading for removal of all Non-Wood Material to solid waste disposal facilities or markets.

L. Storage

Urban Wood Materials and derived value added forest products shall be stored in areas at the Proposer Facility designated and approved for that purpose in accordance with all applicable permits and federal, state, and local laws, ordinances, rules, or regulations.

M. Composition Analyses of Incoming Loads

At the Proposer's expense, the Proposer shall submit to the City an annual composition analysis of no less than forty-five 30-cubic yard representative loads of Solid Wood Materials received to establish urban wood source and utilization characteristics, and the types of added value forest products derived from the materials. The Proposer shall provide the City with a written proposed protocol for this analysis within three months after this Contract is executed. The City will approve or amend the proposed protocol prior to performance of the composition analysis. Such initial approval does not negate the City's right to amend the protocol, nor does it prohibit the Proposer from proposing an amended protocol, prior to successive composition analyses.

The City's intent for this composition analysis is to estimate the quality and percent composition of the incoming material from a forest products utilization perspective so as to help analyze the effectiveness of both public and Facility Proposer performance. The Proposer must collaborate with City to ensure that sample sources are as representative of City material as possible. At a minimum, the Proposer's protocol shall provide for the following methods to be described in detail:

1. Number of 30-CY containers to be sampled;
2. Log sampling inventory to include including log characteristics (total number, genus, diameter, and length of logs sampled);
3. Methods of keeping samples for the composition analyses separate from other, regular incoming materials, and outbound commodities;
4. Specific sorting guidelines as to how each forest products commodity shall be defined for purposes of the sorting and analysis;
5. Methods of separating and reporting each material into their respective outbound commodity product categories such as dimensional lumber (board-foot), pulpwood or chip volume, etc. such that the sampled material is as representative as possible of regular, full operations, and product quality;
6. Methods of establishing board foot volumes received (scaled log board foot volume) ;
7. Methods of recording logs and maintaining reasonable chain of custody tracking of logs through processing into final value added product;
8. Minimum advanced notice to the City of date and time of each composition analysis; and
9. Guaranteed turnaround time on the report back to the City of findings, results, and analysis of each composition analysis.

N. Quality of Processing – Wood Utilization Observation Audit

Wood Utilization Observation audits are intended to collect primary data on the value added products derived from Solid Wood Material received from the City. The audits will occur at least once per year by a City Forestry employee at the Proposer's Facility at a time of mutual convenience. Additional audit observation events may occur at the request of the City. Observation requests, in addition to the annual wood utilization observation audit, may not exceed more than one each quarter.

1. The Proposer has overall responsibility for:

- a. Providing auditor access to the Facility for the wood utilization audit, including opportunities to photograph processing operations and forest products derived from City Solid Wood Materials ;
- b. Assisting the auditor observe dimensional lumber sample materials in various stages of processing (scaled, sawn, air or kiln-dried, or post processed products.
- c. Coordinating communications between the auditor and on-site staff;
- d. Cooperating and ensuring the cooperation of the Proposer's staff where applicable, with the auditor to ensure their responsibilities are met, including:
 - a. The maximum range of materials is available for observation on the day of the audit;
 - b. The audit is performed when the Facility is operating at normal capacity under normal operating conditions (i.e. with the usual number of staff and equipment operating properly);
 - c. Times where Third Party material is being Processed are avoided; and
- e. Proposer should expect the audit Proposer to spend a minimum of one day, up to a maximum of two days, observing at a Facility.

O. Reporting and Invoicing

The Proposer will provide the following reports in a format and layout approved by the City:

1. Daily report of quantity of 30-cubic yard containers of Solid Wood Material and cubic yards of wood chips received (Option C or Option D only) from City facilities showing, at a minimum, the chronological ticket number, date, time in , hauler's name, type of urban wood materials received , and quantity (container count or estimated wood chip volume) of urban wood material received.
2. Monthly, and annual reports showing the tabulation of the same data as above;
3. Monthly and annual reports on added value forest products produced by type (e.g. board feet dimensional lumber, industrial blocking, wood chips, etc.), and;
4. Monthly and annual report of forest products by type provided at NO COST to the City in accordance with Cost Proposal (if any).

All invoices shall be accompanied by supporting daily reports.

P. Marketing Plan

The Proposer will be responsible for preparing a proposed marketing strategy for materials received from the City. The marketing strategy shall include the Proposer's activity in marketing wood materials over the past two years, with a description of marketing history from Proposer facilities. The Proposer is encouraged to secure local markets for processed materials. The Proposer will cooperate with City-initiated and City-managed efforts to develop wood materials markets. The marketing plan shall be included as part of the Technical Proposal, following the details outlined in Attachment B, Section 3.

Q. Worker Safety

The Proposer shall institute measures necessary to ensure that a safe working environment is provided for all employees working at the Facility and comply with all OSHA requirements. All employees involved in wood material loading, transport and processing operations shall be sufficiently trained in the Facility's safety procedures, which should include but are not limited to hazard recognition, lock-out/tag-out, safe vehicle operation, and duties and procedures to follow in

the event of a fire, natural disaster, or other contingency. All workers shall be issued adequate personal protective equipment to perform their daily assignments safely. This may include, but is not limited to, work gloves of appropriate material and construction, safety glasses, safety shoes or protective eye goggles, and earplugs or other approved hearing protection.

The City will have the right to inspect the Proposer facility or loading and transport equipment at any time during Operating Hours to verify compliance with the provisions of this subsection.

II. TECHNICAL SPECIFICATIONS – OPTION SPECIFIC

The following technical specifications are intended to define Urban Wood Utilization Services to be provided by the Proposer to the City. The technical specifications set performance standards for loading, hauling, processing and City’s interest in optimizing local use of value added urban forest products in the Milwaukee area. Proposer must provide for at least one of the four specific options (A, B, C, or D).

Options A-D Solid Wood Description and Estimated Volumes

City of Milwaukee Urban Wood Supply

MATERIAL	City of Milwaukee – Wood (Tons)					
	2012	2011	2010	2009	2008	2007
Solid wood (logs, blocks, etc.)	2,500	2,000*	2,000*	2,000*	1,724	1,657
Wood chips	5,000*	5,000*	5,000*	5,000*	5,000*	5,000*

*estimated

- a. Approximately 3,600 shade trees are removed from streets, boulevards and city parcels annually;
- b. Tonnage of solid wood produced annually: (approx. 2,100 tons equivalent to +/- 175 thirty-cubic yard roll-off shipping containers);
- c. Solid wood diameter range (variable; 10-20” diameter typical, occasional 21-36”+);
- d. Solid wood log length (variable; 6-8’ length typical, occasional 10-12’ length);
- e. Solid wood quality: highly variable including solid straight logs; logs with sweep, crook, and knots; logs and wood pieces with decay and defects. Recent wood processing experiences indicates that approximately 30% of all variable length logs generated are suitable for sawmill process. Additionally, approximately 35% of all logs and solid wood pieces may contain embedded metal (nails, screws, staples, bolts, etc.);
- f. Estimated 75,000 board feet dimensional lumber production capability, annually
- g. Diverse wood species including ash, hard and soft maple, oak, basswood, elm, honey locust, hackberry, and other common urban species.
- h. The highest volume of solid wood is typically generated during the summer--fall timeframe from three forestry district yards (south, central and north);
- i. All solid wood quantities provided by the City are on an as available basis and at the City’s sole convenience. There is no guaranteed volume or time periods of wood material availability

OPTION A: Proposer Loading and Proposer Hauling of Solid Wood Material from City Facility to Proposer Facility

1. Project Overview

Proposals for Option A will provide for Proposer loading and Proposer transport of all Solid Wood Materials (logs and other Solid Wood Materials) in Proposer Provided thirty-cubic yard roll-off containers from City storage yards to Proposer facility, and; processing of Solid Wood Materials into highest value added forest products at Proposer facility.

2. Loading and Transport Terms and Hours

- a) Selected Proposer shall continuously provide up to five (5) 30 cubic-yard roll-off containers in operating good condition at each of three (3) City forestry wood storage facilities within 1 business day of request from the City.
- b) Storage space at City Forestry yards is limited. Selected Proposer(s) must remove accumulated Urban Wood Materials from City Forestry yards within 1 business day of notice from City. Replacement storage containers must be provided at the time of Urban Wood Materials pick-up.
- c) Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 9:00 a.m. – 2:00 p.m.
- d) Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.
- e) Storage of Proposer loading/transport equipment at City facility is not guaranteed and subject to negotiation.

3. Payment for Services

Proposer shall propose a Proposer Loading and Proposer Transport cost per 30-Cubic Yard Container for Solid Wood Material from City storage yards to Proposer Facility. Costs are to be included in the Cost Proposal of the RFP response.

OPTION B: City Loading and Proposer Hauling of Solid Wood Material from City Facility to Proposer Facility

1. Project Overview

Proposals for Option B will provide for City loading and Proposer transport of all Solid Wood Materials (logs and other Solid Wood Materials) in Proposer Provided thirty-cubic yard roll-off containers from City storage yards to Proposer facility, and; processing of Solid Wood Materials into highest value added forest products at Proposer facility.

2. Loading and Transport Terms and Hours

- a) Selected Proposer shall continuously provide up to five (5) 30 cubic-yard roll-off containers in operating good condition at each of three (3) City forestry wood storage facilities within 1 business day of request from the City.
- b) Storage space at City Forestry yards is limited. Selected Proposer(s) must remove accumulated Urban Wood Materials from City Forestry yards within 1 business day of notice from City. Replacement storage containers must be provided at the time of Urban

Wood Materials pick-up. .

- c) Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 9:00 a.m. – 2:00 p.m.
- d) Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.
- e) City loading is limited to 9-foot loading height and subject to daily availability of City Loading Equipment.

3. Payment for Services

Proposer shall propose a City Loading and Proposer Transport cost per 30-Cubic Yard Container for Solid Wood Material from City storage yards to Proposer Facility. Costs are to be included in the Cost Proposal of the RFP response.

OPTION C: Proposer Loading and Proposer Hauling of Solid Wood Material and Wood Chip Material from City Facility to Proposer Facility

1. Project Overview

Proposals for Option C will provide for Proposer loading and Proposer transport of all Solid Wood Materials in Proposer Provided 30 cubic-yard containers AND Proposer Loading and Proposer Transport of all Wood Chip Materials in Proposer provided 30 cubic-yard containers or Proposer Provided trucks from City storage yards to Proposer facility, processing of Solid Wood Materials into highest value added forest products at Proposer facility; and secondary processing or diversion of wood chips from landfill to highest value markets.

2. Loading and Transport Terms and Hours

- a) Selected Proposer shall continuously provide up to five (5) 30 cubic-yard roll-off containers in operating good condition at each of three (3) City forestry wood storage facilities within 1 business day of request from the City.
- b) Storage space at City Forestry yards is limited. Selected Proposer(s) must remove accumulated Urban Wood Materials from City Forestry yards within 1 business day of notice from City. Replacement storage containers must be provided at the time of Urban Wood Materials pick-up.
- c) Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 9:00 a.m. – 2:00 p.m.
- d) Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.
- e) Storage of Proposer loading/transport equipment at City facility is not guaranteed and subject to negotiation.

3. Payment for Services

Proposer shall propose a Proposer Loading and Proposer Transport cost per 30-Cubic Yard Container for Solid Wood Material, and a Proposer Loading and Proposer Transport Cost per Cubic Yard for Wood Chip Material from City storage yards to Proposer Facility. Costs are to be included in the Cost Proposal of the RFP response.

OPTION D: City Loading and Proposer Hauling of Solid Wood Material and Wood Chip Material from City Facility to Proposer Facility

1. Project Overview

Proposals for Option D will provide for Proposer transport of all Solid Wood Materials in Proposer provided 30 cubic-yard containers AND Proposer Transport of all Wood Chip Materials in Proposer provided 30 cubic-yard containers or Proposer provided trucks from City storage yards to Proposer facility, processing of Solid Wood Materials into highest value added forest products at Proposer facility; and secondary processing or diversion of wood chips from landfill to highest value markets.

2. Loading and Transport Terms and Hours

- a) Selected Proposer shall continuously provide up to five (5) 30 cubic-yard roll-off containers in operating good condition at each of three (3) City forestry wood storage facilities within 1 business day of request from the City.
- b) Storage space at City Forestry yards is limited. Selected Proposer(s) must remove accumulated Urban Wood Materials from City Forestry yards within 1 business day of notice from City. Replacement storage containers must be provided at the time of Urban Wood Materials pick-up.
- c) Selected Proposer(s) will have access to storage yards on City work days Monday – Friday from 9:00 a.m. – 2:00 p.m.
- d) Selected Proposer(s) will be required to provide the City with advance loading/transport schedules.
- e) City loading is limited to 9-foot loading height and subject to daily availability of City Loading Equipment.

3. Payment for Services

Proposer shall propose a City Loading and Proposer Transport cost per 30-Cubic Yard Container for Solid Wood Material, and a City Loading and Proposer Transport Cost per Cubic Yard for Wood Chip Material from City storage yards to Proposer Facility. Costs are to be included in the Cost Proposal of the RFP response.

ATTACHMENT B: DETAILED SUBMITTAL REQUIREMENTS

The following is a detailed description of the specific sections and content required for the Proposal (Forms referenced correspond to response forms provided in Attachments C and D):

1. TECHNICAL PROPOSAL CHECKLIST (FORM C-1)

- a. Fill out the checklist and include it in your proposal.

2. PROPOSER QUALIFICATIONS AND REFERENCES (FORM C-3)

Forms C-3A through C-3H shall include the following information:

General Information about Proposer (Form C-3A): This section of the Proposal shall fully identify the Proposer, present general information about the Proposer and Key Personnel involved. If the Proposer is a subsidiary of a parent company, provide information about when the subsidiary was formed and its place in the corporate structure of the parent company. **If a subsidiary is or will be created for the purposes of responding to this RFP, the reasons for this action shall be fully disclosed.**

For purposes of the evaluation, the Proposal shall clearly identify the members of the Proposer's team that will serve in roles as they relate to the proposed services. These roles should define the Project Manager and Key Personnel, and may be provided entirely by one firm or may be allocated among a number of firms as long as a single firm assumes overall responsibility. **The Proposer shall recognize that its team, as proposed, will be used as a basis for determining eligibility to provide the contract services.**

Previous Similar Experience (Form C-3B): This section should clearly identify similar projects/contracts involving the Proposer, highlighting experience in and Loading, Transporting and Processing Solid Wood Materials. A brief description of similar projects shall be provided, including the history of operation, current status, and a description of the Proposer's specific involvement in these projects. References from projects or relevant sources such as a regulator should be provided with appropriate contact information.

Proposers interested in responding to this RFP should be able to document as part of their Technical Proposal on the forms provided, at least three years of experience delivering similar services to comparable clients.

Management Structure (Form C-3C): Describe the Proposer's existing/proposed organization and management structure. If the Proposer's Key Personnel is comprised of

more than one firm, and major Sub-Proposers, at a minimum, this summary shall identify which firms will undertake the roles of project leadership, operations, and financial backing.

In this section, please indicate the Proposer organization that will assume overall responsibility for performance under the contract and a primary contact person from this organization.

Personnel (Form C-3D): This section should indicate the number of staff available within the Proposer's firm and/or Sub-Proposers firm for work on the project and direct experience of all Proposers' Key Personnel should be attached. The experience description should identify discipline, level of expertise, years of experience in areas of specialty, and any direct work experience on the projects listed under "Previous Similar Experience" above.

Use of Sub-Proposers (Form C-3E): This section should provide a list of Sub-Proposers, if any, which the Proposer intends to utilize on the Project. Clear indication of previous associations with those Sub-Proposers as well as the Sub-Proposer's experience and their intended participation should be included as well as the Proposer's commitments to assume responsibility for their performance.

Safety Programs (Form C-3F): A description of the Proposer's overall safety program, including any violations cited by governmental safety agencies or OSHA, recognized safety awards, and the Proposer's lost-time accident record compared with industry standards.

Permits, Licensure, Fines, Etc. (Form C-3G): The Proposer shall submit documentation of the status of existing permits, licenses, and other approvals from state and local sources. The Proposer shall identify and explain any regulatory citations, notice of violations (NOVs), other pending regulatory actions, etc. for the last two years. Copies of existing permits and licenses shall be provided with the proposal.

Leases (C-3H): If the Proposer does not own the trucks, processing facility, or any major pieces of equipment needed for the proposed services, copies of the existing lease(s) shall be provided with an explanation of any terms that could have a material impact on the Proposer's ability to meet this Scope of Services for the 3-year contract period. The intent of the City is to contract for services for a period of 3 years with an option to extend for an additional two one-year renewal periods, at the City's sole discretion.

3. TECHNICAL PROPOSAL (FORM C-4)

PROCESSING DESCRIPTION AND SPECIFICATIONS

Proposers are to fully describe the approach and capabilities to Load, Transport, Store and Process urban wood materials into maximum value added forest products for each Option Proposed. Processing systems should be described and include primary equipment and facilities proposed. Sufficient information shall be provided to allow those reviewing the proposal to fully understand the Proposer approach and capabilities to process and maximize added value and market urban wood forest products,. Use Forms **C-4A** through **C-4F**. Use additional pages as needed.

OPTION A Proposal: Proposer Loading and Proposer Hauling of Solid Wood Material from City Facility to Proposer Facility (Form C-4A) Describe your Loading, Transport, Storage, and Processing procedures and capabilities for Solid Wood Materials. Include the following:

1. Methodology and procedures for loading into Proposer provided 30-cubic yard containers or Proposer Provided trucks and transporting Solid Wood Materials from City Facility to Proposer Facility
2. Describe your facility storage capabilities in terms of acreage, volume or quantity of Solid Wood Materials that could be stored relative to projected annual solid wood quantities specified in this RFP and duration (time period) of storage required to process solid wood into value added urban forest products.
3. Provide a detailed description of the of stationary or rolling stock processing equipment (existing or proposed) required to store, handle, and process Solid Wood Materials into added value urban forest products
4. Describe solid wood processing capabilities in terms of the volume of wood, expressed in board feet, which could be processed annually into value added urban forest products.
5. Describe any work activity and estimated percentage of contract cost that would be completed by a Milwaukee Certified Small Business Enterprise (SBE).
6. Describe the volume (board feet) of dimensional lumber (City specified species and dimensions) that would be made available to the City for internal use upon request at No Cost to the City (if any).

OPTION B Proposal: City Loading and Proposer Hauling of Solid Wood Material from City Facility to Proposer Facility (Form C-4B) Describe your Loading, Transport, Storage, and Processing procedures and capabilities for Solid Wood Materials. Include the following:

1. Methodology and procedures for transporting Solid Wood Materials in Proposer provided 30-cubic yard containers from City Facility to Proposer Facility
2. Describe your facility storage capabilities in terms of acreage, volume or quantity of Solid Wood Materials that could be stored relative to projected annual solid wood quantities specified in this RFP and duration (time period) of storage required to process solid wood into value added urban forest products.
3. Provide a detailed description of the of stationary or rolling stock processing

equipment (existing or proposed) required to store, handle, and process Solid Wood Materials into added value urban forest products

4. Describe solid wood processing capabilities in terms of the volume of wood, expressed in board feet, which could be processed annually into value added urban forest products.
5. Describe any work activity and estimated percentage of contract cost that would be completed by a Milwaukee Certified Small Business Enterprise (SBE).
6. Describe the volume (board feet) of dimensional lumber (City specified species and dimensions) that would be made available to the City for internal use upon request at No Cost to the City (if any)..

OPTION C Proposal: Proposer Loading and Proposer Hauling of Solid Wood Material and Wood Chip Material from City Facility to Proposer Facility (Form C-4C) Describe your Loading, Transport, Storage, and Processing procedures and capabilities for Solid Wood Materials and Wood Chip Materials. Include the following:

1. Methodology and procedures for loading into Proposer provided 30-cubic yard containers or Proposer provided trucks and transporting Solid Wood Materials from City Facility to Proposer Facility
2. Methodology and procedures for Proposer loading and Proposer transporting Wood Chip Materials in Proposer provided trucks or Proposer provided containers from City Facility to Proposer Facility
3. Describe your facility storage capabilities in terms of acreage, volume or quantity of Solid Wood Materials that could be stored relative to projected annual solid wood quantities specified in this RFP and duration (time period) of storage required to process solid wood into value added urban forest products.
4. Describe your facility storage or handling capabilities in terms of acreage, volume or quantity of Wood Chip Materials that could be stored, diverted or processed internally or by a subProposer relative to estimated annual Wood Chip Material quantities specified in this RFP.
5. Provide a detailed description of the of stationary or rolling stock processing equipment (existing or proposed) required to store, handle, and process Solid Wood Materials into added value urban forest products
6. Describe solid wood processing capabilities in terms of the volume of wood, expressed in board feet, which could be processed annually into value added urban forest products.
7. Describe any work activity and estimated percentage of contract cost that would be completed by a Milwaukee Certified Small Business Enterprise (SBE).
8. Describe the type (species, grade quality) and volume (board feet) of dimensional lumber or landscape mulch (double ground) that would be made available to the City for internal use upon request at No Cost to the City (if any).

OPTION D Proposal: City Loading and Proposer Hauling of Solid Wood Material and Wood Chip Material from City Facility to Proposer Facility (Form C-4D) Describe your Loading, Transport, Storage, and Processing procedures and capabilities for Solid Wood Materials and Wood Chip Materials. Include the following:

1. Methodology and procedures for transporting Solid Wood Materials in Proposer provided 30-cubic yard containers from City Facility to Proposer Facility
2. Methodology and procedures for transporting Wood Chip Materials in Proposer provided trucks or Proposer provided 30cubic-yard containers from City Facility to Proposer Facility
3. Describe your facility storage capabilities in terms of acreage, volume or quantity of Solid Wood Materials that could be stored relative to projected annual solid wood quantities specified in this RFP and duration (time period) of storage required to process solid wood into value added urban forest products.
4. Describe your facility storage or handling capabilities in terms of acreage, volume or quantity of Wood Chip Materials that could be stored, diverted or processed internally or by a subProposer relative to estimated annual Wood Chip Material quantities specified in this RFP.
5. Provide a detailed description of the of stationary or rolling stock processing equipment (existing or proposed) required to store, handle, and process Solid Wood Materials into added value urban forest products
6. Describe solid wood processing capabilities in terms of the volume of wood, expressed in board feet, which could be processed annually into value added urban forest products.
7. Describe any work activity and estimated percentage of contract cost that would be completed by a Milwaukee Certified Small Business Enterprise (SBE).
8. Describe the type (species, grade quality) and volume (board feet) of dimensional lumber and/or landscape mulch (double ground) that would be made available to the City for internal use upon request at No Cost to the Cit (if any).

Marketing Plan – Required with All Proposals (Form C-4E) Describe how value-added urban forest products produced will be marketed.

1. List end products to be produced from City Urban Wood Materials;
2. Document Proposer history of having produced and marketed listed products;
3. Identify planned end markets for each product (material and market); and
4. Document working history with end markets.

Recordkeeping Plan – Required with All Proposals (Form C-4F) Describe how Operational Data will be recorded.

1. Daily report of quantity of 30-cubic yard containers of Solid Wood Material and cubic yards of wood chips received (Option C or Option D only) from City facilities showing, at a minimum, the chronological ticket number, date, time in , hauler's name, truck number, type of material received , and quantity (container count or wood chip volume) of wood material received.
2. Monthly, and annual reports showing the tabulation of the same data as above;
3. Monthly and annual reports on end-products produced by type (e.g. board feet dimensional lumber, industrial blocking, wood chips, etc.), and;
4. Monthly and annual report of forest products by type provided at NO COST to the City in accordance with Cost Proposal.
5. Document history of similar record keeping efforts in other projects; and
6. Provide an example form of the records.

4. LABOR REQUIREMENTS AND CONFIDENTIALITY (FORM C-5)

Form C-5 is provided for information only to show compliance requirements. Submit Form C-5B if applicable.

Form C-5A: Prevailing Wage. Depending upon the proposal accepted the final contract(s) may be subject to the prevailing wage requirements of Section 66.0903 Wisconsin Statutes.

1. **Service Contract Wage Requirement Provisions:** This provision applies only to any City of Milwaukee contract executed under this RFP and generally requires that each and every employee is paid no less than \$9.51 per hour (2014). Wage rates are adjusted annually. Details are provided in Attachment F (City of Milwaukee Additional Contract Provisions).

Form C-5B: Designation of Confidential and Proprietary Information

5. COST PROPOSAL (FORMS D-1 to D-3)

URBAN WOOD UTILIZATION SERVICES

Each Proposer shall submit a Cost Proposal for EACH Option (A-D) proposed that includes all cost information as identified and described below. For each cost element, the Proposer should identify any and all significant assumptions on which the proposed cost is based and provide sufficient detail support for all costs estimates for which it is not responsible. The Cost Proposal will be evaluated in part on the quality of the cost analysis and proposal as well as the proposed cost estimates.

Cost Proposal Checklist (Form D-1)

OPTION A – Cost Proposal: Proposer Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container from City Facility to Proposer Facility

(Form D-1A) Option A

1. Price per 30 cubic yard container of Solid Wood Material Loaded and Transported by Proposer from City Facility to Proposer Facility
2. Quantity (board foot) of dimensional kiln-dried finished lumber provided upon request (City specified species and dimensions) to City at No Cost (if any).

OPTION B - Cost Proposal: City Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container from City Facility to Proposer Facility

(Form D-1B) Option B

1. Price per 30 cubic yard container of Solid Wood Material Transported by

- Proposer from City Facility to Proposer Facility
2. Quantity (board foot) of dimensional kiln-dried finished lumber provided upon request (City specified species and dimensions) to City at No Cost (if any).

OPTION C - Cost Proposal: Proposer Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility (Form D-1C)

1. Price per 30 cubic yard container of Solid Wood Material Loaded and Transported by Proposer from City Facility to Proposer Facility.
2. Price per Cubic Yard of Wood Chip Material Loaded and Transported by Proposer into Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility
3. Quantity (board foot) of dimensional kiln-dried finished lumber provided upon request (City specified species and dimensions) to City at No Cost (if any).
4. Quantity (cubic feet) of landscape mulch (double ground) provided to the City at No Cost (if any).

OPTION D - Cost Proposal: City Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility (Form D-1D)

1. Price per 30 cubic yard container of Solid Wood Material Loaded and Transported by Proposer from City Facility to Proposer Facility.
2. Price per Cubic Yard of Wood Chip Material Loaded and Transported by Proposer into Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility
3. Quantity (board foot) of dimensional kiln-dried finished lumber provided upon request (species and dimensions) to City at No Cost (if any).
4. Quantity (cubic feet) of landscape mulch (double ground) provided to the City at No Cost (if any).

Company Financial Information (Form D-2)

Form D-2A: Financial Capability

In order for the City to move forward with confidence the Proposer must demonstrate its financial capability to successfully undertake the requirements contained in this RFP. This Financial Capability pre-requisite is independent of the Proposer's cost proposal. The City requires that all proposed Proposers will need to pass a Financial Capability pre-requisite before moving on to a full review of their Technical Proposals. Those proposals which fail to pass the Financial Capability pre-requisite will be excluded from further consideration..

The information described below shall be submitted for the Proposer entity with which the City will be contracting. Any material guarantees or other support arrangements through a related party to the Proposer entity which strengthens the contractual commitments to the City should be described and detailed in the proposal. Please see section #4 below.

Financial capability will be evaluated according to criteria below:

1. The strength of the Proposer entity's financial position as indicated by financial statements, preferably certified, for the most recently completed fiscal year. This assessment will include liquidity, debt, net equity, and other factors. Related party support arrangements will be considered.
2. The five-year profit performance of the Proposer entity as indicated by its most recent five years of approved financial statements. Additional years of financial statements, preferably certified, may be submitted to support the financial performance of the Proposer entity.

B.1.1 Financial Capability

The following documentation is required:

1. Financial Statements for each of the Proposer's last five fiscal years or for the years that the Proposer has been in business if less than five years. This documentation includes the financial statements, audit opinion (if available), notes to the financial statements, auditor's management letter and any other produced audit work products. If the Proposer has audited and or certified financial statements, those are required.

If the 'balance sheet' date of the most recent Financial Statements provided is prior to December 31, 2013, the Proposer must also provide **Interim Financial Statements** consisting at a minimum of a Balance Sheet and Income Statement for the period beginning with the balance sheet date of the most recent financial statements **through December 31, 2013 or later.**

2. Statement of Subsequent Events Certification by the Proposer's Chief Financial Officer disclosing the occurrence or non-occurrence of any material events subsequent to the release of the most recently audited financial statements that could adversely impact the financial position of the Proposer entity or its related parent/supporting entity is required. Such events would include a current or anticipated bankruptcy filing, the assumption of material additional debt obligations, debt or credit rating downgrade, payment or technical default of a debt indenture agreement, material write down or write-off of company assets, etc. Should such material events occur, additional information may be required by the City.

3. Confirmation Letter from the Proposer's financial institution(s) outlining the total of lines of credit granted and the amount of credit that remains available and not drawn upon as of July 31, 2013 or later.

4 Statement of Related Party Support Arrangements If a parent company or other related party is guaranteeing, securing, or otherwise supporting the continuous financial and operational performance of the Proposer throughout the term of this Contract, such arrangements should be fully documented. The purpose of the support arrangement, the extent or scope of the support and the method(s) utilized to provide the desired support should be explained. **In this case, the related party's financial information is also required consistent with section B.1.1.**

NOTE: If the Proposer is a **subsidiary** of a parent company, then the subsidiary company's financial information must be provided consistent with this section B.1.1. If any proposal is submitted by a **Joint Venture**, the specific financial information detailed in this section B.1.1 is required from each corporate venturer. For individual venturers, financial information regarding the individual venturer(s) may be required and will be identified and communicated to the proposer within five business days of the proposal submittal due date. **Major subProposers** may be required to submit financial information dependent on the City's subsequent analysis of each subProposer's financial and operational responsibilities. Any such financial information requirements for subProposers will be identified and communicated to the proposer within five business days following the proposal submittal due date.

Form D-2B: Litigation History

The Proposer must provide a history for the last five years of all claims, settlements, arbitrations, litigation proceedings, and civil actions involving \$100,000 or more, and all criminal legal actions in which the company, its parent company, subsidiaries, all partners,

or principals were involved. For each case, the Proposer must provide the following:

1. The name of the claim, arbitration, litigation or action;
2. The amount at issue or the criminal charges alleged; and
3. The status or final disposition of the case.

The Proposer must also provide details of any current or threatened legal actions against the Proposer or its parent company, subsidiaries, all partners, principals, or joint venture company(ies) by a governmental City contracting with the Proposer or its parent company for services relating to solid waste management, or against such a government City by the Proposer or its parent company or joint venture company(ies). For each action, the Proposer must provide the following:

1. The name of the action and the court in which the action is pending; and
2. The action number and the amount at issue.

The Proposer shall provide a list of all enforcement actions taken against it during the last five years by any regulatory agency such as, but not limited to, the United States Environmental Protection Agency, the Wisconsin Department of Natural Resources or any local enforcement agency. The list shall include name of the regulatory agency and the date of enforcement action.

The Proposer shall inform the City if it has had a permit, franchise, license, entitlements, or business licenses that have been revoked or suspended in the last five years.

The Proposer must list any claims against a Bid or Performance Bond and the results or any contractual defaults or termination over the last five years.

Form D-2C: Business References

The City requires the Proposer to submit at least three business references.

Signature Page (Form D-3)

The Urban Wood Utilization Services Cost Proposal Signature Page must be signed by an officer of the proposing organization empowered to sign a document that commits the Proposer to the price quotes stated in the Cost Proposals.

ATTACHMENT C: TECHNICAL PROPOSAL SUBMITTAL FORMS

The attached forms shall be completed and included as part of the Proposers proposal. Failure to complete and submit the forms may be considered cause for rejection of the proposal. Use additional pages whenever complete responses do not fit on form pages. Organize proposal in order of forms.

NOTE: Technical Proposal must not be combined with Cost Proposal. Cost Proposals must be in a separately sealed envelope.

RFP - ATTACHMENT C

Technical Proposal Checklist (Form C-1)

_____ **Form C-3: Proposer Qualifications and References:**

_____ Form C-3A: General Information About Proposer

_____ Form C-3B: Previous Similar Experience

_____ Form C-3C: Management Structure

_____ Form C-3D: Personnel

_____ Form C-3E: Use of Sub-Proposers

_____ Form C-3F: Safety Programs

_____ Form C-3G: Permits, Licensure, Fines, Etc.

_____ Form C-3H: Leases

_____ **Form C-4: Urban Wood Utilization Operation Plan:**

_____ Form C-4A: Option A

_____ Form C-4B: Option B

_____ Form C-4C: Option C

_____ Form C-4D: Option D

_____ Form C-4E: Marketing Plan

_____ Form C-4F: Public Awareness and Outreach

_____ **Form C-5: Labor Related Requirements**

_____ Form C-5A: Prevailing Wage

_____ Form C-5B: Designation of Confidential and Proprietary Information

RFP – ATTACHMENT C

Proposer Qualifications and References Form (C-3)

GENERAL INFORMATION ABOUT PROPOSER (Form C-3A)

General Information about Proposer (Form C-3A): This section of the proposal shall fully identify the Proposer, present general information about the Proposer, and the Key Personnel involved.

1. Full Name of Business Concern (Proposer)

2. Principal Business Address

3. Principal Contact Person(s)

List Key Personnel – Core Project Team

Name	Title/Relationship	Role/ Extent of Time on Project

RFP – ATTACHMENT C

**Proposer Qualifications and References
PREVIOUS SIMILAR EXPERIENCE (Form C-3B)**

Identify similar projects/contracts involving the Proposer, highlighting experience in Loading, Transporting and Processing Urban Wood Materials. List at least three current or recent projects of similar size. At least one project should be executed with a governmental unit. A brief description of similar projects shall be provided, including the history of operation, current status, and a description of the Proposer’s specific involvement in these projects. References from projects or relevant sources such as a regulator should be provided with appropriate contact information. One or more projects should document that the Proposer has been providing this service for at least three years. Insert additional pages as needed.

Reference Project #1	
Project Name:	
Customer Name:	
Location of Customer:	
Processing Facility Name/Location:	
Customer Contact Information:	
Reference Contact Information (if different):	
History of Operation:	
Proposer’s Involvement:	

RFP – ATTACHMENT C

**Proposer Qualifications and References
PREVIOUS SIMILAR EXPERIENCE (Form C-3B Continued)**

Reference Project #2

Project Name:	
Customer Name:	
Location of Customer:	
Processing Facility Name/Location:	
Customer Contact Information:	
Reference Contact Information (if different):	
History of Operation:	
Proposer's Involvement:	

RFP – ATTACHMENT C

**Proposer Qualifications and References
PREVIOUS SIMILAR EXPERIENCE (Form C-3B Continued)**

Reference Project #3

Project Name:	
Customer Name:	
Location of Customer:	
Processing Facility Name/Location:	
Customer Contact Information:	
Reference Contact Information (if different):	
History of Operation:	
Proposer's Involvement:	

RFP – ATTACHMENT C

**Proposer Qualifications and References
MANAGEMENT STRUCTURE (Form C-3C)**

Identify the Proposer organization which will have overall responsibility for performance under the contract and the name of the contact person for this firm. Describe the Proposer’s organization and proposed management structure. Identify the Project Manager, all key management staff, and assigned responsibilities. If the Proposer’s Core Project Team is comprised of more than one firm, and major Sub-Proposers, at a minimum, this summary shall identify which firms will undertake the roles of project leadership, operations, and financial backing.

1. Full Name of Business Concern (Proposer)

2. Form of Business Concern (Corporation, Partnership, Joint Venture, Other)

3. If a Corporation, in What State Incorporated and Date of Incorporation

State: _____ Date: _____

4. If a Joint Venture or Partnership, Provide Date of Agreement

Date: _____

5. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of the Proposer. Provide proof of the ability of the individuals so named to legally bind the Proposer.

<u>Name</u>	<u>Address</u>	<u>Title</u>
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RFP – ATTACHMENT C

**Proposer Qualifications and References
MANAGEMENT STRUCTURE (Form C-3C – Continued)**

- 6. List all firms participating in this project (including prime Proposers, Sub-Proposers, operators, major equipment suppliers, etc.).**

Name _____ Address _____

1. _____

2. _____

3. _____

4. _____

- 7. Outline specific areas of responsibility for each firm listed in Question 6.**

Name _____ Responsibilities _____

1. _____

2. _____

3. _____

4. _____

- 8. Identify the provisions of any agreement between parties which assigns legal or financial liabilities or responsibilities.**

- 9. If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the parent firms and the relationships.**

RFP – ATTACHMENT C

**Proposer Qualifications and References
SUB-PROPOSERS (Form C-3E)**

For each Sub-Proposer participating in this project, provide a clear indication of previous associations with those Sub-Proposers as well as the Sub-Proposer’s experience, and their intended participation should be included as well as the Proposer’s commitments to assume responsibility for their performance.

Add additional pages as needed.

Sub-Proposer #1

Sub-Proposer Name:	
Sub-Proposer Contact and Contact Information:	
Sub-Proposer Intended Role in Project:	
Sub-Proposer Experience in Intended Role:	
Proposer Past Associations with Sub-Proposer:	
Liability Insurance Coverage by Proposer or Sub-Proposer?	
References (minimum of 3)	

RFP – ATTACHMENT C

**Proposer Qualifications and References
SUB-PROPOSERS (Form C-3E – Continued)**

Sub-Proposer #2

Sub-Proposer Name:	
Sub-Proposer Contact and Contact Information:	
Sub-Proposer Intended Role in Project:	
Sub-Proposer Experience in Intended Role:	
Proposer Past Associations with Sub-Proposer:	
Liability Insurance Coverage by Proposer or Sub-Proposer?	
References (Minimum of 3)	

RFP – ATTACHMENT C

**Proposer Qualifications and References
SUB-PROPOSERS (Form C-3E – Continued)**

Sub-Proposer #3

Sub-Proposer Name:	
Sub-Proposer Contact and Contact Information:	
Sub-Proposer Intended Role in Project:	
Sub-Proposer Experience in Intended Role:	
Proposer Past Associations with Sub-Proposer:	
Liability Insurance Coverage by Proposer or Sub-Proposer?	
References (Minimum of 3)	

RFP – ATTACHMENT C

**Proposer Qualifications and References
SAFETY PROGRAMS (Form C-3F)**

A description of the Proposer’s overall safety program, recognized safety awards, and the Proposer’s lost-time accident record compared with industry standards. Use additional pages as needed.

List any violations cited by governmental safety agencies or OSHA.

Violation	Date Cited	Agency

List any recognition by safety awards.

Award	Date of Award	Awarding Organization

RFP – ATTACHMENT C

**Proposer Qualifications and References
SAFETY PROGRAMS (Form C-3F – Continued)**

State the Proposer’s lost-time accident record compared with industry standards.

Provide this information for Sawmill operations.

Proposers Lost Time Record	Industry Standard For Lost Time

Comments on lost-time accident record comparison (optional):

RFP – ATTACHMENT C

Proposer Qualifications and References PERMITS, LICENSES, FINES ETC. (FORM C-3G)

The Proposer shall submit documentation of the status of existing permits, licenses, and other approvals from state and local sources relative to loading, transporting, storing and processing wood materials. The Proposer shall identify and explain any regulatory citations, notice of violations (NOVs), other pending regulatory actions, etc. for the last two years. Copies of existing permits and licenses shall be provided with the proposal.

****INSERT COPIES BEHIND THIS COVER PAGE.**

RFP – ATTACHMENT C

Detailed Technical Specifications (Form C-4)

URBAN WOOD UTILIZATION OPERATION PLAN – OPTION A (Form C-4A)

This form is used to describe the operations necessary to perform specified work and outcomes for **Option A** proposals.

Describe all required modifications and projected timeframe to existing facilities to meet the requirements of this RFP, including facility design or construction modifications, and projected startup date to fully process Urban Wood Materials. Insert additional pages as necessary.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

Provide a detailed description of the proposed processing equipment to be procured and installed at the Proposer Facility, and timeframe for completion.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION A
(Form C-4A – Continued)**

Describe proposed Loading and Transport procedures at City Facility.

Provide a narrative of how arriving loads of Solid Wood Materials will be directed on Proposer facility for storage, sorting, pre-process grading and drying.

****INSERT ADDITIONAL PAGES AS NEEDED**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION A
(Form C-4A – Continued)**

Describe building spaces used for Solid Wood Materials processing, post-process drying, and end product storage, including estimated storage capacity. (Indicate existing or proposed)

Listing of Urban Wood Material handling and processing equipment and description of function.

Include equipment description and use. (Indicate existing or proposed)

RFP – ATTACHMENT C

Detailed Technical Specifications

URBAN WOOD UTILIZATION OPERATION PLAN – OPTION B (Form C-4B)

This form is used to describe the operations necessary to perform specified work and outcomes for **Option B** proposals.

Describe all required modifications and projected timeframe to existing facilities to meet the requirements of this RFP, including facility design or construction modifications, and projected startup date to fully process Urban Wood Materials. Insert additional pages as necessary.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

Provide a detailed description of the proposed processing equipment to be procured and installed at the Proposer Facility, and timeframe for completion.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION B
(Form C-4B – Continued)**

Describe proposed Transport procedures at City Facility.

Provide a narrative of how arriving loads of Solid Wood Materials will be directed on Proposer facility for storage, sorting, pre-process grading and drying.

****INSERT ADDITIONAL PAGES AS NEEDED**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION B
(Form C-4B – Continued)**

Describe building spaces used for Solid Wood Materials processing, post-process drying, and end product storage, including estimated storage capacity. (Indicate existing or proposed)

Listing of Urban Wood Material handling and processing equipment and description of function.

Include equipment description and use. (Indicate existing or proposed)

RFP – ATTACHMENT C

Detailed Technical Specifications

URBAN WOOD UTILIZATION OPERATION PLAN – OPTION C (Form C-4C)

This form is used to describe the operations necessary to perform specified work and outcomes for **Option C** proposals.

Describe all required modifications and projected timeframe to existing facilities to meet the requirements of this RFP, including facility design or construction modifications, and projected startup date to fully process Urban Wood Materials. Insert additional pages as necessary.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

Provide a detailed description of the proposed processing equipment to be procured and installed at the Proposer Facility, and timeframe for completion.

****INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION C
(Form C-4C– Continued)**

Describe proposed Loading and Transport procedures at City Facility.

Provide a narrative of how arriving loads of Solid Wood Materials will be directed on Proposer facility for storage, sorting, pre-process grading and drying, and how arriving loads of Wood Chip Materials at Proposer facility will be utilized or processed.

****INSERT ADDITIONAL PAGES AS NEEDED**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION C
(Form C-4C – Continued)**

Describe building and yard spaces used for Solid Wood Materials processing, post-process drying, and end product storage, including estimated storage capacity (Indicate existing or proposed). Describe existing or proposed storage/processing facilities and capacity for Wood Chip Materials. (Indicate existing or proposed)

Listing of Urban Wood Material handling and processing equipment and description of function.

Include equipment description and use. (Indicate existing or proposed)

RFP – ATTACHMENT C

Detailed Technical Specifications

URBAN WOOD UTILIZATION OPERATION PLAN – OPTION D (Form C-4D)

This form is used to describe the operations necessary to perform specified work and outcomes for **Option D** proposals.

Describe all required modifications and projected timeframe to existing facilities to meet the requirements of this RFP, including facility design or construction modifications, and projected startup date to fully process Urban Wood Materials. Insert additional pages as necessary.

INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.

Provide a detailed description of the proposed processing equipment to be procured and installed at the Proposer Facility, and timeframe for completion.

INSERT PAGES AS NEEDED TO INCLUDE THIS INFORMATION.

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION D
(Form C-4D – Continued)**

Describe proposed Transport procedures from City Facility to Proposer Facility.

Provide a narrative of how arriving loads of Solid Wood Materials will be directed on Proposer facility for storage, sorting, pre-process grading and drying, and how arriving loads of Wood Chip Materials at Proposer facility will be utilized or processed.

****INSERT ADDITIONAL PAGES AS NEEDED**

RFP – ATTACHMENT C

**Detailed Technical Specifications
URBAN WOOD UTILIZATION OPERATION PLAN – OPTION D
(Form C-4D – Continued)**

Describe building and yard spaces used for Solid Wood Materials processing, post-process drying, and end product storage, including estimated storage capacity (Indicate existing or proposed). Describe existing or proposed storage/processing facilities and capacity for Wood Chip Materials. (Indicate existing or proposed)

Listing of Urban Wood Material handling and processing equipment and description of function.

Include equipment description and use. (Indicate existing or proposed)

RFP – ATTACHMENT C

MARKETING PLAN – ALL PROPOSALS (FORM C-4E – Continued)

Describe how operational data will be recorded.

1. Daily report of quantity of 30-cubic yard containers of Solid Wood Material and cubic yards of wood chips received (Option C or Option D only) from City facilities
2. Monthly, and annual reports showing the tabulation of the same data as above;
3. Monthly and annual reports on end-products produced by type (e.g. board feet dimensional lumber, industrial blocking, wood chips, etc.), and;
4. Monthly and annual report of forest products by type provided at NO COST to the City in accordance with Cost Proposal (if any).
5. Document history of similar record keeping efforts in other projects; and
6. Describe in what form records will be available for review by City

Add additional pages as needed.

RFP – ATTACHMENT C

Labor Requirements and Confidentiality Form (Form C-5)

Form C-5A is provided for information only to show compliance requirements. Submit Form C-5C if applicable.

Prevailing Wage (Form C-5A)

Depending upon the proposal accepted the final contract may be subject to the prevailing wage requirements of Section 66.0903 Wisconsin Statutes.

**RFP – ATTACHMENT C
DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION (Form C-5B)**

Material submitted in response to the City of Milwaukee's Request for Proposals (RFP) Official Notice No. _____ includes proprietary and confidential information which qualifies as a trade secret, as provided in Section 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, the proposer asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released without the proposer's written approval. Therefore, I am providing the following information with the express understanding that it is being submitted to the City under a pledge of confidentiality. I would not have submitted this information had the City not pledged to keep it confidential* and request that the following pages not be released:

<u>Section</u>	<u>Page</u>	<u>Topic</u>

*NOTE: Proposers are cautioned that the ENTIRE PROPOSAL MAY NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY.

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this designation in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying.

Signature (Authorized Representative)	Telephone Number
Name (Please Print)	Company Name
Title	Date

NOTE: The City of Milwaukee as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential. For this project, the City may consult with Waukesha County prior to making a determination.

The City of Milwaukee will notify any proposer if a determination is made that the requested information cannot be kept confidential.

PROPRIETARY INFORMATION: Proprietary information submitted in response to this request for proposal will be handled in accordance with applicable City of Milwaukee procurement regulations. A proposer responding to this RFP should not include any proprietary information as part of its proposal unless the proposer 1) designates the specific information that it maintains is proprietary and the reason(s) for such designation in a separate document to the City of Milwaukee, Department of Public Works, Contracts Office and 2) identifies the specific information when it occurs within the proposal.

The City of Milwaukee's preference is for the proposer to segregate all information designated as confidential into

one section of the proposal and/or a separate document for easier removal to maintain its confidential status. The response to the RFP should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No._____, etc. Data contained in the proposal and all documentation become the property of the City of Milwaukee, Department of Public Works, Contracts Office.

Generally, proposals are available for public review after the City of Milwaukee, Department of Public Works, has awarded a contract.

ATTACHMENT D: COST PROPOSAL SUBMITTAL FORMS

Each Proposer shall submit a cost proposal for Urban Wood Utilization Services that includes all cost information as identified and described below.

RFP - ATTACHMENT D (FORM D-1)

Cost Proposal Checklist

The party responsible for the cost is identified where appropriate. If the party is not identified then the Proposer is responsible for the cost.

_____ Form D-1A: Cost Proposal – Option A

Proposer Loading and Proposer Transport of Solid Wood Material in Proposer provided 30 Cubic Yard container from City Facility to Proposer Facility

_____ Form D-1B: Cost Proposal – Option B

Proposer Transport of Solid Wood Material in Proposer provided 30 Cubic Yard container from City Facility to Proposer Facility

_____ Form D-1C: Cost Proposal – Option C

Proposer Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility

_____ Form D-1D: Cost Proposal – Option D

Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility

_____ Form D-2: Company Financial Information:

Form D-2A: Financial Capability

Form D-2B: Litigation History

Form D-2C: Business References

_____ Form D-3: Signature Page

**RFP - ATTACHMENT D (FORM D-1A)
COST PROPOSAL – OPTION A**

**Proposer Loading and Proposer Transport of Solid Wood Material in Proposer provided 30
Cubic Yard container from City Facility to Proposer Facility**

Enter per 30-Cubic Yard Container costs for Loading and Transporting Solid Wood Materials from City Facilities to Proposer Facility.

FORM D-1A: OPTION A COST PROPOSAL	
ASSUMED TO BE 0.00 IF NO ENTRIES ARE MADE	
Estimated 30-Cubic Yard Containers Solid Wood Materials = 175 (2,100Tons)	
1. Loading and Transport of Solid Wood Materials per 30-Cubic Yard container	\$/Container
2. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber -Selects and Better (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	/BF
3. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber –No 1. Common (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	/BF
4. Cubic Yard Volume of Milwaukee derived Solid Wood Residue processed by Proposer into Double Ground Landscape Mulch and provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	/CY

Annual Adjustment Rate: During the term of this agreement, Proposer charges subject to an Annual CPI Adjustment Rate shall be adjusted July 1st each year at the Proposer’s or City’s request. For the purposes of this agreement the CPI is defined as Consumer Price Index for All Urban Consumers, all items, in the U.S. Midwest (1982-84=100 unless otherwise noted), not seasonally adjusted. If this index becomes unavailable, the successor CPI factor published by the U.S. Government as agreed to by the City and Proposer shall be used. For proposal evaluation purposes, an average CPI rate will be used to project costs.

**RFP - ATTACHMENT D (FORM D-1B)
COST PROPOSAL – OPTION B**

**Proposer Transport of Solid Wood Material in Proposer provided 30 Cubic Yard container
from City Facility to Proposer Facility**

Enter per 30-Cubic Yard Container costs for Transporting Solid Wood Materials from City Facilities to Proposer Facility.

FORM D-1B: OPTION B COST PROPOSAL	
ASSUMED TO BE 0.00 IF NO ENTRIES ARE MADE	
Estimated 30-Cubic Yard Containers Solid Wood Materials = 175 (2,100Tons)	
1. Transport of Solid Wood Materials per 30-Cubic Yard container	\$ _____/Container
2. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber -Selects and Better (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____/BF
3. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber –No. 1 Common (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	\$ _____/BF
4. Cubic Yard Volume of Milwaukee derived Solid Wood Residue processed by Proposer into Double Ground Landscape Mulch and provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	\$ _____/CY

Annual Adjustment Rate: During the term of this agreement, Proposer charges subject to an Annual CPI Adjustment Rate shall be adjusted July 1st each year at the Proposer’s or City’s request. For the purposes of this agreement the CPI is defined as Consumer Price Index for All Urban Consumers, all items, in the U.S. Midwest (1982-84=100 unless otherwise noted), not seasonally adjusted. If this index becomes unavailable, the successor CPI factor published by the U.S. Government as agreed to by the City and Proposer shall be used. For proposal evaluation purposes, an average CPI rate will be used to project costs.

**RFP - ATTACHMENT D (FORM D-1C)
COST PROPOSAL – OPTION C**

Proposer Loading and Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility

Enter per 30-Cubic Yard Container costs for Loading and Transporting Solid Wood Materials from City Facilities to Proposer Facility and per Cubic Yard costs for Loading and Transporting Wood Chip Materials from City Facilities to Proposer Facility

FORM D-1C: OPTION C COST PROPOSAL	
ASSUMED TO BE 0.00 IF NO ENTRIES ARE MADE	
Estimated 30-Cubic Yard Containers Solid Wood Materials = 175 (2,100Tons); Estimated Annual Tons of Wood Chip Materials = 5,000 Tons	
1. Loading and Transport of Solid Wood Materials per 30-Cubic Yard container	\$ _____ /Container
2. Loading and Transport of Wood Chip Materials per Cubic Yard (Proposer provided container or open-top truck)	\$ _____ /CY
3. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber -Selects and Better (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /BF
4. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber –No. 1 Common (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /BF
5. Cubic Yard Volume of Milwaukee derived Wood Chip Material – Proposer processed into Double Ground Landscape Mulch and provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /CY

Annual Adjustment Rate: During the term of this agreement, Proposer charges subject to an Annual CPI Adjustment Rate shall be adjusted July 1st each year at the Proposer’s or City’s request. For the purposes of this agreement the CPI is defined as Consumer Price Index for All Urban Consumers, all items, in the U.S. Midwest (1982-84=100 unless otherwise noted), not seasonally adjusted. If this index becomes unavailable, the successor CPI factor published by the U.S. Government as agreed to by the City and Proposer shall be used. For proposal evaluation purposes, an average CPI rate will be used to project costs.

**RFP - ATTACHMENT D (FORM D-1D)
COST PROPOSAL – OPTION D**

Proposer Hauling of Solid Wood Material in Proposer provided 30 Cubic Yard container and Wood Chip Material in Proposer provided 30 Cubic Yard container or Proposer provided open top tractor trailer truck from City Facility to Proposer Facility

Enter per 30-Cubic Yard Container costs for Transporting Solid Wood Materials from City Facilities to Proposer Facility and per Cubic Yard costs for Transporting Wood Chip Materials from City Facilities to Proposer Facility

FORM D-1D: OPTION C COST PROPOSAL	
ASSUMED TO BE 0.00 IF NO ENTRIES ARE MADE	
Estimated 30-Cubic Yard Containers Solid Wood Materials = 175 (2,100Tons); Estimated Annual Tons of Wood Chip Materials = 5,000 Tons	
1. Transport of Solid Wood Materials per 30-Cubic Yard container	\$ _____ /Container
2. Transport of Wood Chip Materials per Cubic Yard (Proposer provided container or open-top truck)	\$ _____ /CY
3. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber -Selects and Better (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /BF
4. Board Foot Volume of Milwaukee derived Finished Hardwood Dimensional Lumber –No. 1 Common (City specified species and dimensions) provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /BF
5. Cubic Yard Volume of Milwaukee derived Wood Chip Material – Proposer processed into Double Ground Landscape Mulch and provided annually at NO COST to City (Proposer Loaded, City Transported from Proposer Facility).	_____ /CY

Annual Adjustment Rate: During the term of this agreement, Proposer charges subject to an Annual CPI Adjustment Rate shall be adjusted July 1st each year at the Proposer’s or City’s request. For the purposes of this agreement the CPI is defined as Consumer Price Index for All Urban Consumers, all items, in the U.S. Midwest (1982-84=100 unless otherwise noted), not seasonally adjusted. If this index becomes unavailable, the successor CPI factor published by the U.S. Government as agreed to by the City and Proposer shall be used. For proposal evaluation purposes, an average CPI rate will be used to project costs.

RFP – ATTACHMENT D
Company Financial Information (Form D-2)

Financial Capabilities – (Form D-2A)

A. Financial Capability Criteria

In order for the City to move forward with confidence the Proposer must demonstrate its financial capability to successfully undertake the requirements contained in this RFP. This Financial Capability pre-requisite is independent of the Proposer's cost proposal. The City requires that all proposed Proposers will need to pass a Financial Capability pre-requisite before moving on to a full review of their Technical Proposals. Those proposals which fail to pass the Financial Capability pre-requisite will be excluded from further consideration..

The information described below shall be submitted for the Proposer entity with which the City will be contracting. Any material guarantees or other support arrangements through a related party to the Proposer entity which strengthens the contractual commitments to the City should be described and detailed in the proposal. Please see section #4 below.

Financial capability will be evaluated according to criteria below:

1. The strength of the Proposer entity's financial position as indicated by financial statements, preferably certified, for the most recently completed fiscal year. This assessment will include liquidity, debt, net equity, and other factors. Related party support arrangements will be considered.
2. The five-year profit performance of the Proposer entity as indicated by its most recent five years of approved financial statements. Additional years of financial statements, preferably certified, may be submitted to support the financial performance of the Proposer entity.

B.1.1 Financial Capability

The following documentation is required:

1. Financial Statements for each of the Proposer's last five fiscal years or for the years that the Proposer has been in business if less than five years. This documentation includes the financial statements, audit opinion (if available), notes to the financial statements, auditor's management letter and any other produced audit work products. If the Proposer has audited and or certified financial statements, those are required.

If the 'balance sheet' date of the most recent Financial Statements provided is prior to December 31, 2013, the Proposer must also provide **Interim Financial Statements** consisting at a minimum of a Balance Sheet and Income Statement for the period beginning with the balance sheet date of the most recent financial statements **through December 31, 2013 or later.**

2. Statement of Subsequent Events Certification by the Proposer's Chief Financial Officer disclosing the occurrence or non-occurrence of any material events subsequent to the release of the most recently audited financial statements that could adversely impact the financial position of the Proposer entity or its related parent/supporting entity is required. Such events would include a current or anticipated bankruptcy filing, the assumption of material additional debt obligations, debt or credit rating downgrade, payment or technical default of a debt indenture agreement, material write down or write-off of company assets, etc. Should such material events occur, additional information may be required by the City.

3. Confirmation Letter from the Proposer's financial institution(s) outlining the total of lines of credit granted and the amount of credit that remains available and not drawn upon as of July 31, 2013 or later.

4 Statement of Related Party Support Arrangements If a parent company or other related party is guaranteeing, securing, or otherwise supporting the continuous financial and operational performance of the Proposer throughout the term of this Contract, such arrangements should be fully documented. The purpose of the support arrangement, the extent or scope of the support and the method(s) utilized to provide the desired support should be explained. **In this case, the related party's financial information is also required consistent with section B.1.1.**

NOTE: If the Proposer is a **subsidiary** of a parent company, then the subsidiary company's financial information must be provided consistent with this section B.1.1. If any proposal is submitted by a **Joint Venture**, the specific financial information detailed in this section B.1.1 is required from each corporate venturer. For individual venturers, financial information regarding the individual venturer(s) may be required and will be identified and communicated to the proposer within five business days of the proposal submittal due date. **Major subProposers** may be required to submit financial information dependent on the City's subsequent analysis of each subProposer's financial and operational responsibilities. Any such financial information requirements for subProposers will be identified and communicated to the proposer within five business days following the proposal submittal due date.

RFP – ATTACHMENT D

Company Financial Information (FORM D- 2)

LITIGATION HISTORY (FORM D- 2B)

The Proposer must provide a history for the last five years of all claims, settlements, arbitrations, litigation proceedings, and civil actions involving \$100,000 or more, and all criminal legal actions in which the company, its parent company, subsidiaries, all partners, or principals were involved. For each case, the Proposer must provide the following:

1. The name of the claim, arbitration, litigation or action;
2. The amount at issue or the criminal charges alleged; and
3. The status or final disposition of the case.

The Proposer must also provide details of any current or threatened legal actions against the Proposer or its parent company, subsidiaries, all partners, principals, or joint venture company(ies) by a governmental City contracting with the Proposer or its parent company for services relating to Urban Wood Utilization Services, or against such a government City by the Proposer or its parent company or joint venture company(ies). For each action, the Proposer must provide the following:

1. The name of the action and the court in which the action is pending; and
2. The action number and the amount at issue.

The Proposer shall provide a list of all enforcement actions taken against it during the last five years by any regulatory agency such as, but not limited to, the United States Environmental Protection Agency, the Wisconsin Department of Natural Resources or any local enforcement agency. The list shall include name of the regulatory agency and the date of enforcement action.

The Proposer shall inform the City if it has had a permit, franchise, license, entitlements, or business licenses that have been revoked or suspended in the last five years.

****INSERT HISTORY OF LITIGATION AS DESCRIBED ABOVE AFTER THIS PAGE.**

RFP – ATTACHMENT D

**Company Financial Information (FORM D 2C)
BUSINESS REFERENCES (FORM D 2C)**

The City requires all applicants to submit three references.

Reference #1

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #2

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #3

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

RFP - ATTACHMENT D (FORM D- 3)

**CITY OF MILWAUKEE
RFP #50-2014 Urban Wood Utilization Services**

May 8, 2014

RFP SIGNATURE PAGE

All RFP's must be signed to be considered

OFFER AND ACCEPTANCE

The proper submission of this form by the Proposer will be considered as the Proposer's offer to enter into contract(s) in accordance with the provisions herein set forth.

The submission of a proposal shall be considered as a representation that the Proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable state, federal, and local regulations that affect, or may at some future date affect the performance of the contract(s). All quoted conditions and prices submitted shall remain firm for one hundred fifty (150) calendar days from opening date.

If your proposal is accepted and contract(s) issued, then this Request for Proposal inclusive of its Terms and Conditions, and all documents attached hereto including any amendments, the Proposer's Technical Proposal and Cost Proposal and any other written offers/clarifications made by the Proposer and accepted by the City, will be incorporated into the entire contract(s) between the City and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award and execution of this document by the proper City officials, and delivery of the fully executed contract to the Proposer. Acceptance may be revoked at any time prior to delivery of the fully executed contract(s) to the successful Proposer. The contract(s) may be amended only by written agreement by the Proposer and the City.

Complete all boxed areas, including amendment number(s) and manually sign the document prior to submitting. By signing below we agree to furnish all items listed in the above referenced RFP inclusive of applicable specifications, amendments and the RFP's Terms and Conditions.

I have reviewed the "Request for Proposal" identified above and Amendment Nos.
all other contract documents, plans, and specifications and have carefully examined the same in detail before submitting this proposal.

Proposers Firm:			
Address, City, State, Zip:			
Telephone No:		Fax No:	
E-Mail:			
TO BE SIGNED & SUBMITTED BY THE PERSON AUTHORIZED TO LEGALLY BIND YOUR FIRM TO THIS CONTRACT			
Submitted By:			
	(Manual Signature Required)	(Printed Name Required)	
Title:		Date:	

ATTACHMENT E: CITY OF MILWAUKEE

ADDITIONAL CONTRACT PROVISIONS

13.02 Small Business Enterprise (SBE) Provisions (City of Milwaukee)

In accordance with Chapter 370 of the Milwaukee Code of Ordinances, Small Business Enterprise (SBE) participation is required in contracting activities of the Department of Public Works (DPW). The ordinance requires that certified SBEs be utilized for 25% of the total dollars annually expended through all prime contracts or subcontracts for Construction and the purchase of Goods and Services. For this contract, the required minimum SBE participation is 0 % . (There is no SBE requirement.)

13.03 Service Contract Wage Requirement Provisions (City of Milwaukee)

I General:

- A. In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, adherence to a minimum wage requirement is mandatory for all City of Milwaukee Department of Public Works' (DPW) service contracts. The ordinance requires that all workers, permanent or temporary, employed in any work performed as part of a DPW service contract, as defined in II B herein shall receive and be paid a sum of not less than **the minimum hourly wage** required to produce, for 2080 hours worked, an annual income equal to the U.S. Department of Health and Human Services most recent poverty guideline for a family of three. **Proposer may not use the minimum wage requirement of this subsection to reduce the wage paid to any person employed by the Proposer as of this Contract.**
- B. The Proposer agrees to prepare and submit an affidavit, Form J, within ten days following the Proposer's completion of the Contract, and to procure and submit a like affidavit from every subProposer employed by the Proposer to the DPW regarding every person employed on or under this Contract or subcontract. Said affidavits shall certify that each and every employee has been paid in full the amount of not less than **\$9.51** per hour and that there has not been, nor is to be, any rebate or refund of any part of said wages by the employee to the employer.

C. During the performance of this Contract, the DPW reserves the right to conduct compliance reviews. If the Proposer is not in compliance with the specifications, the Commissioner of DPW will notify the Proposer in writing of the corrective action that will bring the Proposer into compliance. If the Proposer fails or refuses to take corrective action as directed or if the Proposer, prime or sub, submits any documents which contain any fake, misleading or fraudulent information or if the Proposer or subProposer fails to comply with this ordinance, the Department of Public Works may take one or more of the actions listed below:

1. Withhold payments on the contract
2. Terminate, suspend, or cancel the contract in whole or in part
3. After due process, consider debarment of the Proposer from bidding for a one-year period after the first violation and for a three-year period after the second
4. Any other remedy available to the City at law or in equity

II. Definitions

A. Professional Service Contract – any contract in which the majority of workers engaged in the performance of the contract perform work which:

1. Is predominantly intellectual and varied in nature, as opposed to work which involves routine mental, manual, Mechanical or physical labor.
2. Requires advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher education or a hospital.

B. Service Contract – any contract with the City for the provision of service to any City department or agency with a budget under the control of the Common Council which has a value exceeding \$5,000.00. Each bid specification or request for proposal (RFP) will be reviewed and a determination made as to whether the proposed contract constitutes a service contract. A service contract does not include any contract which involves the purchase of goods, a professional service contract, a Department of Public Works’ contract regulated under Chapter 309-25 of the Milwaukee Code of Ordinances, a contract administered by the Office of Community Block Grant Administration (CDBG), or a contract with the Milwaukee Public Schools.

III Service Contract Utilization Requirements:

- A. The minimum hourly wage specified in I B above shall be kept posted by the Proposer at the site of the work in a prominent place where it can be easily seen and read by persons employed in the performance of the Contract. In addition, copies of the minimum hourly wage requirement shall be supplied to any person employed in the performance of this Contract at the request of such person and within a reasonable period of time after the request.

- B. The DPW will review and monitor this Contract compliance. Complaints relating to compliance will be received and investigated by the DPW with imposition of appropriate sanctions upon the Proposer if it determined that the Proposer provided false information has failed to comply with this provision of the Contract.

- C. The Proposer may not discharge, reduce the compensation of, or otherwise retaliate against any person employed in the performance of this Contract for making a complaint to the DPW or for using any civil remedies to recover damages.

- A. Right to Appeal. The Proposer or any employee who objects to any decision or action of the DPW relative to application or enforcement of this provision may appeal such decision in accordance with the terms of Chapter 310-13 of the Milwaukee Code of Ordinances.

13.04 Prompt Payment Notice to Proposers

Effective immediately, the City of Milwaukee has adopted an ordinance relative to Prompt Payment as follows:

It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the amount due is subject to a good-faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the Proposer by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are Sub-Proposers, consistent with s.66.0135(3), Wis. Stats., the prime Proposer must pay the Sub-Proposers for satisfactory work within seven days of the Proposer's receipt of payment from the City of Milwaukee, or seven days from receipt of a properly submitted and approved invoice from the Sub-Proposer, whichever is later. If the Proposer fails to make timely payment to a Sub-Proposer, the Proposer shall pay interest at the rate of 12% per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 101137 adopted January 2011.

13.05 Slavery Notice to Proposers

Effective December 28, 2005, the City of Milwaukee adopted an ordinance relative to the disclosure of participation in or profits derived from slavery by Proposers. All Proposers awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the Proposer has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

The City shall make the information contained in the affidavit available to the public. Any contract between the City and a Proposer which fails to provide the requisite affidavit or which includes material false information on such affidavit shall be rendered null and void.

IN WITNESS of this Contract:
CITY OF MILWAUKEE

PROPOSER

By _____
Commissioner of Public Works

By _____
(Signature) (date)

Its President

By _____
City Comptroller

By _____
(Signature)

Its _____
(Title of Office)

Approved as to form and execution:

By _____
City Attorney