

Dane County Contract Addendum Cover Sheet

RES 160
Significant

Revised 06/2021

Contract # Admin will assign	14486A
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Dept./Division	Waste and Renewables	Vendor Name	TPR Enterprises
Brief Addendum Title/Description	Addendum A to increase the PO for additional work outside of the original agreement	Vendor MUNIS #	26847
		Addendum Term	1/1/22-12/31/26
		Amount (\$)	\$ 139,250.00

Department Contact Information		Vendor Contact Information	
Contact	Roxanne Wienkes	Contact	Kathy MacBeth
Phone #	608-266-4029	Phone #	515-802-5566
Email	wienkes.roxanne@countyofdane.com	Email	kmacbeth@ecoengineers.us
Purchasing Officer	Pete Patten		



Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	PO Maintenance Needed	Org: SWMETHGO	Obj: 30263	Proj:	\$ 79,250.00
	PO# 20220052-00	Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted	Org:	Obj:	Proj:	
	Req#	Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	1/1/22-12/31/26	\$ 315,250.00	<input type="checkbox"/> None	Res# 2021-208
	A	1/1/22-12/31/26	\$ 139,250.00	<input type="checkbox"/> None	Res# 2022-160
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 454,500.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input checked="" type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Wienkes, Roxanne	Digitally signed by Wienkes, Roxanne Date: 2022.08.17 10:18:21 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 8/18/22	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, August 22, 2022 10:26 AM
To: Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #14486A
Attachments: 14486A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 8/22/2022 10:55 AM	Approve: 8/22/2022 10:55 AM
	Patten (Purchasing), Peter		Approve: 8/22/2022 3:25 PM
	Gault, David	Read: 8/22/2022 10:47 AM	Approve: 8/22/2022 10:49 AM
	Lowndes, Daniel	Read: 8/22/2022 11:34 AM	Approve: 8/22/2022 11:34 AM
	Stavn, Stephanie	Read: 8/22/2022 1:12 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #14486A
Department: Waste & Renewables
Vendor: EcoEngineers
Contract Description: Addendum for additional work outside of the original agreement (Res 160)
Contract Term: 9/1/22 – 12/31/26
Contract Amount: \$139,250.00

Thanks much,
Michelle

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please note: I am currently working a modified schedule in accordance with COVID 19 response guidelines. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

1
2
3 **2022 RES-160**

4 CONTRACT AMENDMENT NO. 1 OF CONTRACT WITH ECOENGINEERS FOR
5 RENEWABLE FUEL STANDARD (RFS) REPORTING AND COMPLIANCE CONSULTANT

6 The Department of Waste & Renewables awarded a contract to TPR Enterprises, LLC (d/b/a
7 EcoEngineers) for Renewable Fuel Standard (RFS) Reporting and Compliance Consultant at
8 the Dane County Landfill Site No. 2, Proposal No. 321033.
9

10 The following change is requested: Contract Amendment No. 1 to increase the total contract
11 amount by \$139,250.00 (2022 PO increased by \$79,250 and subsequent years increased by
12 \$15,000) for consulting assistance with voluntary carbon markets, use of EcoEngineers RIN
13 Management platform, and quality assurance on all RIN generation transactions.
14

15 **NOW, THEREFORE, BE IT RESOLVED** that Contract Amendment No. 1 for a total increase of
16 \$139,250.00 be approved to the Contract with EcoEngineers for the above listed changes; and
17

18 **BE IT FURTHER RESOLVED** that the County Executive and the County Clerk be authorized to
19 sign Addendum No. 1 of the Agreement; and
20

21 **BE IT FINALLY RESOLVED** that the Department of Waste & Renewables be directed to
22 ensure complete performance of the Contract.



DANE COUNTY CONTRACT

ADDENDUM #14486A

Revised 06/2021

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as "County") and TPR Enterprises, LLC, d/b/a EcoEngineers (hereinafter, "Provider").

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract #14486, have previously entered into a contractual relationship pursuant to which Provider provides Renewable Fuel Standard (RFS) Reporting and Compliance services, and

WHEREAS County and Provider wish to amend the Master Agreement in order to expand the original scope of work.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. Increase the PO #20220052-00 by \$79,250.00 for additional work outside of original Agreement (refer to attached proposal).
4. Increase the overall contract amount by \$139,250.00 as detailed in the table below.

Year	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Allotted Amount
2022	Annual Reporting Requirements \$27,450	Training Seminar \$10,000	Training Customization Fee \$5,000	CMP Development \$7,000	Consulting Requirements \$15,000	Voluntary Carbon Markets \$73,000	Review RIN Generation Transactions \$2,250	Ecoe RIN Management Platform \$4,000	\$143,700
2023	Annual Reporting Requirements \$27,450	Training Seminar \$10,000	CMP Annual Updates \$2,000	LCA Annual Updates \$12,000	Consulting Requirements \$10,000	Review RIN Generation Transactions \$5,400	Ecoe RIN Management Platform \$9,600		\$76,450
2024	Annual Reporting Requirements \$27,450	Training Seminar \$10,000	CMP Annual Updates \$2,000	LCA Annual Updates \$12,000	Consulting Requirements \$10,000	3-Year Engineering Review \$5,000	Review RIN Generation Transactions \$5,400	Ecoe RIN Management Platform \$9,600	\$81,450
2025	Annual Reporting Requirements \$27,450	Training Seminar \$10,000	CMP Annual Updates \$2,000	LCA Annual Updates \$12,000	Consulting Requirements \$10,000	Review RIN Generation Transactions \$5,400	Ecoe RIN Management Platform \$9,600		\$76,450
2026	Annual Reporting Requirements \$27,450	Training Seminar \$10,000	CMP Annual Updates \$2,000	LCA Annual Updates \$12,000	Consulting Requirements \$10,000	Review RIN Generation Transactions \$5,400	Ecoe RIN Management Platform \$9,600		\$76,450
								Total	\$454,500

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:

<i>Shashi Menon</i>	August 17, 2022
_____	_____
Shashi Menon	Date
Chief Executive Officer	

* * *

FOR COUNTY:

_____	_____
Joseph T. Parisi	Date
Dane County Executive	

Greenhouse Gas Consulting
Services for Landfill Gas
Offset Project

Dane County, WI

August 8, 2022

Proposal #O08092022DLGKM

[clean energy economy]

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CONTACT

John Welch, P.E. –Director
welch@countyofdane.com
Dane County Department of Waste & Renewables
(608) 516-4154

Proposal #O08092022DLGKM

Original Revised

1.0 EXECUTIVE SUMMARY

EcoEngineers thanks you for the opportunity to submit this proposal for Dane County, WI (the “Client”). It is our understanding that the goal of the project is for Client to develop a voluntary carbon credit project based on increased gas capture from improved well field tuning technology. EcoEngineers is a trusted partner of Dane County on a variety of topics including regulatory engagement, training, and asset development. We hope to grow our partnership as you expand into the sphere of offset project development.

This proposal is for the completion of a) EcoUniversity training, b) offset project development, and c) GHG accounting consulting to support this project.

Our project team has extensive experience in voluntary carbon credit programs, having been involved in over 60 offset projects as verifiers and project developers. We have provided specialized training, auditing, and advice for some of America’s largest waste companies in pursuit of offset project development. In addition, our staff has worked on climate action planning for corporations and communities and are very familiar with the ICLEI inventory management system.

The following sections detail the project team, scope of work, timeline, deliverables, and fee.

2.0 PROJECT TEAM

Available resources that will be allocated to this project are as follows:

- Kathy Macbeth – Director of Strategic development and Account Manager
- David LaGreca – Senior Carbon Consultant
- Michael Welch – Carbon Consultant
- Conner Adams – Carbon Consultant
- Other technical resources as necessary

3.0 SCOPE OF WORK

A description of each service is provided below to outline the services provided under this proposal. This scope of work is based on our recent conversation.

- **Task 1** covers EcoUniversity training regarding voluntary offset programs and their application to County operations, greenhouse gas (GHG) accounting, and the process for development of an offset project. We will also facilitate a strategic planning session covering GHG projects in the county.
- **Task 2** is to assist in the qualification and registration of an ACR-registered landfill gas destruction project based on the Client's improved landfill gas tuning process.
- **Task 3** is an open budget item for time and materials consulting on GHG accounting implications for County climate goals based on participation in crediting programs, and other topics.

Task 1: EcoUniversity

EcoEngineers will provide EcoUniversity training workshops defined as follows: Key personnel from EcoEngineers will present a comprehensive training and education program detailing voluntary offset programs, GHG accounting, and the process for development of an offset project as they apply to the Client's landfill operations. The workshop will consist of a half day presentation and strategy session to be delivered in person. Up to two presenters will host the training. Time and expenses for travel will be billed separately. An outline of the presentation is provided below.

- a. Voluntary offset programs
 - Overview of voluntary market and registries
 - Applicable concepts for the Client
 - Project development
 - Additional topics as requested
- b. GHG accounting
 - Scopes 1, 2, 3
 - Applications for the Client
- c. How the LFG project would progress
 - Data needs
 - Staff involvement
 - Steps for registration
- d. Facilitate strategic planning session
 - Carbon projects
 - Climate action planning

Task 2: Qualification and registration of carbon offset project

This SOW is for the qualification and registration of the carbon offset project through the American Carbon Registry (ACR). This will include the entire project registration process from initial registration with the registry through validation/verification support for the initial reporting period. EcoEngineers will first confirm the applicability of the project activities to the eligibility criteria in the Landfill Gas Destruction and Beneficial Use Projects protocol Version 2.0. Next, EcoEngineers will submit the project listing document and respond to any registry comments. As for the main objective, EcoEngineers will create the monitoring plan, project design document (PDD), and submit these for verification. EcoEngineers will assist in the selection of the third-party validator/verifier and assist in the initial project validation and verification. The costs of validation and verification are outside the scope of this agreement and time and materials for site visits with the third-party company will be additional.

The final deliverable for this task will be a combined validation/verification report submitted to ACR.

An outline of this task is provided below:

- Summarizing project background and applied technologies
- Confirming applicability
 - Process flow diagrams
 - Maintenance records
- Demonstrating additionality
 - Identification of alternatives
 - Barriers analysis
 - Common practice analysis
- Justifying baseline scenario
 - Identification of alternatives
 - Barriers analysis

- Develop monitoring plan
 - Data and parameters
 - Estimated, calculated, measured
 - Frequency
- Manufacturer's specifications
- Policies, methods, and procedures
 - GHG emission reduction quantification
 - Quantification approach
 - Confirm assumptions, emission factors
 - Review and modify MS Excel spreadsheet (as needed)
- Complete project design document (PDD) using template of selected GHG program
- Conduct site visit to facility, if needed (Additional T&E charge)
- Respond to GHG registry comments (if applicable)
- Client support through validation/verification phase
 - Ensure project monitoring conforms to monitoring plan
 - Update monitoring plan, as needed
 - Provide GHG assertion for selected reporting period
 - Address all GHG verifier questions regarding project description document, calculations, and supporting documents
 - Address all GHG registry questions regarding project description document and supporting documents
 - Conduct site visit(s) with verifier (Additional T&E charge)

Task 3: Voluntary markets and GHG accounting – Ongoing consulting support

The Client may retain EcoEngineers to provide ongoing renewable energy consulting services that may include the following services:

- GHG inventory and climate action plan implications of carbon projects
- ICLEI inventory development or review
- Applications of LFG capture and CI scoring
- Offset credit marketing and
- Other topics as needed

All work under this task must be authorized by the Client (email sufficient). Projects of a more complex nature may require a separate scope of work, cost estimate, and timeline.

4.0 PROJECT TIMELINE

Timeframe	Task #	Description of activities
6 weeks lead time	1	EcoUniversity
6 weeks from data receipt	2	Project registration
Ongoing	3	T&M consulting work

5.0 PROJECT DELIVERABLES

Final deliverables include the following:

Task #	Final deliverable description
1	EcoUniversity presentation
2	Validation and Verification report

* All materials will be provided electronically.

6.0 PROJECT FEE SCHEDULE

The following activities and their associated costs are outlined below for consulting services for the project.

Acct. code	Task #	Description	Unit	Price
2900	1	EcoUniversity	LS	\$8,000
2620	2	Project registration	LS	\$45,000
2640	3	Ongoing support	Not to exceed	\$20,000
Total				\$73,000

The total funds requested for these services are \$73,000 (excluding taxes where applicable). The costs provided in this proposal are based on the information provided. If new information provided necessitates a change in scope, then an updated proposal will be provided. All ongoing consultation tasks must be agreed upon via email prior to commencement.

7.0 OTHER SOW-SPECIFIC TERMS AND CONDITIONS

Unforeseen regulatory changes proposed/implemented by USEPA, CARB, Registries, or regulatory bodies governing the services during this project may impact the services provided in this proposal. If such changes occur, then EcoEngineers will notify Client and provide an amended scope of work.

8.0 AGREEMENT TERMS AND CONDITIONS

The attached Scope of Work ("**SOW**"), adopts and incorporates by reference the terms and conditions of the existing contract, between TPR Enterprises, LLC, d/b/a Eco Engineers, an Iowa limited liability company ("**EcoEngineers**") and Dane County Department of Waste & Renewables ("**Client**"), as it may be amended from time to time.

This SOW is effective beginning on date signed below, ("**Effective Date**") and will remain in effect until terminated in accordance with the MSA. Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW and the MSA.

General conditions

SOW number:	#O08092022DLGKM
Proposal amount:	\$73,000 USD
Down payment:	\$26,500 USD (50% of Tasks 1-2)
Terms of payment:	Remainder progress billed due within 30 days and prior to final report submission
Taxes:	Not included
Pricing:	Proposal and pricing valid for 30 days

IN WITNESS WHEREOF, the parties hereto have executed this SOW as of the date below.

Dane County Department of Waste & Renewables:

EcoEngineers:

Authorized Signature

Shashi Menon

Authorized Signature

Full Name

Shashi Menon

Full Name

Title

CEO

Title

Date

August 17, 2022

Effective Date

PROPOSAL #:	#R09212021KM
MSA#:	Dane County Contract #14486
PROJECT#:	#DCL51021KM-R
CLIENT:	Dane County Waste & Renewables
1. CLIENT OBJECTIVE:	Dane County has requested EcoEngineers to review all RFS RIN generation transactions submitted by Anew prior to allocation. RIN generation review and confirmation is in progress - work order is to extend scope of work to contract expiration on December 31, 2026 +
2. PROJECT TEAM:	Alicia Jones, Director of Compliance
3. SCOPE OF WORK:	Review monthly RIN generation report by 5th day after receipt of allocation information from offtake partner, Kwik Trip, and provide confirmation via email to John Welch and Ali Rathsack.
4. PROJECT TIMELINE:	In progress and to contract expiration on December 31, 2026
5. DELIVERABLES:	Confirmation of monthly RIN generation and allocation of Dane County Waste & Renewables RINs from RNG provided by Anew
6. PROJECT FEE SCHEDULE:	\$450 Monthly/\$5,400 Annually
JOB CODE:	2500

GENERAL CONDITIONS:

AGREEMENT:	The work authorization incorporates the terms and conditions of the referenced Master Services Agreement (MSA)
PROPOSAL AMOUNT:	\$ 21,600
DOWN PAYMENT:	\$ N/A
TERMS OF PAYMENT:	Down Payment due upon Work Authorization Agreement, Remainder progress billed due net 30 and prior to final report submission
TAXES:	Not included
PRICING:	Proposal and pricing valid for 30 days

IN WITNESS WHEREOF, the parties hereto have executed this Work Authorization as of the date below.

Client:

EcoEngineers:

AUTHORIZED SIGNATURE

FULL NAME

JOB TITLE

DATE

Shashi Menon

AUTHORIZED SIGNATURE

Shashi Menon

FULL NAME

CEO

JOB TITLE

Aug 17, 2022

DATE

PROPOSAL #:	#R09212021KM
MSA#:	Dane County Contract #14486
PROJECT#:	#DCL51021KM-R
CLIENT:	Dane County Waste & Renewables
1. CLIENT OBJECTIVE:	Amend Dane County Contract #14486 to extend subscription to EcoEngineers RIN Management Platform to contract expiration on December 31, 2026.
2. PROJECT TEAM:	Alicia Jones, Compliance Director and Linda Ackelson, Regulatory Consultant
3. SCOPE OF WORK:	Extend Eco RIN management platform subscription to Dane County Waste & Renewables
4. PROJECT TIMELINE:	In progress to contract expiration on December 31, 2026.
5. DELIVERABLES:	Preparation of quarterly RFS reports, annual attest coordination and filing, help desk support and system maintenance
6. PROJECT FEE SCHEDULE:	\$800 Monthly Subscription Fee
JOB CODE:	2500

GENERAL CONDITIONS:

AGREEMENT:	The work authorization incorporates the terms and conditions of the referenced Master Services Agreement (MSA)
PROPOSAL AMOUNT:	\$ 38,400
DOWN PAYMENT:	\$ N/A
TERMS OF PAYMENT:	Down Payment due upon Work Authorization Agreement, Remainder progress billed due net 30 and prior to final report submission
TAXES:	Not included
PRICING:	Proposal and pricing valid for 30 days

IN WITNESS WHEREOF, the parties hereto have executed this Work Authorization as of the date below.

Client:

EcoEngineers:

AUTHORIZED SIGNATURE

FULL NAME

JOB TITLE

DATE

AUTHORIZED SIGNATURE

Shashi Menon

Shashi Menon

FULL NAME

CEO

JOB TITLE

Aug 17, 2022

DATE