



Bid Waiver Form

Revised 02/2020

Short Description of Goods/Services	Design Development & Fabrication of Trash Lab: Reimaging Waste
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Date	05/11/2020
Department	Waste & Renewables
Name	Roxanne Wienkes
Email	Wienkes.Roxanne@countyofdane.com
Phone	(608) 509-6681
Purchasing Officer	Pete Patten

Vendor Name	Madison Children's Museum
Vendor MUNIS #	29179
Requisition #	
Requisition Year	2020
Total Cost	\$ 80,000

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

The mobile educational trailer we are seeking to build will house interactive, museum style exhibits to engage youth and adults alike on the topic of waste management. Displays will focus on waste minimization, the creation and science behind biogas and its use as a renewable energy, and sustainable materials management through reduced consumption, reuse, and recycling. Additional displays that demonstrate the impacts of improper management of waste and hazardous materials have on the ecosystem and human health will also be developed.

The Design Development phase of this Trash Lab project would take place from June 1-August 31, 2020 and Fabrication and Installation would take place September 1-December 15, 2020.

A preliminary estimate for completed project work in these two phases is roughly \$330 per square foot for 240 square feet of exhibit space, approximately \$80,000.

Procurement Exception List (place an "X" next to any that apply)	
	Emergency Procurement
x	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
	Unique and specific technical qualifications are required
	A special adaptation for a special purpose is required
	A unique or opportune buying condition exists

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception chosen:

The sort of exhibit design and fabrication required for this project is the Madison's Children Museum's (MCM) realm of expertise. They have been designing educational, family friendly exhibits for the Madison community for over 30 years. MCM undoubtedly meets the qualifications for our mobile educational trailer project. MCM has also done educational exhibit design and development type of work with other local organizations in the past, and was referred to us by the Wisconsin Energy Institute.

Our Department did our due diligence by attempting to connect with other potential partner organizations as well, such as the Aldo Leopold Nature Center, a local organization that houses exhibits and educational programs for children. The Aldo Leopold Nature Center (ALNC) expressed enthusiasm for our project, but said they do not have the capacity or resources for exhibit design and development that MCM possesses. ALNC agreed that MCM was likely the best and only organization to do this type of work in the Madison area.

We have not found any other organizations in the area that possess the expertise in educational exhibit design & fabrication geared for youth and adults, other than the Madison's Children Museum. As a result, we believe MCM is the only vendor that possesses the ability to meet the unique needs and requirements of this project.

Bid Waiver Approval (Purchasing Use Only)

Under \$37,000 Controller Approval	Date

\$37,000 or over Personnel & Finance Committee Approval Date	



100 North Hamilton Street, Madison, WI 53703
Contact: Brenda Baker, Director of Exhibits
bbaker@madisonchildrensmuseum.org

QUOTE

for Trash Lab Exhibit Development by Madison Children's Museum

Dane County Department of Waste & Renewables
Attention: Sujata Gautam, John Welch and Roxanne Wienkes
7102 US Highway 12 | Madison, WI 53718

May 11, 2020

Trash Lab: Mobile Sustainability and Environmental Education Lab

Phase: Design Development: June 1—August 31, 2020

Phase: Fabrication & Installation: September 1—December 15, 2020

Project Delivery: December 15, 2020

A preliminary estimate for completed project work in these two phases is roughly between \$300-\$330 per square foot for 240 square feet of exhibit space, or \$72,000—80,000.

Phase: Design Development

\$8,000	Content production -- writing and testing
\$8,000	Graphic design services
\$4,000	Interactive prototyping, including labor and materials
\$3,000	Exhibit layout and modular panel system design
\$3,000	Tech prototyping, including labor and materials
\$1,500	Photography for content as needed
\$500	Translation services
TOTAL this phase \$28,000	

Phase: Fabrication and Installation

\$26,000	Fabrication and installation labor, including carpentry and welding
\$6,000	Tech purchases, including hardware, apps, back-ups and labor
\$5,000	Materials beyond salvage
\$4,000	Exterior vinyl wrap
\$3,000	Sign panel and graphics printing costs
\$3,000	Objects and artifacts, including seating
\$1,500	Lighting
\$1,500	Installation hardware
\$1,000	Photography for marketing and archiving
\$1,000	Marketing graphic design production
TOTAL this phase \$52,000	

Dane County Department of Waste & Renewables potential reductions

(If Dane County is able to provide the following services, MCM's invoices will reflect these reductions from proposed billing totals above.)

\$(2,000)	In-house Dane County printing services
\$(2,000)	In-house shop services for fabrication
\$(1,000)	Educational model direct purchases
\$(1,000)	Auxiliary tent purchases
\$(4,000)	Contingency budget
TOTAL this phase \$(10,000)	

Terms of Payment:

Phase: Design Development

Due July 15, 2020: First Half installment: \$14,000

Due August 31, 2020: Second Half Installment: \$14,000

Phase: Fabrication and Installation

Due October 15, 2020: First Half Installment \$26,000

Due December 15, 2020: Second Half Installment (completion) \$26,000

Madison Children's Museum:

Brenda Baker, Director of Exhibits



May 11, 2020

Thank you for supporting Madison Children's Museum.

Dane County Dept. of Waste & Renewables

Date _____



100 North Hamilton Street, Madison, WI 53703
Contact: Brenda Baker, Director of Exhibits
bbaker@madisonchildrensmuseum.org

PROPOSAL OF GOODS AND SERVICES

for Trash Lab Exhibit Development by Madison Children's Museum

Dane County Department of Waste & Renewables (DCDoW&R)
Attention: Sujata Gautam, John Welch and Roxanne Wienkes
7102 US Highway 12 | Madison, WI 53718

May 11, 2020

This proposal covers exhibit development for the new Mobile Sustainability and Environmental Education Lab (Trash Lab) and covers the final two phases of the project:

Phase: Design Development: June 1—August 31, 2020

Phase: Fabrication & Installation: September 1—December 15, 2020

Project Delivery: December 15, 2020

Phase: Design Development

Madison Children's Museum proposes to work with Dane County staff and independently to:

- Organize at least six check-in/progress meetings (may be virtual) with Dane County Staff
- Test messaging and exhibit concepts with target audience
- Finalize exhibit narrative outline
- Copywrite exhibit text in draft form
- Finalize exhibit text
- Coordinate translation of text by accredited translation service
- Finalize schematic of exhibit layout
- Design and prototype interactives and their integration into the narrative
- Define 3 design directions for consideration
- Finalize design of sign panels and graphics
- Design exterior wrap and select contractor
- Update project budget as needed
- Update project timeline as needed
- Update project parameters and responsibilities between agencies

Dane County Department of Waste and Renewables will:

- Meet with MCM staff at least six times (may be virtually) to review plans and development ideas and give feedback
- Provide final files for educational/video resources
- Source and procure educational models as needed
- Update staff resources available, including time available
- Coordinate efforts with third party vendors, for example, media providers and educational materials providers (like Wisconsin Energy Institute)
- Continue collecting potential useable reclaimed materials for exhibit fabrication
- Get specifications about project flow and procedures for using Dane County resources for printing, graphics or wood/metal shops
- Clarify goals regarding use of interactives to collect visitor data and feedback, and clarify who would oversee this part of the project development
- Sign off on project direction at key project milestones

Phase: Fabrication and Installation

Madison Children's Museum proposes to work with Dane County staff and independently to:

- Organize at least six check-in/progress meetings (may be virtual) with Dane County Staff
- Finalize exhibit text
- Fabricate and install exhibit components and panel system
- Fabricate and install exhibit interactives
- Develop clear maintenance agreement for first 6 months of operation
- Coordinate with DCDoW&R shop to fabricate components as needed
- Coordinate with subcontractors to fabricate components as needed
- Coordinate with DCDoW&R printshop to print sign panels and graphics
- Contract with outside print house for die-cut sign panels as needed
- Install (or contract for) sign panels and graphics
- Contract sign company to print and install exterior wrap
- Provide summary of expenses, labor, production costs
- Provide web assets for Trash Lab marketing

Dane County Department of Waste and Renewables will:

- Meet with MCM staff at least six times (may be virtually) to review plans and development ideas and give feedback
- Fabricate exhibit components as defined in Design Development and overseen by MCM
- Coordinate in-house printing through Dane County services
- Sign off on project direction at key project milestones

<u>MCM Design and Fabrication Team:</u> <u>Estimate of Hours</u>	<u>Hours</u> <u>Design Dev. Phase</u>	<u>Hours</u> <u>Fab. & Install Phase</u>
Brenda Baker, Director of Exhibits	200-240	60-100
Nadia Niggli, Senior Project Designer	200-240	120-180
Jon Edwards, Senior Exhibit Fabricator	120-180	240-300
Jim Schrader, Interactive Technology Specialist	60-80	60-80
Cheryl DeWelt, Environmental Educ. Manager	40-50	40-50
Sarah Deppe, Exhibit Fabricator	20-30	40-60
George Bruhn, Exhibit Fabricator	-	60-80
Tim Dreyer, Project Manager	-	10-20

Madison Children's Museum:

Brenda Baker, Director of Exhibits



May 11, 2020

Thank you for supporting Madison Children's Museum.

Dane County Dept. of Waste & Renewables

Date _____