



Request for Waiver of Bid Procurement

I. Program Description and Current Operations

Date: 1/11/18

Service or Goods to be Purchased: Master Plan RFP facilitation

Expenditure Amount: \$100,000

Vendor Name: Vandewalle and Assoc.

Department: AEC

Name of Contact Person: Mark Clarke

Name of Program: CPAEC58954

Requisition Number: 2448

- II. Chapter 25 of Dane County Ordinance codifies the County's purchasing and contracting process. Included in this chapter, 25.08(18) allows for exceptions to the competitive bidding process for a variety of reasons.

Below is a list of exceptions specified in the ordinance. Choose the one most appropriate to your request.

Emergency procurement

Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

When unique and specific technical qualifications are required

When special adaptation for a special purpose is required

When a unique or opportune buying condition exists

- III. State your rationale for request for waiver. Please be specific.

The County has allocated 100K for facilitation of the next phase of the AEC planning process. Once a consultant has been identified to create the masterplan, the oversight committee wishes to continue to use the services of Vandewalle and associates through out the master plan phase. Their services will be utilized to facilitate the public outreach portion of the planning phase along with the guidance in the oversight committees duties. Vandewalle will also help design a road map for execution of the master plan results.

Vandewalle has been involved with the past phase which was public outreach. Their unique skills in the area of master planning and community engagement has been very valuable to the County. Bringing on another firm this far down the process would require many hours of research and time to bring a new company up to speed with work already completed.