



Bid Waiver Form

Revised 02/2023

Short Description of Goods/Services	Structural Engineering Services for C&D Recycling Facility	Total Cost	95,000.00		
Vendor Name	Ayres Associates	MUNIS #		Req #	
Purchasing Officer	Pete Patten	Date	5/15/23		
Department	Waste & Renewables	Email	Rathsack.Allison@countyofdane.com		
Name	Allison Rathsack	Phone	608.514.2319		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

Ayres will perform the services and prepare deliverables as detailed below for Detailed Inspection of Damages, Report, and Recommendations report (\$25,000):

1. Review available pictures, building plans, reports, maintenance history, and other available information about the building.
2. Coordinate with the client to set up a time for the site visit.
3. Conduct a site visit by structural engineers to inspect readily accessible structural features of the building and document problem conditions that are observed or can be readily inferred without destructive testing.
4. Document in-service, damage, defects, and condition findings in a report including photos.
5. Provide recommendations for repairs for review and approval.
6. Conduct a virtual meeting to discuss the report findings and any review comments.

Ayres will perform the services and prepare deliverables as detailed below for Design and Construction Documents (\$70,000):

1. Perform structural calculations and develop plans for repairs and modifications to the existing building.
2. Perform two (2) site visits to confirm conditions and dimensions.
3. Facilitate monthly virtual meetings.
4. Provide construction plans and technical specifications for use in securing construction bids.
5. Attend a pre-bid meeting at the site with potential contractors.
6. Answer questions and issue up to two (2) addendums during bidding.
7. Review bids received and provide input.

Send to a Purchasing Officer Once Completed



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Procurement Exception List

- Emergency Procurement
- Unique and specific technical qualifications are required
- A special adaptation for a special purpose is required
- A unique or opportune buying condition exists
- Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

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(s) chosen:

Dane County owns and maintains a Construction & Demolition (C&D) recycling facility where a third-party, LRS, operates the facility. The C&D facility is an industrial facility with large heavy equipment operated within and around the building.

Dane County was made aware that the building was in need of repair and upon Dane County review of the facility conditions, several structural items were noted as potentially concerning. Dane County had Ayres Associates conduct an initial review of the accessible and readily visible damaged areas of the building on January 23, 2023.

Ayres Associates noted several observations related to the main steel frame, roof joists, concrete walls, and cross bracing. Damage appeared to be consistent with operating heavy equipment within a building. Ayres also noted that repairs should be made to ensure the long-term safety and performance of the building.

It was also noted that the damage does not appear to currently necessitate the closure of the building but was recommended that repairs be made prior to next winter when the building is subject to it's largest roof loading from snow.

Since Ayres Associates was the certifying engineer to state that operations may continue, it is best practice to have that same certifying engineer conduct the assessment, determine corrective action measures, and prepare the necessary plans to address the corrective actions.

Bid Waiver Approval (For Purchasing Use Only)

Under \$43,000 (Controller)

\$43,000+ (Personnel & Finance Committee)

Date Approved:

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