



ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, written or typed).

[] an individual, [] a corporation (please mark appropriate box), duly organized under the laws of the State of _____.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within Ottawa County Terms and Conditions. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



ATTACHMENT A – (CONTINUED)

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Workers' Compensation; Employers' Liability and General, Contractual and Professional Liability to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Company Name: _____

Contact Name and Title: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Website: _____

Federal Employer Identification Number: _____

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: _____
(Signature of Authorized Representative) _____
Date

(Printed Name and Title of Authorized Representative)



ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Vendor Reference 1			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 2			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 3			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

ATTACHMENT C - PROPOSAL RESPONSE

To be submitted as a stand-alone document, the proposal response should be clear and concise narrative, providing detailed information and responses to all questions listed below.

1. **COMPANY HISTORY AND BACKGROUND:** Describe your firm, including the date founded and ownership. How many years has your firm been providing the requested services? Provide the location of the office or offices that will deliver the requested services. Describe any relevant industry certifications and achievements.
2. **EXPERIENCE AND QUALIFICATIONS:** Describe your firm's extensive experience and qualifications in delivering professional services to public-sector entities, with a particular focus on county or other local municipal governmental units related to landfills. Provide specific projects as applicable. Highlight your expertise in working on landfills designated as 'Superfund' sites and your proven track record of collaborating with both the Environmental Protection Agency (EPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Provide the names and qualifications of the team members assigned to this project.
3. **REFERENCES AND PREVIOUS PROJECTS:** Provide additional project information based on the references submitted. Details should include information on how these projects compare to the Ottawa County Southwest Landfill project. Information presented should cover project goals, timelines, cost management, problems overcome, and outcomes.
4. **PROPOSAL RESPONSE:** Describe the services and expertise your firm plans to deliver in response to the Scope of Services outlined in the RFP. The response should include details such as the understanding of primary goals, stakeholder engagement, review of the current environment, and the presentation of the final assessment/project recommendations. Vendors are encouraged to highlight their ability to provide a unique perspective in their proposal response. Any milestones identified in your firm's response should be noted in the proposed project timeline.
5. **PROJECT TIMELINE:** Provide a project timeline that outlines key dates and deliverables as presented in the RFP. The timeline should include each of the project milestones noted in the RFP scope and information on how measurables are met.
6. **COMPENSATION:** Provide your expected type of compensation, including applicable hourly rates based on individual qualifications and experience and/or flat fee rates. Your pricing information should directly relate to the scope of services outlined in the RFP. If providing pricing information based on milestone payments, detail how these align with the project timeline and distinct project phases. This section of the proposal response is also to provide details on the cost associated with each phase of the project, including consultation hours, document analysis, on-site reviews, idea generation, and presentation preparation. Note that any rates submitted remain subject to negotiation after submission.