

DOOR COUNTY SWCD

COST CONTAINMENT PROCEDURE

The following is an outline of the procedures concerning the bidding/cost-sharing process which must be followed to remain eligible for cost-sharing. Note that Door County Soil and Water Conservation Department (SWCD) does not award any contracts. All contracts are between the landowner and the bidding contractor. Door County SWCD's role in this procedure is:

1. Assist landowners in obtaining bids from contractors.
2. Provide a fair consistent way for contractors to bid on conservation projects.
3. Keep project costs at a reasonable level as required by SWCD's cost containment policy.

PROCEDURE

- I. The Land Conservation Committee (LCC) approves a cost-share agreement with the landowner(s).
- II. The SWCD or a private consultant completes planning and design of conservation practices. This includes a construction plan, specifications, and estimated quantities of the project.
- III. The Landowner accepts the plans and chooses one of the following cost-containment procedures for each best management practice (BMP) to remain eligible for cost-sharing. Either A or B must be followed with no overlap between the two.
 - A. Sealed Bids Procedure.

If the sealed bid method of cost containment is chosen, then sealed bids will be required by the SWCD, on behalf of the cost-share recipient for any structural BMP if the estimated total cost, as determined by the Door County SWCD, exceeds \$3,000. Bids will not be required for BMPs with an estimated cost of equal to or less than \$3,000. Cost-sharing on projects with an estimated cost of less than \$3,000 shall be limited to the estimated cost-sharing. If this is unacceptable to the landowner prior bids will be required. The SWCD will request sealed bids, on behalf of the cost-share recipient, from qualified contractors to be opened on a specific date. All bids must be received by the SWCD by the specified date on the notification for the bid request. The SWCD has the right to reject any bid and all bids if they are not submitted by a qualified contractor or if they are not within 125% of the estimated cost, as determined by the SWCD. A minimum of two bids for each BMP identified on the cost-share agreement will be required. Cost-sharing will be based on the lowest bid or the second lowest bid provided the second lowest bid does not exceed 125% of SWCD's estimate for the BMP. In cases where the SWCD receives only one bid, the SWCD will determine if the bid constitutes an appropriate bid for the project. Appropriate means the bid is within a 125% range of the estimate cost, as determined by the SWCD for the project. If the lone bid received is not deemed appropriate, the SWCD, on behalf of the cost-share recipient, shall request additional sealed bids from qualified contractors. The cost-share recipient may chose not to request additional bids. At this point the SWCD will limit the cost-sharing based on the estimated cost method described in B) below.

1. The Door County SWCD will publish a request for bids (see Attachment #1) including:
 - Landowner name and address - SWCD Phone number and address.
 - Description of the best management practice to be installed.
 - Site showing date/time.
 - Bid deadline.
 - General instructions for interested contractors.
 - Disclaimers.
2. Potential bidders will receive:
 - Construction plans.
 - An estimate of materials which will be needed. (See Attachment #2)
 - SWCD bid sheet and bid schedule. (See Attachment #3)

These will be available at the site showing or at the SWCD office.

3. Contractors will have until 2:00 p.m. on the date specified to submit a sealed bid to the SWCD office. Bids must include all SWCD forms and the bidders terms or the bid will not be accepted. Items to be included in the sealed bid include:
 - Name, address, and phone number of the bidder.
 - Estimated starting and completion dates.
 - Itemized and total bid price.
 - Terms of payment.
 - Signature line for contractor and landowner.
4. Sealed bids will be publicly opened and reviewed by SWCD and the landowner. The SWCD has the right to reject any and all bids. The landowner may reject or accept any bids however, cost-sharing will be based on the lowest or second lowest SWCD approved bid.

B. Estimated Costs Procedure.

If this method of cost containment is to be used, an estimated cost for each BMP will be prepared by the SWCD. The maximum cost-sharing eligible for the BMPs shall be calculated based on the actual BMP installation costs, not to exceed the maximum eligible cost-sharing of the estimated cost of the BMP.

- IV. After the landowner chooses a contractor, both parties will sign the accepted bid/proposal.

- V. Unforeseen costs not accounted for in the original bid/proposal must be approved prior to installation and require a Change of Work Order (see Attachment #4). To remain eligible for cost-sharing, additional costs must be approved by the SWCD and the landowner.
- VI. After construction when the SWCD certifies the practice is complete and meets all standards and specifications, the landowner must request reimbursement of costs. The following are required prior to disbursement of cost-share payment and constitute a reimbursement request:
- Itemized final bills from each contractor.
 - Receipts dated, signed, and marked paid for needed supplies.
 - Canceled checks for any payments made by the landowner.
 - Waiver of Lien signed by each contractor.
 - Landowners itemized, signed and dated in-kind costs.
 - Reporting of any and all other cost-share grants approved and/or received.
- VII. If all contractors are paid in full by the landowner, cost-share checks will be paid to the order of the landowner. If there are outstanding bills for the project, multi-party checks will be issued at the request of the landowner provided the landowners share of the costs are paid in full.