Integrated Anaerobic Digester System Program
Request for Proposals
& Application Template

Proposals Due: July 3, 2017 by 5:00pm CDT

Date of Issue: January 3, 2017
Date of Errata I: February 23, 2017
Date of Errata II: May 24, 2017
Below is a list of items within the RFP that have been changed or clarified from the original version of the document that was released on January 3, 2017. The RFP document reflecting these changes is now available on the PSC website. For any additional comments or clarifications, please contact OEI@Wisconsin.gov. Thank you for your continued interest in the program!

Errata I – February 23, 2017

Changes are highlighted in the appropriate sections below.

<table>
<thead>
<tr>
<th>Page</th>
<th>Original Version</th>
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<tbody>
<tr>
<td>3</td>
<td>Proposal Due Date: May 1, 2017 by 5:00pm CST</td>
<td>Proposal Due Date: July 3, 2017 by 5:00pm CST</td>
</tr>
<tr>
<td>3</td>
<td>Deadline to respond to reviewer comments: May 26, 2017</td>
<td>Deadline to respond to reviewer comments: July 28, 2017</td>
</tr>
<tr>
<td>3</td>
<td>Applicants notified of award status via e-mail: June 5, 2017</td>
<td>Applicants notified of award status via e-mail: August 7, 2017</td>
</tr>
<tr>
<td>3</td>
<td>Last day for awardees to accept award: June 15, 2017</td>
<td>Last day for awardees to accept award: August 17, 2017</td>
</tr>
<tr>
<td>5</td>
<td>Under the <em>Focus on Energy Incentive Levels</em> section, it states in the first paragraph, “The higher the kBTU or Therms produced or offset per dollar spent, the more Cost-effective the project and the better a proposal will fair during the evaluation process.”</td>
<td>This sentence should read, “The higher the kWh or Therms produced or offset per dollar spent, the more Cost-effective the project and the better a proposal will fair during the evaluation process.”</td>
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<tr>
<td>15</td>
<td>● The number of animal units as part of the consortium (10 pts):  o 4,999 animal units minimum (2 pts)  o 5,000-9,999 animal units (4 pts)  o 10,000-14,999 animal units (6 pts)  o 15,000-24,999 animal units (8 pts)  o 25,000 animal units or more (10 pts)</td>
<td>● The number of animal units as part of the consortium (10 pts):  o 4,999 animal units or less (2 pts)  o 5,000-9,999 animal units (4 pts)  o 10,000-14,999 animal units (6 pts)  o 15,000-24,999 animal units (8 pts)  o 25,000 animal units or more (10 pts)</td>
</tr>
<tr>
<td>26</td>
<td>Table 7 – Project Timeline: “Quarter/Year Completion Date” column is formatted with “$”</td>
<td>Table 7 – Project Timeline: “$” are removed from the “Quarter/Year Completion Date” column</td>
</tr>
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Errata II – May 24, 2017

Changes are highlighted in the appropriate sections below.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>8</td>
<td>Table 1:  Manure/effluent Storage Systems  Manure Transfer/Piping  Nutrient Management Planning</td>
<td>Manure/effluent Storage Systems  Manure Transfer/Piping  Nutrient Management Planning</td>
</tr>
<tr>
<td>9</td>
<td>Added – Webinar June 5, 1:00 pm CDT</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Deadline to respond to reviewer comments July 28, 2017 by 5:00pm CST</td>
<td>Removed - Deadline to Respond to Reviewer Comments – July 28, 2017 5:00pm CDT</td>
</tr>
<tr>
<td>9</td>
<td>Applicants notified of award status via e-mail - August 7, 2017</td>
<td>Applicants notified of award status via e-mail - August 24, 2017</td>
</tr>
<tr>
<td>9</td>
<td>Last day for awardees to accept award – August 17, 2017</td>
<td>Last day for awardees to accept award – September 5, 2017</td>
</tr>
<tr>
<td>9</td>
<td>Communication - Website link <a href="http://psc.wi.gov/biogas/rfp.htm">http://psc.wi.gov/biogas/rfp.htm</a></td>
<td>Communication - Updated website links to: <a href="https://psc.wi.gov/Programs/OEI/Request%20for%20Proposals.aspx">https://psc.wi.gov/Programs/OEI/Request%20for%20Proposals.aspx</a></td>
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<td>10</td>
<td>Added Webinar- A webinar related to the RFP will be held on June 5, 2017 at 1:00 pm CDT. In response to the errata of the RFP, the Program Administrators will highlight changes and to provide an opportunity for potential applicants to ask clarifying questions in advance of the RFP deadline. To register for the webinar, please follow this link: <a href="https://attendee.gotowebinar.com/register/2902585900044044010">https://attendee.gotowebinar.com/register/2902585900044044010</a>. After registering, you will receive a confirmation email containing information about joining the webinar.</td>
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<tr>
<td>11</td>
<td>Reviewer Comment Period - After the proposal submission deadline, Program Administrators may respond to submissions with clarifying questions or comments. Applicants will have until July 28, 2017 by 5:00pm CST to submit responses to the inquiries, failure to do so may result in termination of the evaluation process for the Applicant’s proposal.</td>
<td>Reviewer Comment period replaced with Proposal Presentations - After the proposal submission deadline, Program Administrators will invite qualifying Applicants to provide a presentation to the Technical Evaluation Team. Applicants will be provided a list of questions to address in their presentation prior to the scheduled presentation date. Applicants will receive a presentation score (see Section 4- Evaluation Criteria) that will contribute to the cumulative score for their respective proposals.</td>
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<td>Notification and Acceptance - Focus on Energy will notify all Applicants whether their proposal has been awarded, awarded with contingency, or denied on August 7, 2017. Once notified of award, Applicants must provide a signed letter of acceptance by August 17, 2017 to the Program Administrator. If Applicant fails to accept funds by August 17, 2017, the award will be rescinded and funds reallocated.</td>
<td>Notification and Acceptance - Based on a final approval of the Public Service Commission of Wisconsin Focus on Energy will notify all Applicants whether their proposal has been awarded, awarded with contingency, or denied on August 24, 2017. Once notified of award, Applicants must provide a signed letter of acceptance by September 5, 2017 to the Program Administrator. This letter may be submitted via email to <a href="mailto:IntegratedAD@focusonenergy.com">IntegratedAD@focusonenergy.com</a>, or by mail to the submission address listed in the above Submission section. If Applicant fails to accept funds by September 5, 2017, the award will be rescinded and funds reallocated.</td>
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<tr>
<td>13</td>
<td>Added: Engineering assistance for manure handling, storage, and transfer</td>
<td></td>
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<tr>
<td>13</td>
<td>Added under Project Progress Reporting - Upon project completion, Applicants will also be required to document system operation data in order to enable Focus on Energy’s independent evaluation firm to verify energy production levels.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Added - Confidential Information - Applicants may deem content of their proposal confidential. If applicable, the Applicant should provide a Designation of Confidential and Proprietary Information Form (Appendix 3). This form identifies the specific topic, section and page number of the proposal containing information that privileged or confidential.</td>
<td></td>
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<tr>
<td>15</td>
<td>Added under Utility - If an Applicant's integrated system includes multiple sites and customer accounts with different utility participation status, projects are eligible for incentives for all electric and/or gas production that can be accounted for under an account with a participating utility that is part of the integrated system. If some sites in</td>
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<tr>
<td>16</td>
<td>Increasing the output of the system: However, only the additional capacity could be counted as new energy savings.</td>
<td>Increasing the output of the system: However, only the additional capacity could be counted as new energy savings for purposes of evaluating cost-effectiveness and awarding incentives.</td>
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<tr>
<td>17</td>
<td>Non-energy related equipment or components.</td>
<td>Non-energy related equipment or components, including all aspects of the water treatment system and manure and substrate handling, storage and transfer.</td>
</tr>
<tr>
<td>18</td>
<td><strong>Nutrient Management System Requirements</strong>&lt;br&gt; All participants must have a nutrient management plan that complies with the NRCS 590 Nutrient Management standard and fully describes how all manure and wastewater components will be utilized on participating farms.</td>
<td><strong>Nutrient Management System Requirements</strong>&lt;br&gt; All participants must have and agree to follow a nutrient management plan that complies with ATCP 50.04(3) and the 2015 NRCS 590 Nutrient Management Standard and fully describes how all manure and wastewater components will be utilized on participating farms.</td>
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<td>19</td>
<td>An Evaluation Committee will then review proposals according to the scoring criteria in Table 3 – Evaluation Criteria. <em>Projects</em> must achieve a <em>minimum of 235 points</em> to be considered for <em>a Focus on Energy incentive.</em></td>
<td>The <em>Technical Evaluation Team</em> will then evaluate and score proposals according to the criteria in Table 3 – Evaluation Criteria and can score up to 315 points. <em>Projects</em> must achieve a minimum of 235 points to be considered for a <em>Focus on Energy</em> incentive. If a Project meets the minimum points, <em>Applicants</em> will then be invited to present to the <em>Technical Evaluation Team</em> and will be eligible to receive up to 35 additional points. There are 350 total points available for scoring, as outlined below.</td>
</tr>
<tr>
<td>19</td>
<td><strong>Water Quality Management</strong>&lt;br&gt; <em>Applicants</em> shall supply supporting documentation regarding the water treatment system proposed for this project. Please also provide location(s) of current installation(s) (if applicable), the volume of waste being treated, the volume of different waste streams being produced, data regarding effluent quality of the discharge from the treatment system, information regarding disposal of the final effluent and any sludge or other byproducts, and other relevant operating information.</td>
<td><strong>Water Quality Management</strong>&lt;br&gt; <em>Applicants</em> shall supply supporting documentation regarding the water treatment system proposed for this project. Please also provide location(s) of current installation(s) (if applicable), the volume of waste being treated, the volume of different waste streams being produced, data regarding effluent quality of the discharge from the treatment system, information regarding disposal of the final effluent and any sludge or other byproducts, and other relevant operating information.</td>
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<td><strong>Water Quality Management</strong>&lt;br&gt; <em>Applicants</em> shall describe their technical knowledge, skills and experience with operating and maintaining water treatment systems similar to the proposed systems.</td>
<td><strong>Water Quality Management</strong>&lt;br&gt; <em>Applicants</em> shall describe their technical knowledge, skills, experience and certifications with operating and maintaining water treatment systems similar to the proposed systems.</td>
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| 20   | **Nutrient Management**  
- How the proposed project will improve and manure management practices for the participants including how the project will impact smaller farms by having them cooperate with larger farms through a hub-and-spoke system structure (15 pts).  
- The number of farms in the applying consortium with fewer than 700 animal units (25 pts, **at least 1 farm in this category is required for evaluation**):  
- The number of animal units as part of the consortium (10 pts):  
| Nutrient Management  
- How the proposed project will improve and manure management practices for the participants including how the project will impact smaller farms by having them cooperate with larger farms through a hub-and-spoke system structure. Include a description of the degree to which farm participants have committed to the **Project**. Address what happens in the event of default of one of the members of the consortium. (15 pts).  
- The number of farms in the applying consortium with fewer than 700 animal units. **Provide letters of interest from participating farms to substantiate** (25 pts, **at least 1 farm in this category is required for evaluation**):  
- The number of animal units as part of the consortium.  
**Provide letters of interest from participating farms to substantiate** (10 pts): |  
| 20   | Added **Customer Cost-effectiveness: Focus on Energy**  
**Proposed ratios of Focus on Energy incentives to non-incentive funds** |
| 22   | **Under Demonstrated Capability of the Vendor(s) for the Anaerobic Digester(s), Biogas Energy Generation System(s), Nutrient Management System(s), and Water Treatment System(s)** added:  
Provide description of clear operational guidelines to address odor control, air quality measurements and enforcement, water quality measurements and enforcement, waste stream management and regulation and traffic regulations and enforcement.  
And under **Other items** added:  
- Plans for community outreach |
| 23   | **Supporting Documentation**  
**Provided clarification on Supporting Documentation:**  
- Letters of interest from participating farms;  
- Letters of commitment from other funding sources;  
- Diagrams, maps, plans and specifications for system components and site locations; and,  
- Documentation confirming submission of application(s) to additional funding sources  
- System specifications  
- Vendor quote(s) and profiles for all vendors and subcontractors/sub-vendors for anaerobic digester, water and nutrient management  
- Warranty information  
- Calculation of energy production  
- Collaborating entity/Consortium contracts and MOUs etc.  
- Utility statements for all non-residential utility customers that are members of a proposed consortium for CY15. |
| 27   | **Applicants** should also describe the labor resources they have allocated to system operation.  
**Applicants** should also describe the labor resources they have allocated to system operation, including any required certifications they must posses.
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<tr>
<td>29</td>
<td>Favorable accounting of waste streams coming from spoke farms to the hub, and nutrients returning to spoke farms where granted in collaborative agreements.</td>
<td>Include a description of favorable accounting of waste streams coming from spoke farms to the hub, and nutrients returning to spoke farms (where granted in collaborative agreements) that exhibits a reduction in the volume and pathogens in the return waste stream.</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>Digester Input section move to System Design and Optimization to clarify description required for off-farm substrates: In the description of the use of off-farm substrates, provide details on the way in which this Project will utilize these digester inputs as part of normal operation of the system, if applicable. This may include the type, origin and biogas-production strength of the substrate that should also be documented in Table 5 – Key Project Metrics where the substrates may affect the life of the proposed anaerobic digester system. Applicants should also specify if these off-farm substrates are to be secured with a formal contract and the length of the contract term.</td>
</tr>
</tbody>
</table>
| 30   | Under Renewable Energy Analysis Added: Not all factors outlined in the calculation recommendations may be relevant to all proposals. However, all proposals should clearly document the following minimum data to calculate energy production:  • Feedstock Inputs  o Quantity/type of input, including the quantity and type of all animal waste involved  o Fraction of waste applied to digester  o Assumed waste production (total and by animal, expressed in lbs)  o Assumed biogas generation per animal or per unit waste produced, with cited source from Recommendations document or other source  • Digester Information  o Digester type (i.e. single vs. multiple chamber)  o Assumed digester efficiency  o Assumed methane content of biogas  o Estimated annual biogas produced  o Lower Heating Value (LHV) of methane used Make/model and assumed efficiency of any associated generators. |}

32-33  **Supporting Documentation (All Attachments required unless explicitly stated otherwise):**
- Copies of utility data (not required for new construction facilities)
- System specifications
- Vendor quote(s)
- Project support and commitment letters
- Warranty information

32-33  **Supporting Documentation (All Attachments required unless explicitly stated otherwise):**
- Letters of interest from participating farms;
- Letters of commitment from other funding sources;
- Diagrams, maps, plans and specifications for system components and site locations; and,
- Documentation confirming submission of application(s) to additional funding sources;
- System specifications
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</table>
| 0    | - Calculation of energy production  
      - Matching funds and match source requirements  
      Collaborating entity/Consortium contracts and MOUs, etc. | - Vendor quote(s) and profiles for all vendors and sub-contractors/sub-vendors for anaerobic digester, water and nutrient management  
      - Warranty information  
      - Calculation of energy production  
      - Collaborating entity/Consortium contracts and MOUs etc.  
      - Utility statements for all non-residential utility customers that are members of a proposed consortium for CY15 |
| 36   | Added Definition:  
      *Technical Evaluation Team* – refers to the designated representatives from the Wisconsin Department of Natural Resources, Department of Agriculture, Trade and Consumer Protection, Public Service Commission of Wisconsin, Focus on Energy and UW-Madison qualified to score *Project* proposals from *Applicants* | |
| 40   | Added Form Appendix 3 – Designation of Confidential and Proprietary Information | |
Section 1 – General Information

Introduction to the Integrated Anaerobic Digester System Program
The State of Wisconsin is exploring innovation in manure management that includes approaches to add efficiency to solids and liquids handling, decrease agricultural wastewater volumes, reduce hauling costs, improve the agricultural benefits of the materials that are land applied, address pathogens, and maximize the renewable energy benefits of anaerobic digesters. A successful proposal will involve the creation of a consortium of parties using contractual means to build, operate and maintain a system that includes renewable energy production, water treatment, pathogen reductions, and transport of manure to and from a centralized location, among other innovations suggested by applicants. The purpose of this document is to provide guidance and information to Applicants to submit complete project proposals.

Background
The Public Service Commission of Wisconsin (PSC, Commission) has authorized Focus on Energy to spend up to $20 million for Integrated Anaerobic Digester projects that meet Focus on Energy eligibility requirements. Through the formation of an interagency working group, the Commission strives to accomplish the following:

- Leverage and augment existing anaerobic digester infrastructure to improve manure management practices and to take advantage of the opportunity to produce cost-effective renewable energy at an economical scale;
- Improve manure management practices at smaller farms by providing an opportunity to cooperate with larger farms in a cooperative anaerobic digester system, as well as incorporate substrates from other regional organic waste producers through a hub-and-spoke system structure;
- Utilize other renewable energy resources in coordination with digesters to improve system output and economic efficiency;
- Ensure that existing and future anaerobic digester systems include water quality improvement projects and, where possible, leverage the expertise and excess capacity of regional municipal wastewater treatment infrastructure;
• Identify opportunities to provide regulatory flexibility and facilitate collaboration and cooperation between stakeholders and at agencies of state government; and
• Coordinate local, state and federal resources to promote efficient communication and enable cross-agency collaboration to maximize results for each of the goals above.

In addition, the Commissioners stated that any proposal should prioritize existing anaerobic digester infrastructure in an integrated system proposal when possible and appropriate. The Commission recognizes that the Focus on Energy-related portions of the proposals will be one aspect for consideration of the overall innovative approach to manure management discussed in the responses to this document.

**Eligible Systems**
The Public Service Commission of Wisconsin, in partnership with the Department of Natural Resources and the Department of Agriculture, Trade and Consumer Protection, is soliciting proposals from eligible Applicants for the technologies listed below.

<table>
<thead>
<tr>
<th>Public Service Commission/ Focus on Energy*</th>
<th>Biogas Production and Conditioning Biogas Compression, Piping and Storage Electricity Production Renewable Natural Gas Production and Use Production of CNG (transportation fuel) Energy Efficiency and Other Renewables**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Natural Resources</td>
<td>Liquid/Solid Separation Waste Homogenization Pathogen Reduction Water Treatment and Discharge Technologies</td>
</tr>
<tr>
<td>Department of Agriculture, Trade and Consumer Protection***</td>
<td>Manure/Effluent Storage Systems Manure Transfer/Piping Nutrient Management Planning</td>
</tr>
</tbody>
</table>

* These technologies must offset energy demand (in kWh or therms) that would otherwise be provided by a participating utility. Focus on Energy incentives can also be used toward grid interconnection costs and generators that utilize biogas.

** Proposals with the most energy efficient systems will receive additional consideration through the evaluation process. This includes proposals that incorporate efficient lighting, HVAC, heat recovery (including Combined Heat and Power), variable speed drives, and renewable energy systems, such as solar, to reduce the energy demand of the proposed system. Additionally, we suggest Applicants meet with a certified Focus on Energy Advisor to receive guidance on how to make their proposal as energy efficient and as Cost-effective as possible.

*** The Department of Agriculture, Trade and Consumer Protection (DATCP) provides funding to Wisconsin county land and conservation departments who in turn work with farmers on the practices and technologies listed above. DATCP funds are only available for distribution to non-permitted farms through the counties and are available at 70% cost-share rate. Farmers may be
eligible for funding through their counties starting in 2018. Additional resources for county land and water conservation departments can be found here.

Request for Proposals (RFP) Process

The Program RFP will adhere to the following schedule:

<table>
<thead>
<tr>
<th>RFP Timeline</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>January 3, 2017</td>
</tr>
<tr>
<td>Deadline to register and to submit questions for inclusion in pre-proposal Seminar</td>
<td>January 20, 2017 by 5:00 pm CDT</td>
</tr>
<tr>
<td>Pre-proposal Seminar</td>
<td>February 1, 2017</td>
</tr>
<tr>
<td>Webinar</td>
<td>June 5, 1:00 pm CDT</td>
</tr>
<tr>
<td>Proposals due</td>
<td>July 3, 2017 by 5:00 pm CDT</td>
</tr>
<tr>
<td>Proposal Presentations – Response to Reviewer Questions</td>
<td>July 18-19, 2017</td>
</tr>
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<td>Deadline to respond to reviewer comments</td>
<td>July 28, 2017 by 5:00 pm CDT</td>
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<td>Applicants notified of award status via e-mail</td>
<td>August 24, 2017</td>
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<td>Last day for awardees to accept award</td>
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</table>

Communication

All questions shall be submitted to:

**E-mail address**: OEI@wisconsin.gov  
**E-mail subject line**: Integrated Anaerobic Digester Program

Written communication is required to ensure that all relevant information is made available to all interested parties. *Applicants* attempting to ask questions by telephone will be directed to submit questions by e-mail in the format above. Written responses to questions will be emailed to the applicant and also posted (without identification of the asking party) to https://psc.wi.gov/Pages/Programs/OEI/Request%20for%20Proposals.aspx. Communications regarding the status of this RFP process, including any and all changes and addenda to this RFP or schedules, will be posted to https://psc.wi.gov/Pages/Programs/OEI/Request%20for%20Proposals.aspx. Questions submitted to OEI@wisconsin.com by January 20, 2017 by 5:00 pm CST will also be addressed during the pre-proposal Seminar in addition to being posted on the website. One pre-proposal Seminar will be held February 1, 2017 to review the process and answer *Applicant* questions. Please check https://psc.wi.gov/Pages/Programs/OEI/Request%20for%20Proposals.aspx for details.
Seminar

An event will be held on February 1, 2017 to provide Applicants with more information about this document, as well as provide an opportunity to meet with others who may be interested in forming a consortium to submit a proposal. To register for this event, please follow the link below to answer a short, 3-question survey.

Seminar survey link: [http://survey.constantcontact.com/survey/a07edl2zg6diwntgi2v/start](http://survey.constantcontact.com/survey/a07edl2zg6diwntgi2v/start)

Once you have completed the survey, you will be directed to a registration page for the Seminar. If you have any questions about this Seminar, please contact OEl@wisconsin.gov, subject line: Seminar.

The deadline for registration for the Seminar is January 20, 2017 by 5:00pm CDT.

Webinar

A webinar related to the RFP will be held on June 5, 2017 at 1:00 pm CDT. In response to the errata of the RFP, the Program Administrators will highlight changes and to provide an opportunity for potential applicants to ask clarifying questions in advance of the RFP deadline. To register for the webinar, please follow this link: [https://attendee.gotowebinar.com/register/99027876023054934019]. After registering, you will receive a confirmation email containing information about joining the webinar.

Submission

No proposals will be accepted after the submission deadline.

Submission Deadline: July 3, 2017 by 5:00 pm CDT

Submission Instructions: Each application must be submitted electronically to OEl@wisconsin.gov. File(s) included on a Compact Disc (CD) or Flash Drive and mailed to the physical address below will be accepted for the electronic submission. The preferred electronic file type is PDF. Additional submission requirements can be found in Section 5. Physical submissions are allowed and can be mailed to the following address:

To: Public Service Commission of Wisconsin

Attention: Integrated Anaerobic Digester Program

Address: PO Box 7854
   Madison, WI 53707-7854
Proposer Presentations

After the proposal submission deadline, Program Administrators will invite qualifying Applicants to provide a presentation to the Technical Evaluation Team. Applicants will be provided a list of questions to address in their presentation prior to the scheduled presentation date. Applicants will receive a presentation score (see Section 4 – Evaluation Criteria) that will contribute to the cumulative score for their respective proposals.

Notification and Acceptance

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Focus on Energy Incentive Levels

The Project’s Focus on Energy incentive amount is determined based on the evaluation criteria found in Section 4, and is available for all costs associated with the energy-related Measures in a proposal. Incentive amounts awarded to all Applicants may not exceed $20 million in total. Proposals will also be evaluated on a cost-effectiveness basis (total project cost/biogas energy produced) as described in the calculation that can be found in Section 5 – Cost-Effectiveness Calculation. The higher the kWh or Thersms produced or offset per dollar spent, the more Cost-effective the project and the better a proposal will fare during the evaluation process. Additionally, energy savings achieved through generation must be reduced by the amount of parasitic load of a proposal. More about parasitic load can be found in Sections 2 and 5. Sample consortium/submissions can be found in Appendix 2 - Sample Submission Considerations.

Water Quality Related Grant Funding Opportunities

Program Administrators anticipate that key aspects of a proposal may be eligible for important grant funding opportunities related to water quality management and improvement. Focus on Energy incentive recipients are encouraged to also evaluate the grant funding opportunities below for potential additional project funds. Applicants may consider which components in their proposals are eligible for one of the following funding sources related to improving or protecting water quality in the Lake Michigan watershed:

Great Lakes Restoration Initiative (GLRI):

The request for applications and information about applying for GLRI grants is available at www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2016-rfa. The GLRI was launched in 2010 to accelerate efforts to protect and restore the largest system of fresh surface water in the world. The program has so far funded more than 3,000 projects to improve water quality, to protect and restore native habitat and species, to prevent and
control invasive species and to address other environmental problems in the Great Lakes basin.

Priority will be given to on-the-ground projects that have near-term, direct and quantifiable impacts on water quality in the Lake Michigan watershed, including protecting critical natural habitats and making water resources more swimmable, fishable and drinkable. Projects that demonstrate nutrient reduction through transfer of excess nutrients from the basin may compete well for funding.

For more information about the Great Lakes Restoration Initiative visit https://www.glri.us. Grant awards range widely from $20,000 to $3,000,000 with a more common award of around $300,000. The timeline from RFP to award is approximately 8-12 months

Fund for Lake Michigan:

The mission of the Fund for Lake Michigan is to support efforts, and in particular those in southeastern Wisconsin, that enhance the health of Lake Michigan, and its shoreline and tributary river systems, for the benefit of the people, plants and animals that depend upon the system for water, recreation and commerce.

Priority will be given to on-the-ground projects that have near-term, direct and quantifiable impacts on water quality in the Lake Michigan watershed, including protecting critical natural habitats and making water resources more swimmable, fishable and drinkable. Special consideration will be given to projects that leverage significant public and private investments from other Lake Michigan and Great Lakes donors. Priority will be given to projects in southeast Wisconsin.

The Fund for Lake Michigan generally funds projects in the range from $10,000 to $300,000 range. Grants are awarded twice a year in spring and fall.

Additional information about the Fund can be found at www.fundforlakemichigan.org

Great Lakes Protection Fund:

The Great Lakes Protection Fund is a private, non-profit corporation formed in 1989 by the Governors of the Great Lakes States. It is a permanent environmental endowment that supports actions to improve the health of the Great Lakes ecosystem. Each year Wisconsin receives an allocation to fund state projects under the Wisconsin Great Lakes Restoration Strategy. Wisconsin’s share of the Great Lakes Protection Fund varies from year to year depending on the performance of the endowment. Grants in Wisconsin are typically in the $150-250K range

More information about the Great Lakes Protection Fund can be found at http://glpf.org/.
Technical Assistance
In support of an Applicant’s proposal, technical assistance is offered as described in the table below. These services are available to Applicants before, during and after the proposal period for this Program.

Table 2 – Technical Assistance

<table>
<thead>
<tr>
<th>Technical Assistance Offered by Agency for the Integrated Anaerobic Digester System Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Service Commission</td>
</tr>
<tr>
<td>Energy Efficiency and renewable energy-related items through Focus on Energy staff</td>
</tr>
<tr>
<td>Department of Natural Resources</td>
</tr>
<tr>
<td>Nutrient Management Plans (CAFOs) Permitting Assistance</td>
</tr>
<tr>
<td>Department of Agriculture, Trade and Consumer Protection</td>
</tr>
<tr>
<td>In-field Crop Management Practices</td>
</tr>
<tr>
<td>In-field Conservation Practices</td>
</tr>
<tr>
<td>Nutrient Management Plans (General)</td>
</tr>
<tr>
<td>Engineering assistance for manure handling, storage, and transfer</td>
</tr>
</tbody>
</table>

Project Commencement
Projects selected to receive Focus on Energy incentives through this Program must Ramp-up activities to start Project implementation within 120 calendar days of Date of Award. Documentation of the date that Ramp-up activities begin must be provided in Applicant’s schedule table in Table 7 (Project Timeline – Section 5). Projects that do not begin within the allotted time will risk losing their award.

Projects with proposed completion dates before December 31, 2018 will receive favorable evaluation and scoring for incentive funding.

Project Progress Reporting
Applicants that are selected to receive Focus on Energy incentives through this Program will be required to submit quarterly progress updates to Focus on Energy, including additional information such as documentation of utility interconnection or operational maintenance plan. Upon project completion, Applicants will also be required to document system operation data in order to enable Focus on Energy’s independent evaluation firm to verify energy production levels. Further information will be provided upon acceptance of award.

Payment
Applicants will receive the full incentive award upon completion and verification of the system by Focus on Energy personnel, with standard processing and review times applied. Focus on Energy incentives serve as a reimbursement for verified installation and operation of the energy-related aspects of a proposal. Any Vendor associated with a proposal will be subject to verification of financial solvency through financial background checks during the approval process. The Program Administrators reserve the right to reject any proposal based on this financial verification.
Multiple Funding Rounds
In the event that a portion of the total funding allocation for this program remains unspent after awards have been claimed by successful Applicants, the Program Administrators may consider additional rounds of funding under this program. Terms and conditions in succeeding rounds may be altered from this and other preceding rounds.

Rejection of Proposals/Disclaimer
The Program Administrators reserve the right to reject any proposal. The submission of a proposal under this RFP confers no right upon any Applicant. The Program Administrators are not obligated to award any Focus on Energy incentives under this RFP, to pay or reimburse any costs incurred by the Applicant during the preparation and submission of the proposal, or pay any incentive-related costs incurred prior to the Date of Award. The Program Administrators reserve the right to refrain from making any awards under this RFP, and to issue subsequent request for proposals, should the quality of applications be deemed inadequate. Review Eligibility Requirements/Grounds for Disqualification, Section 2 of this document, to understand possible reasons for rejecting proposals.

Confidential Information
Applicants may deem content of their proposal confidential. If applicable, the Applicant should provide a Designation of Confidential and Proprietary Information Form (Appendix 3). This form identifies the specific topic, section and page number of the proposal containing information that privileged or confidential.
Section 2 – Eligibility Requirements and Grounds for Disqualification

The Program Administrators will disqualify project proposals that do not satisfy all eligibility and technology-specific requirements to receive Focus on Energy incentives. Disqualified and incomplete projects will not be evaluated.

Utility

The Project site must be located in a participating utility service territory. Applicants that are served by both a participating electric provider and participating natural gas provider will qualify for both electric and natural gas incentives. Applicants that are served by only one participating utility will qualify for (electric or natural gas) incentives, dependent on the energy type provided by the participating utility. Applicants who use Liquid Propane (LP) or other non-qualifying fuels will not qualify for any natural gas incentives.

If an Applicant’s integrated system includes multiple sites and customer accounts with different utility participation status, projects are eligible for incentives for all electric and/or gas production that can be accounted for under an account with a participating utility that is part of the integrated system. If some sites in an integrated system are not customers of participating utilities, production associated with their activities is still eligible if it is accounted for under an eligible account of another participant in the system.

To determine whether the Project is located in a Participating Utility service territory visit http://focusonenergy.com/about/participating-utilities.

Utility Customer Type

Eligible Applicants include collaborative consortiums that include multiple farm locations, with at least one dairy farm operation with less than 700 animal units that are customers of Participating Utilities. Systems must be installed at a facility served by a Participating Utility (see Section 2 - Utility). Contractors and Trade Allies may submit proposals on behalf of an eligible Customer if the Customer prefers it. Residential rate class Customers are not eligible to submit proposals under the Integrated Anaerobic Digester System Program. A residential rate meter may not be combined with a non-residential rate meter.

New Equipment or Upgrade

New installations of anaerobic digester systems are eligible for incentives through the Integrated Anaerobic Digester System Program. Retrofits to existing anaerobic digester infrastructure are also eligible for incentives under certain circumstances. These circumstances include, but are not limited to, new equipment associated with proposed retrofits or upgrades of existing anaerobic digester systems that results in a significant increase in the renewable energy generating capacity and output under this Program. For Focus on Energy incentives, the following documents must be provided with the proposal:

(1) The baseline renewable energy output of the existing system, supported by acceptable measurement data as determined by Focus on Energy;

(2) Calculations, assumptions, and other data supporting the estimated increase in the renewable energy output attributable to the proposed improvements, and;
(3) Calculations of the expected increase in renewable energy output attributable to the proposed improvements that are measurable and verifiable.

Proposals that include updates to existing anaerobic digester infrastructure will be reviewed on a case-by-case basis. If Focus on Energy has not provided funding for an existing biogas system, no restrictions beyond what is outlined in this document apply for a proposed Project. If Focus on Energy has already claimed the lifecycle energy produced by existing systems, paying to bring systems back online if they were shutdown would not achieve new energy savings and would not be eligible for this Program. Retrofitting the existing digesters may be eligible for Focus on Energy incentives, such as:

- **Increasing the output of the system:** If a digester could be retrofitted in a cost-effective manner to increase the output of the system as opposed to simply bringing it online at its existing capacity, the program could consider that project for funding. However, only the additional capacity could be counted as new energy savings for purposes of evaluating cost-effectiveness and awarding incentives. These projects will be reviewed on a case-by-case basis.

- **Reducing the parasitic load:** All else being equal, reducing parasitic load increases total savings from the system, by reducing the energy used in the digester’s operation. Again, only the savings specific to reduced parasitic load could be eligible for support.

- **Adding renewable cogeneration:** If supplemental renewable generation on the site- such as solar panels- are connected to the digester, using the existing interconnection with the electric distribution system, to support baseload generation or make use of the electricity, the added generation could be eligible for support through this Program. Consideration of this type of project would move forward as long as savings remain “inside the fence” on the customer site; savings can be measured based on the customer’s overall usage.

**Ineligible Expenses**

*Customers* who have purchased equipment or otherwise began the *Project* prior to award acceptance are not eligible to participate in this *Program*. Only after a *Focus on Energy* Incentive Agreement has been signed may new equipment be purchased for installation at the *Project* site. Repairs, maintenance, or replacement of components with identical or comparable components for existing renewable energy systems are not eligible under this *Program*.

*Focus on Energy* incentives through *Integrated Anaerobic Digester System Program* may not be used for the following:

- Purchase of real property (land or buildings)
- Internal personnel and labor expenses
- Feasibility studies and planning efforts
- Leasing equipment
- Equipment purchased prior to award
- Down payments or purchase orders made prior to award
• Non-energy related equipment or components, including all aspects of the water treatment system and manure and substrate handling, storage and transfer.

Warranty
All proposals seeking Focus on Energy incentives must include warranties for both equipment and installation. All warranty terms must be clearly stated and reflect current industry standards.

Compliance
The Applicant is responsible for identifying and obtaining all necessary permits and permissions, including local, state and federal permits needed to construct and operate the proposed system. A list of all anticipated permits required for a Project should be provided in supporting documentation.

System Size
The total energy produced by the Project may exceed either kWh and or Therms consumed by the Customer in a given year. If utility data from the previous year does not fully reflect what 100 percent of kWh and or Therms consumed will be in the future, such as for new construction or expansion, then the Applicant will provide written explanation of the expected annual energy consumption and supporting calculations.

Required Payback
To receive Focus on Energy incentives, a Simple Payback of greater than 1.5 years is required. The Payback must not exceed the warranty period for the Project.

Matching Funds
Program Administrators will evaluate proposals that outline a source of additional funding for the proposed Project, particularly for non-energy components of the proposal. Proposals that include lower ratios of Focus on Energy incentives to non-incentive funds will be evaluated more favorably. For example, a proposal that covers 20% of Total Project Costs with Focus on Energy incentives will receive more evaluation points than a proposal that covers 30% of Total Project Costs with Focus on Energy incentives.

Free Ridership
If the Program Administrators believe that a proposed Project would go forward without Focus on Energy incentives, then the Applicant will be deemed a Free Rider and the proposal will be disqualified from receiving Focus on Energy incentives. However, incentives or funds from other sources may not be subject to free ridership and will improve a proposal’s evaluation scoring.

Project Changes
If changes are made to the proposed Project after the Date of Award, the Customer must contact the Program Administrator as soon as possible to disclose the updates that have been made to the Project. Updated specifications and corresponding energy calculations must be provided for any and all changes to the Project from the initial Project proposal. Acceptance of material changes to Project scope is at the sole discretion of the Program Administrator, which reserves the right to modify or reject the updated proposal.
Section 3 – Technology Specific Requirements

Multiple Sites
Applicants may apply for Projects at multiple sites. Each Project site must be owned by at least one of the Applicants. Applicants may use one application for multiple systems that use the same technology or submit one application for each site. All applications will be evaluated individually.

Anaerobic Digester System Requirements

Biogas Cleaning

The Program Administrators strongly encourage Biogas Projects to include installation of a Biogas conditioning system. Biogas conditioning system costs should be included in Total Project Cost, and any proposed systems which will not utilize a biogas cleaning system must document the reason why a system is deemed unnecessary. The Applicant must also document how the system longevity will not be adversely affected by the lack of a Biogas conditioning system.

Methane Meter

Projects are required to install a Biogas or methane meter, so as to measure the quantity of Biogas or methane produced and used for the proposed energy application.

Water Management System Requirements

The proposal should include installation of technologies that homogenize the manure and off-farm organic waste (if applicable), and treat the effluent from the digester to reduce or eliminate pathogens and separate nutrients to allow for alternative disposal methods, including clean water reuse, discharge of effluent to receiving waters, irrigation, land spreading, or other alternatives that may be identified. Projects may involve piping to and from hub locations and wastewater treatment with discharge to receiving waters in a manner that it is allowed under WPDES permitting requirements. WPDES permits are those that contain all the monitoring requirements, special reports, and compliance schedules appropriate for the facility being permitted. Effluents or byproducts created by the Project must also be described including volumes and fate of these products.

Nutrient Management System Requirements

Proposals should include manure storage at participating farms and systems for transferring manure among and between farm participants. All participants must have and agree to follow a nutrient management plan that complies with ATCP 50.04(3) and the 2015 NRCS 590 Nutrient Management Standard and fully describes how all manure and wastewater components will be utilized on participating farms.

DATCP cost-share dollars may be available through your county in 2018 at a 70% cost-share rate for manure storage system, design and construction, transfer system development, and nutrient management plan development.
Section 4 – Evaluation and Scoring

Evaluation Criteria
Proposals will be reviewed initially for completeness and inclusion of all required information and attachments. Incomplete applications will not be scored. The Technical Evaluation Team will then evaluate and score proposals according to the criteria in Table 3 – Evaluation Criteria and can score up to 315 points. Projects must achieve a minimum of 235 points to be considered for a Focus on Energy incentive. If a Project meets the minimum points, Applicants will then be invited to present to the Technical Evaluation Team and will be eligible to receive up to 35 additional points. There are 350 total points available for scoring, as outlined below.

Table 3 – Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anaerobic Digestion/Biogas:</strong> Demonstrated Operating Success of the Proposed Anaerobic Digestion System: Applicants shall supply supporting documentation regarding the integrated anaerobic digestion system proposed for this project. Please also provide location(s), production data such as but not limited to system size, location, annual hours of operation, MMBTU of biogas, kWh produced, biogas quality, and other relevant operating information. Additional points will be awarded for proposals that leverage existing anaerobic digester infrastructure. Ability of the Consortium to Successfully Operate an Anaerobic Digester and a Biogas Energy Generation System: Applicants shall describe their technical knowledge, skills and experience with operating and maintaining systems similar to anaerobic digestion systems. Applicants should describe the resources such as labor (in hours per year) that will be dedicated to the operation and maintenance of the system. Applicants will also be evaluated based on the establishment of contracts or MOUs between relevant project participants. If system operation is to be contracted for or hired, identify the company or person to be employed and provide their qualifications.</td>
<td>50</td>
</tr>
<tr>
<td><strong>Water Quality Management:</strong> Demonstrated Operating Success of the Proposed Water Treatment System: Applicants shall supply supporting documentation regarding the water treatment system proposed for this project. Please also provide location(s) of current installation(s) (if applicable), the volume of waste being treated, the volume of different waste streams being produced, data regarding effluent quality of the discharge products from the treatment system, information regarding disposal of the final effluent(s) and any sludge or other byproducts, and other relevant operating information. Ability of the Consortium to Successfully Operate the Proposed Water Treatment System: Applicants shall describe their technical knowledge, skills, experience, and certifications with operating and maintaining water treatment systems similar to</td>
<td>50</td>
</tr>
</tbody>
</table>
the proposed systems. Applicants should describe the resources such as labor (in hours per year) that will be dedicated to the operation and maintenance of the system. Applicants will also be evaluated based on the establishment of contracts or MOUs between relevant project participants. If system operation is to be contracted for or hired, identify the company or person to be employed and provide their qualifications.

**Pathogens and Nutrients:** Applicants shall describe how the proposed water quality management system will reduce the amount of pathogens and excess nutrients that enter into ground and surface water environments within the consortium’s operating location.

**Nutrient Management:**
- **Scale of the Proposed Consortium:** Applicants shall describe: How the proposed project will improve manure management practices for the participants including how the project will impact smaller farms by having them cooperate with larger farms through a hub-and-spoke system structure. Include a description of the degree to which farm participants have committed to the Project. Address what happens in the event of default of one of the members of the consortium. (15 pts).

- The number of farms in the applying consortium with fewer than 700 animal units. Provide letters of interest from participating farms to substantiate (25 pts, at least 1 farm in this category is required for evaluation):
  - 1-3 farms (5 pts)
  - 4-6 farms (10 pts)
  - 7-10 farms (20 pts)
  - 11 or more farms (25 pts)

- The number of animal units as part of the consortium. Provide letters of interest from participating farms to substantiate (10 pts):
  - 4,999 animal units or less (2 pts)
  - 5,000-9,999 animal units (4 pts)
  - 10,000-14,999 animal units (6 pts)
  - 15,000-24,999 animal units (8 pts)
  - 25,000 animal units or more (10 pts)

**Customer Cost-effectiveness:** Focus on Energy will calculate a Customer Cost effectiveness of the renewable energy components of the proposed project using the formula below. The proposals will be ranked by most Cost-effective projects by technology.

- Proposed annual kWh or kBTU produced or offset / Digester cost plus Measures

Other cost-effectiveness considerations include:
- Proposed ratios of Focus on Energy incentives to non-incentive funds
- Capital expense of water treatment technologies and annual operation and maintenance costs

**Reasonability of Savings Estimate:**
*Applicants* shall provide clear, reasonable calculations of energy savings, and well-documented and reasonable assumptions for savings estimates.

**Focus on Energy Impact on Project:** Evaluated based on the *Applicant’s* commitment to move forward with the project if they receive *Focus on Energy* incentives. Specific considerations include:
- Likelihood of project to move forward with and without *Focus on Energy* funding
- Capital budget available for *Project*
- Other funding opportunities and/or loans, etc.
- No penalty for Tax-exempt *Applicants* ineligible for Federal Tax Credits

**System Design and Optimization:** *Applicants* shall demonstrate system optimization. Specific considerations include:
- Utilization of the proposed system to meet *Customer’s* energy needs
- Optimization of engineering design (e.g. waste heat or other methods utilized)
- Reduction in total manure transport mileage OR reduced piping mileage
- System production aligns with peak demand schedule (if applicable)
- System reduces energy use by systems upstream or downstream of the project (e.g. anaerobic pretreatment, water treatment)
- Use of off-farm substrates
- Efficiency of pathogen removal
- Efficiency of nutrient removal/concentration
- Scalability of energy, water treatment and nutrient management systems, and overall system compatibility with future expansion
- Treatment of waste streams to allow alternative disposal/application methods
- Favorable accounting of waste streams coming from spoke farms to the hub, and nutrients returning to spoke farms where granted in collaborative agreements

**Project Location:** *Applicants* shall describe their proposed project’s impact on the following:
- The Lake Michigan watershed (25 pts)
- Geographic features related to the discharge of nutrients (25 pts)
  - Managing the manure resources in areas with a large number of animal units
  - Areas with high sensitivity to agricultural discharges due to Karst topography or thin soils, etc.

25

25

50

(Minimum Required 20)
Demonstrated Capability of the Vendor(s) for the Anaerobic Digester(s), Biogas Energy Generation System(s), Nutrient Management System(s), and Water Treatment System(s):

*Applicants* shall describe the experience of the company or companies with this size and type of system that are engineering, procuring and constructing the various biogas, water treatment, and nutrient management systems proposed in this project. Describe the warranties, system startup services and ongoing support services to be provided. The vendor should be able to demonstrate their experience and capability of constructing similar systems and providing ongoing service. Provide description of clear operational guidelines to address odor control, air quality measurements and enforcement, water quality measurements and enforcement, waste stream management and regulation, and traffic regulations and enforcement.

Other items:
- Completion date (by the December 31, 2018 preferred)
- Cost-effectiveness of treatment technologies (if applicable) including capital and long-term operation and maintenance
- Expected efficiency of pathogen removal and nutrient removal/concentration by proposed technology
- Expected organic waste volume reduction by proposed technology
- Plans for community outreach

| Total Available Points | 350 (Minimum Required 235) |

Sample consortium/submissions can be found in Appendix 2 - Sample Submission Considerations.
Section 5 – Application Submission Template

Applicants must submit proposals which contain all of the following items. Proposals which do not include all of the following items will be disqualified. If applicable, short (1-3 paragraphs) written summaries are expected for each section.

- Cover Page with Signature
- Key Project Metrics
- Scope of Work
- Project Overview
- Demonstrated Operating Success of the Proposed Anaerobic Digestion System
- Ability of Applicants to Successfully Operate an Anaerobic Digester
- Demonstrated Operating Success of the Proposed Water Treatment System
- Ability of Applicants to Successfully Operate the Proposed Water Treatment System
- Demonstrated Capability of the Vendor
- System Design and Optimization
- Renewable Energy Analysis
- Cost-Effectiveness Calculation
- Project Budget
- Work Plan and Project Timeline
- Focus on Energy Impact on Project
- Utility History
- Digester Input
- Supporting Documentation:
  - Letters of interest from participating farms;
  - Letters of commitment from other funding sources;
  - Diagrams, maps, plans and specifications for system components and site locations; and,
  - Documentation confirming submission of application(s) to additional funding sources;
  - System specifications
  - Vendor quote(s) and profiles for all vendors and sub-contractors/sub-vendors for anaerobic digester, water and nutrient management
  - Warranty information
  - Calculation of energy production
  - Collaborating entity/Consortium contracts and MOUs, etc.
  - Utility statements for all non-residential utility customers that are members of a proposed consortium for CY15

Applicants may use the Application Submission Requirements as a Template. The written portion of the proposal has a maximum 40-page limit. Each page will adhere to the following guidelines:
- 8.5” x 11” page size
- 1” margins
- 12-point font size
- Font types:
  - Times New Roman
  - Garamond
  - Bookman Old Style

Attachments shall be limited to supporting documentation (listed at the end of the document) and are not included in the 40-page limit. Marketing materials will not be accepted.
Cover Page
The Cover Page Template must be submitted with the proposal. Please copy the template and ensure it is signed by an authorized representative.

Table 4 - Cover Page Template

<table>
<thead>
<tr>
<th>Applicant(s)</th>
<th>Applicants’ Names (add lines as necessary)</th>
<th>Tax Identification Number (9-digit FEIN or SSN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. 2. 3. 4.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Site Location</th>
<th>Project Name</th>
<th>Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Electric Provider</td>
<td>Electric Acct. #</td>
</tr>
<tr>
<td></td>
<td>Natural Gas Provider</td>
<td>Natural Gas Acct. #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Primary Contact and Mailing Address</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
<td>County</td>
</tr>
<tr>
<td></td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td></td>
<td>E-Mail</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Members of the Consortium/Role and Responsibility</th>
<th>Total number of participating farms [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Farm Size(s) (in animal units, by farm)</td>
</tr>
<tr>
<td></td>
<td>• Farm 1 [ ]</td>
</tr>
<tr>
<td></td>
<td>• Farm 2 [ ]</td>
</tr>
</tbody>
</table>

| Project Summary (less than 200 words) | |
|---------------------------------------| |

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Optional: Contractor Information</th>
<th>Contractor Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
<td>County</td>
</tr>
<tr>
<td></td>
<td>State</td>
<td>Zip</td>
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<td>Phone</td>
<td>Fax</td>
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<td></td>
<td>E-Mail</td>
<td></td>
</tr>
</tbody>
</table>
**Key Project Metrics**

*Applicants* must complete Table 5 - Key Project Metrics, provided below. Further instructions for completing Table 5 - Key Project Metrics are found throughout Section 5 – Scope of Work. Failure to provide this information may result in disqualification of the proposal.

Table 5 - Key Project Metrics

<table>
<thead>
<tr>
<th>Key Project Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)  Net change in electricity (kWh) from <em>Biogas</em> system</td>
</tr>
<tr>
<td>(b)  Net change in natural gas (Therms) from <em>Biogas</em> system</td>
</tr>
<tr>
<td>(c)  $/kWh proposed</td>
</tr>
<tr>
<td>(d)  $/Therm proposed</td>
</tr>
<tr>
<td>(e)  Total Incentive Amount Requested [(a)(c)+(b)(d)]</td>
</tr>
<tr>
<td>(f)  <strong>Total Project Cost</strong> ($)</td>
</tr>
<tr>
<td>(g)  <strong>Project</strong> Completion Date (M/D/YY)</td>
</tr>
<tr>
<td>(h)  Average Monthly Peak Demand Offset (kW)</td>
</tr>
<tr>
<td>(i)  Expected Useful Life of <em>Biogas</em> system(years)</td>
</tr>
<tr>
<td>(j)  New Construction (Yes or No)</td>
</tr>
<tr>
<td>(k)  Annual Electricity Consumption in 2015 (kWh)*</td>
</tr>
<tr>
<td>(l)  Annual Gas Consumption in 2015 (Therms)*</td>
</tr>
<tr>
<td>(m)  *Penalty Agreed to if applicant fails to meet Project Completion Date (%)</td>
</tr>
<tr>
<td>(n)  Levels of pathogens in effluent</td>
</tr>
<tr>
<td>(o)  Concentration of nutrients in effluent</td>
</tr>
<tr>
<td>(p)  Percentage of water removal from effluent (%)</td>
</tr>
</tbody>
</table>

*Note: Enter N/A for any metric that does not apply to the proposed system.*

*Describe by utility customer or by farm*

*Applicants* will be required to provide written commitment to potential reduction upon award, see Section 5 **Project Timeline and Completion Date** for details.
Scope of Work

The scope of work includes the following sections:

Project Overview

Include a brief narrative providing:
- A description of the proposed system including how the project aligns with the program intentions outlined in Section 1 - Background (including project background information, specific site location(s), and Project objectives);
- The expected benefits of the system, including bioenergy production, nutrient management and water quality improvement (where applicable);
- An explanation for why incentives are being pursued.

Demonstrated Operating Success of the Proposed Anaerobic Digestion System

Applicants shall supply supporting documentation regarding the anaerobic digestion system proposed for this Project. Please also provide production data such as but not limited to:
- System size
- Location
- Annual hours of operation
- MMBTU of Biogas
- kWh produced
- Biogas quality
- Cost per kWh or Therm produced

Acceptable documentation could include system specification documentation, utility billing data, invoices for gas sold for other uses, documentation related to the size of the farm on which the system was installed.

Ability of the Farm/Applicants or Operating Entity to Successfully Operate an Anaerobic Digester and, if applicable, a Biogas Generation System

Anaerobic digesters and Biogas generators are complicated and highly technical systems to operate. Applicants should describe any experience they have previously operating digesters or similar complex systems. Applicants should also describe any trainings they will take related to system operation. Applicants should also describe the labor resources they have allocated to system operation, including any required certifications they must possess. If the system is going to be operated by a third-party the Applicant should describe the experience and capability of the firm that will be providing the on-going service.

Demonstrated Operating Success of the Proposed Water Treatment System

Applicants should describe the type of system being proposed for water treatment including all major components (e.g., ultra-filtration, reverse osmosis, deionization, ultraviolet light treatment, other similar major components). Identify the volume of each treatment stream produced by the treatment system on a percentage basis. Applicants should describe the
results achieved through the treatment system including test results. At a minimum, test results for the following should be provided for any waste stream that will be land applied:

- Pathogens (Fecal coliform, Total Coliform, E. coli, salmonella, enteric viruses, and viable helminth ova.)
- Total Nitrogen
- Total Available Nitrogen
- Total Phosphorus
- Total Available Phosphorus
- Chloride

In addition, at a minimum, test results for the following should be provided for any treatment stream that is proposed to be discharged to surface water:

- Total Phosphorus
- Ammonia Nitrogen
- Chloride
- Temperature,
- Hardness,
- pH,
- Dissolved Oxygen,
- Total Suspended Solids
- Biological Oxygen Demand
- Pathogens (Fecal coliform, Total Coliform, E. coli, salmonella, enteric viruses, and viable helminth ova.)
- Residual Chlorine

Applicants should also describe the disposal methods of the effluents and any sludge or other byproducts of the water treatment system, the necessary qualifications and experience required to operate the system and the qualifications and experience of the proposed operator.

**Ability of Applicants to Successfully Operate the Proposed Water Treatment System**

Wastewater treatment facilities are complicated and highly technical systems to operate. Applicants should describe any experience they have previously operating the proposed systems. **Applicants** should also describe the labor resources they have allocated to system operation, **including any required certifications they must possess**. If the system is going to be operated by a third-party the **Applicant** should describe the experience and capability of the firm that will be providing the on-going service.

**Demonstrated Capability of Vendor(s)**

The vendor should be able to demonstrate their experience and capability of constructing similar systems and providing on-going service. A vendor profile that includes company operating history, number of projects completed, bios for key staff involved in the design and operation of the system to be installed and applicable insurance policies held by the vendor. Also provide an operation and maintenance budget for the proposed system(s).
Support letters from the vendor and their *Project*-relevant associates is also encouraged and will not be included in the 40-page limit.

**System Design and Optimization**

Describe the system’s capacity, utilization, infrastructure integration, and optimization in a brief narrative that includes the following:

- Utilization of the proposed system to meet *Customer’s* energy needs
- Optimization of engineering design (e.g. waste heat or other methods utilized)
- Reduction in total manure transport mileage OR reduced piping mileage
- System production aligns with peak demand schedule (if applicable)
- System reduces energy use by systems upstream or downstream of the project (e.g. anaerobic pretreatment, water treatment)
- Use of off-farm substrates
- Efficiency of pathogen removal
- Treatment of waste streams to allow alternative disposal methods

Include a description of favorable accounting of waste streams coming from spoke farms to the hub, and nutrients returning to spoke farms (where granted in collaborative agreements) that exhibits a reduction in the volume and pathogens in the return waste stream.

In the description of the use of off-farm substrates, provide details on the way in which this *Project* will utilize these digester inputs as part of normal operation of the system, if applicable. This may include the type, origin and biogas-production strength of the substrate that should also be documented in Table 5 – Key Project Metrics where the substrates may affect the life of the proposed anaerobic digester system. *Applicants* should also specify if these off-farm substrates are to be secured with a formal contract and the length of the contract term.

Up to **twenty-five** (25) points may be awarded to *Applicants* based on system design and optimization.

**Renewable Energy Analysis**

Provide all calculations and assumptions made to determine the energy input and output (kWh, Therms) for the proposed system. Provide documentation justifying assumptions, including the capacity factor, used in calculations. Include parasitic loads in calculating the net energy offset or production. For detailed guidance on calculating renewable energy production, please refer to the Public Service Commission of Wisconsin Standard Calculation Recommendations for Renewable Energy Systems:

Not all factors outlined in the calculation recommendations may be relevant to all proposals. However, all proposals should clearly document the following minimum data to calculate energy production:

- Feedstock Inputs
  - Quantity/type of input, including the quantity and type of all animal waste involved.
  - Fraction of waste applied to digester.
  - Assumed waste production (total and by animal, expressed in lbs).
  - Assumed biogas generation per animal or per unit waste produced, with cited source from Recommendations document or other source.

- Digester Information
  - Digester type (i.e. single v. multiple chamber).
  - Assumed digester efficiency.
  - Assumed methane content of biogas.
  - Estimated annual biogas produced.
  - Lower Heating Value (LHV) of methane used.
  - Make/model and assumed efficiency of any associated generators.

Enter first year net change in kWh and Therms values (Output — Input) from the energy analysis in lines (a) and (b) of Table 5 - Key Project Metrics. Enter electrical peak demand offset in line (h) in Table 5 - Key Project Metrics.

Cost-Effectiveness Calculation

For the Focus on Energy incentive:

Enter the proposed $/kWh rate in line (c) and the proposed $/Therm rate in line (d) of Table 5 – Key Project Metrics. Projects will effectively receive more points by accepting less than the maximum proposed incentive values in line (c) and (d), as Projects are evaluated on Program Cost-effectiveness. Total incentive amount shall be calculated as follows:

Line (a) x Line (c) + Line (b) x Line (d)

Where:
- Line (a) = Net change in electricity (kWh) from renewable technology.
- Line (b) = Net change in natural gas (Therms) from renewable technology.
- Line (c) = $/kWh proposed.
- Line (d) = $/Therm proposed.

Projects with parasitic energy loads (additional kWh or Therms used as a result of the project) should enter a negative kWh or Therm value in the equation above so that the parasitic loss is deducted from the final incentive amount. Enter total incentive amount requested in line (e) of Table 5 – Key Project Metrics. Up to fifty (50) points may be awarded to Applicants based on reasonability of the project’s savings estimate.
Project Budget

Provide a description of the Project budget, as well as an itemized list of proposed equipment and the Total Project Cost. Indicate which of the expenses you anticipate Focus on Energy funds will be directed to should your proposal be selected for a Focus on Energy incentive. Table 6 - Total Project Costs is provided below as a template. Additional lines may be added to this table. Once the Total Project Cost is calculated, enter the total amount into line (f) of Table 5 – Key Project Metrics.

Table 6 - Total Project Costs

<table>
<thead>
<tr>
<th>Line Item Cost Description</th>
<th>Cost ($)</th>
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<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
<td>$</td>
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<tr>
<td><strong>Total Project Cost</strong></td>
<td>$</td>
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Project Timeline and Completion Date

Submit a detailed Project timeline that describes all tasks, deliverables and Project milestones. A sample project timeline table is provided as Table 7 – Project Timeline; however, Applicants may submit a Gantt chart or equivalent. Enter the estimated Project Completion Date (see definition) in line (g) of Table 5 – Key Project Metrics.

Table 7 - Project Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Quarter/Year Completion Date</th>
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<tbody>
<tr>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td><strong>Estimated Project Completion Date</strong></td>
<td>(enter specific date)</td>
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</table>

The Applicant commits to having this Project fully installed and operating and all paperwork correctly submitted to Focus on Energy by the date specified in line (g) of Table 5 – Key Project Metrics.
Focus on Energy Impact on Project

Describe why Focus on Energy funding is needed to move forward with the Project, including the likelihood of the Project to move forward with and without Focus on Energy funding. Identify any other additional funding sources in Table 8 – Funding Sources. Additional lines may be added to this table. Additional funding sources may include those from public and private entities that may be used to assist in the development of non-energy related systems or components.

Table 8 - Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Use/Purpose</th>
<th>Funding Amount ($)</th>
<th>% of Total Project Cost</th>
<th>*Application for Funding Complete? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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</table>

*Please provide confirmation of application to additional funding source in supporting documentation if available.

Utility History

Attach utility statements for all Customers’ (all non-residential utility customers that are members of a proposed consortium) energy consumption in 2015 (January 1, 2015 through December 31, 2015). If statements for all of 2015 are not available, please provide the most recent bills for an effective year. Enter the 2015 annual electricity consumption and natural gas consumption in line (k) and (l), respectively, in Table 5 – Key Project Metrics. If the proposed system is to be installed as part of a new construction Project that does not have 2015 utility data, explain the expectations of annual energy consumption for the facility and provide supporting calculations or a building energy model. Indicate whether the Project is associated with new construction by answering yes or no in line (j) of Table 5 – Key Project Metrics.

Supporting Documentation (All Attachments required unless explicitly stated otherwise):

- Letters of interest from participating farms;
- Letters of commitment from other funding sources;
- Diagrams, maps, plans and specifications for system components and site locations;
- Documentation confirming submission of application(s) to additional funding sources;
- System specifications;
- Vendor quote(s) and profiles for all vendors and sub-contractors/sub-vendors for anaerobic digester, water and nutrient management;
- Warranty information.
- Calculation of energy production
- Collaborating entity/Consortium contracts and MOUs, etc.
- Utility statements for all non-residential utility customers that are members of a proposed consortium for CY15

Sample consortium/submissions can be found in Appendix 2 - Sample Submission Considerations.
Appendix 1 - Definitions

**Annual Cost Savings** is the amount of energy cost savings during a year that results from the implementation of a *Project*. This value is calculated by multiplying the expected net change in kWh, Therms, and/or kW peak demand by the customer’s historical cost per kWh, kW, and therm.

*Applicant(s)* refers to a *Customer*, a group of *Customers*, or a *Consortium*, submitting a proposal for the *Integrated Anaerobic Digester System Program*. *Applicants* that form a *Consortium* may include (but are not limited to) farmers, digester and water treatment project developers, engineering firms, nutrient/fertilizer production or refining companies, natural gas and/or electric utility companies, and trucking or transportation companies.

**Baseline** refers to the current or projected annual energy usage without the proposed *Project*.

**Biogas** means a mixture of gases created during the anaerobic digestion of nutrient rich materials. Anaerobic digestion generates methane and other flammable gases that can be combusted to generate energy.

**Biomass system** means equipment that utilizes biological materials, including trees, grasses, and agricultural wastes, among others. Systems that use coal, fuel oil and propane, or other non-Renewable Fuel sources such as used tires, are not eligible.

**Business Day(s)** includes Monday(s) through Friday(s), excluding Saturday, Sunday or Federal Holiday(s).

**CAFO** means Concentrated Animal Feeding Operation and is defined in NR243.03(12) of Wisconsin Administrative Code.

**Completion Date** is the date that the *Project* will be entirely constructed and operational and all paperwork has been correctly submitted to *Focus on Energy*.

**Consortium** is an association of interested parties that must include at least one *Customer*. See also, *Applicant*.

**Cost-effectiveness** refers to the economic analysis that compares the relative outcomes of an investment and the costs. For example, *Focus on Energy* looks at *Cost-effectiveness* from both a program perspective (total annual kBTU produced or offset / incentive $) and a *Customer* perspective (total annual kBTU produced or offset / *Total Project Cost* excluding any incentive monies). The higher the kBTU produced or offset per dollar spent, the more *Cost-effective* the project.

**Customer(s)** means a current non-residential ratepayer within the service area of a *Participating Utility*. To receive *Focus on Energy* incentives for renewable electricity production, the *Applicant* must be a customer of a participating electric utility. To receive *Focus on Energy*
incentives for renewable natural gas production, the Applicant must be a customer of a participating natural gas utility.

Date of Award means the effective date an official notice to proceed is issued by Focus on Energy for Projects selected under this solicitation.

Focus on Energy refers to Wisconsin utilities’ statewide energy efficiency and renewable energy program specified under Wis. Stat. § 196.374(2)(a).

Free Rider means a Customer who would have installed Program Measure(s) in the absence of the Program incentive.

Measure refers to the qualified energy efficiency or renewable energy producing components of a Project. Measures include Biogas renewable energy Projects. These components include but are not limited to anaerobic digesters, gen-sets, generators, interconnection equipment, biogas compression and biogas cleaning equipment.

Net-Change is the result of the Baseline energy consumption minus the proposed energy consumption after the implementation of a Project. These net-changes are calculated for each energy source (electricity, natural gas, etc.). Some technologies may have a negative Net-Change for Therms or kWh, but a positive Net-Change for kWh or Therms respectively.

Participating Utility is an electric or gas utility that participates in Focus on Energy. A list of Participating Utilities is available at: http://focusonenergy.com/about/participating-utilities.

Payback (simple payback) means the amount of time (in years) needed for Annual Cost Savings derived from the project to equal the Total Project Cost. For purposes of this Program this does not include incentives from Focus on Energy or any other incentives.

Program refers to the Integrated Anaerobic Digester System activity outlined in this document, which is administered in part by the Focus on Energy Program, defined as the energy efficiency and renewable resource program established under §196.374 of Wisconsin Statutes.

Program Administrator means the entity assigned to develop and administer the Integrated Anaerobic Digester System alongside Focus on Energy, the energy efficiency and renewable energy programs under Wis. Stat. §196.374(2)(a), in coordination with other representatives from the Wisconsin Department of Natural Resources and the Department of Agriculture, Trade and Consumer Protection. Under this Request for Proposals, The Public Service Commission of Wisconsin is Program Administrator.

Project means all engineering, procurement and construction (EPC) items involved for completion, including a Measure or a group of Measures included within an Applicant’s Proposal.
**Ramp-up activities** refer to the first step(s) taken toward implementation of a renewable energy **Project**. Examples include issuing Purchase or Work Orders, filing for Building Permits, and soliciting bid proposals.

**Renewable Fuel(s)** means fuel sources that are generated from renewable sources; this does not include oil, conventional natural gas, propane or gasified coal.

**Technical Evaluation Team** – refers to the designated representatives from the Wisconsin Department of Natural Resources, Department of Agriculture, Trade and Consumer Protection, Public Service Commission of Wisconsin, Focus on Energy and UW-Madison qualified to score **Project** proposals from **Applicants**.

**Total Project Cost** includes renewable energy generating equipment, materials, ancillary improvements required to construct a fully functional renewable energy system, components related to manure or nutrient management, water treatment and water discharge systems, and installation labor costs. Feasibility studies and other investigation costs are not included in **Total Project Cost**. If costs would be incurred in the absence of the **Project**, they are not considered part of the **Total Project Cost**.

**Vendor** refers to entities that supply eligible **Measures**, goods and/or services that are required to complete the construction or installation of a proposed **Project**.
Appendix 2 – Sample Submission Considerations

The agencies (PSC, DNR, DATCP) envision that a successful proposal will involve a consortium, partnership, or other collaborative approach to meet the goals of the RFP. This RFP is intended to foster innovation in producing renewable energy while improving manure management and reducing water quality impacts. Rather than prescribing a single approach, the RFP is intended to elicit proposals that include a wide range of collaborative, cooperative, and public-private partnerships. While all proposals must meet the basic requirements of the RFP, the particular contracts or arrangements between entities involved in any single proposal is intentionally left undefined. To assist in developing competitive proposals, the following ideas are provided for illustrative purposes only. A successful proposal may incorporate some of these elements or develop others altogether, depending on the particular situation and entities involved.

A successful proposal must include three basic components: 1) an anaerobic digester to process manure produced by livestock operations; 2) a system for producing renewable energy (biogas that offsets natural gas or electricity demand on a Participating Utility); and 3) a system for treating the system’s effluent to capture nutrients and reduce pathogens. While the primary funding source for this RFP (Focus on Energy) can be used only to offset costs related to the production of renewable energy or increased energy efficiency, potential projects are encouraged to seek funding from alternative sources for other components of the system. The RFP includes a list of potential sources of funding for the manure, treatment, water treatment, manure storage and handling, and nutrient management components of a project.

Livestock Producers

The digester system is intended to serve multiple producers utilizing a central location for collecting and processing manure, with multiple satellite farms providing the manure substrate to the digester system. The specific contractual arrangements between the producers are not defined in the RFP. The digester system may be operated by a contractor, a farm, or a collection of farms. For example, one possible arrangement could be for a single producer to own and operate the digester system and contract with satellite farms to collect and treat their manure and return certain products (e.g., bedding, nutrients) to participating farms along with payments for a portion of the renewable energy production. An alternative arrangement could be the formation of a cooperative of livestock producers to own and operate a digester system on behalf of its members. Similarly, the preferred approach for materials transport to and from the digester is not specified. It may be feasible to transport raw manure and treated digester effluent products to and from satellite farms via truck, or it may be preferable to use piping to transport materials. Proposals may also include the collection of additional substrates, such as food waste, to enhance biogas production from the digester.

Energy Production

The RFP encourages the production and collection of biogas for use as a substitute to natural gas rather than for electricity generation. The collection, treatment, and transport of the biogas could be integrated into the operation of the digester, or it could be contracted to a third party as part of a consortium of companies submitting a project proposal. The third party could be an energy provider or a contractor. The biogas could be used to generate electricity, used as a transportation fuel for on-farm equipment or trucks (as long as it reduces natural gas demand on a Participating
Utility), or as a substitute for natural gas use on the farm. However, there may be situations where electricity generation is a cost-effective alternative to biogas production and collection, and such proposals are not precluded from competing under this RFP. In such cases, it may be feasible to include a coordinated renewables approach, such as the installation of solar photovoltaic generating systems that can take advantage of the required utility interconnections to produce renewable electricity in tandem with biogas-fired generators.

**Wastewater Treatment**

The RFP requires the installation of technologies that homogenize the manure and off-farm organic waste (if applicable), reduce manure volumes, reduce manure pathogens, and produce treated water. Projects may involve piping to and from hub locations and effluent treatment that results in the potential to discharge to receiving waters in a manner that it is allowed under WPDES permitting requirements. Operation and maintenance of the wastewater treatment equipment could be performed by the owner/operator of the digester or it could be provided by a municipality or third party contractor.

**Other Value-Added Products**

The RFP encourages proposals to include systems for producing additional value added products, such as bedding or pelletized manure for sale. Creative proposals will include partnerships and processes designed to maximize the value of the integrated anaerobic digester system for all parties involved.

**Example 1**

A single anaerobic digester is owned and installed at a large livestock operation (CAFO) that has entered into a partnership with 5 small dairy and livestock farms located nearby. The partners have a contract that specifies obligations for the delivery of raw manure to the digester and for the return of valuable products to the partners including bedding and nutrients in the form of digested manure. The wastewater treatment system is owned by the CAFO, but is operated under a contract with a third party. Similarly, biogas production, collection, treatment, and transport is handled by a third party, who contracts with the owner of digester. The biogas producer pays the owner of the digester based on the amount of biogas produced and a portion of this revenue is shared with the participating digester partners.

**Example 2**

A number of livestock producers enter into a joint venture to build, own, and operate a digester that can handle waste from a substantial number of cows. The joint venture establishes contracts with participating farms for the delivery of manure and return of valuable digester by-products. The joint venture hires its own employees to operate and maintain the wastewater treatment and the biogas collection, cleaning, and compression systems. The finished biogas product is used as a transportation fuel on-farm and sold to a third-party energy provider. Revenues from the joint venture are returned to its owners.
Example 3

One large livestock operation and several small dairies enter into a joint venture with a third party biogas developer. The biogas developer owns and operates the digester, storage facilities and nutrient concentration system. The farms choose to pipe or daily haul their manure to the digester, depending on their existing infrastructure and equipment. The digester brings in additional substrates to increase biogas potential and introduces tipping fees that are distributed to all farm participants. The farms each receive nutrients in return (as a liquid or solid, in the amount stipulated in their agreement with the consortium) and are able to utilize their existing on-farm waste storage structures and spreading equipment and the storage facilities housed at the digester site. Following the digestion process, the manure is pumped to screw press separators and then the solids and fiber are placed into a windrow composting building on the site of the digester. A nutrient concentration system is then used to further separate the manure in the liquid portion of the effluent and results in the ability to discharge clean water, substantially reducing the volume of the raw manure for each farm.
Appendix A - Designation of Confidential and Proprietary Information

Public Service Commission of Wisconsin

Ellen Nowak, Chairperson
Mike Huebsch, Commissioner
Lon Roberts, Commissioner
610 North Whitney Way
P.O. Box 7854
Madison, WI 53707-7854

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted, in response to Proposal – Integrated Anaerobic Digester System Program, includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released.

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In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the Public Service Commission of Wisconsin harmless for any costs or damages arising out of the state's agreeing to withhold the materials.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The Public Service Commission of Wisconsin considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the Public Service Commission of Wisconsin harmless for any damages arising out of the release of any materials unless they are specifically identified above.

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