

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
SPECIAL EXECUTIVE COMMITTEE MEETING  
Manitowoc City Hall  
August 23, 2016

COMMITTEE MEMBERS PRESENT: Eric Corroy, Mike Hotz (via phone), Don Markwardt, and Larry Neuens

COMMITTEE MEMBERS EXCUSED: Dennis Kroll, Mary Meyer

COMMITTEE MEMBERS ABSENT: Ken Fisher (non-voting member), Tom Sieber (non-voting member)

STAFF PRESENT: Cindy Wojtczak, Angela Kowalzek-Adrians, and Amy Carrozzinno-Lyon

- I. Chairperson Don Markwardt called the meeting to order at 11:02 a.m. and informed attendees that the meeting was being recorded on camera via FOX11 news and audio via an iPhone as a record of the minutes of the meeting.
- II. **Moved** by Larry Neuens and seconded by Eric Corroy to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. Don Markwardt made introductions of Committee members and staff and noted that Committee member Mike Hotz was participating via speaker phone.
- IV. Don Markwardt open the floor to public comment.

Tim Dettman of Clean Kill Pest Control of Florence, WI provided information about his company and summarized some of the information contained within the bid he provided to the Commission for *Invasive Phragmites Control in Green Bay and the Fox River Area*. Mr. Dettman was one of the contractors that was not recommended for award.

With no other requests to make comments, Don Markwardt closed the public comment period.

- V. **Moved** by Larry Neuens and seconded by Eric Corroy that the minutes of the July 29, 2016, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- VI. Angela Kowalzek-Adrians presented information about the bid selection process that was undertaken by Commission staff for the Request for Bids (RFB) for *Invasive Phragmites Control in Green Bay and the Fox River Area*.

Angela Kowalzek-Adrians noted that the RFB was released on July 12, 2016, with a closing date of July 27, 2016, at 4 PM CT. Bids were opened on July 28th. The RFB asked for (1) a brief proposal describing capacity, equipment available, application methods, and previous experience; (2) at least three client references; (3) a certificate of insurance meeting the guidelines provided, and (4) a completed and signed bid sheet stating contact information and prices for each municipality within the project area.

The RFB stated that award recommendations would be determined based on all information provided to select the most “responsive and responsible bidder who provides the best value (not necessarily the lowest bid).” It also stated that incomplete bids would be removed from consideration.

Bids from eight firms were received by the closing date. Two of the eight bids were considered incomplete as they were missing required insurance information.

Staff determined that in order to meet the short treatment window of late August through September and reduce the possible disruption of field activities due to inclement weather (such as rain or high

winds) or equipment failure, the most efficient approach to treating the Phragmites would be to split up the approximate 780 acres within the project area among 2 or 3 contractors. This would allow multiple firms to be working at the same time enabling faster completion of project benchmarks and improving the likelihood that all activities are completed before the first hard frost in early to mid-October, when treatment becomes ineffective.

Staff decided that geographic boundaries such as the Fox River and major highways would be the best way to divide the project area to make it easier for field crews to know their treatment boundaries.

A scoring criteria was developed to evaluate the bids. Based on the review and scoring of bids received, client reference checks, and follow-up phone interviews with contractors, Commission staff recommended the following three top scoring contractors for herbicide and mowing treatments of invasive Phragmites in the defined project areas:

- Applied Ecological Services for a contract not to exceed \$378,420 to manage approximately 420 acres in west Green Bay (west of the Fox River and north of I 43), the Village of Howard (east of STH 41), and Renard Island.
- Nature Care Ecological Consulting and Services for a contract not to exceed \$113,575 to manage approximately 280 acres in Green Bay (east of the Fox River), the Village of Howard (west of STH 41 and south of I 43), the Town of Scott, and the Baird Creek corridor.
- Wildlife and Wetlands Solutions for a contract not to exceed \$69,000 to manage approximately 150 acres in Allouez, Ashwaubenon, Bellevue and De Pere – along the Fox and East Rivers.

Angela Kowalzek-Adrians addressed several questions regarding the bids, the process, and how contractor progress would be monitored. She also noted that contracts were written to enable the moving of acreage to another contractor should it appear that performance was insufficient and the potential for not completing the project could result.

- VII. **Moved** by Larry Neuens and seconded by Mike Hotz to approve all three staff recommended contracts for *Invasive Phragmites Control in Green Bay and the Fox River Area* as presented. Motion carried, with all voting aye on a voice vote.
- VIII. **Moved** by Larry Neuens and seconded by Eric Corroy to adjourn the Special Executive Committee meeting. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:44 a.m.

Respectfully submitted,  
Angela Kowalzek-Adrians  
Recording Secretary