



AGENDA OF THE ECONOMIC DEVELOPMENT AUTHORITY

MONDAY, NOVEMBER 2, 2020, 5:00 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Pam Parish - Chair, Michael Peot - Vice-Chair, Ald. Brian Johnson, Mahamed Rage, John Calewarts, Glen Sherman and Tara Yang

C. Approval of the Agenda.

- I. Approval of the agenda for the November 2, 2020, meeting of the Economic Development Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the October 5, 2020, meeting of the Economic Development Authority.

E. Regular Business.

- I. Consideration with possible action on Request for Proposal #3276 for professional environmental services for Brownfields Revolving Loan Fund (RLF).

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

F. Informational.

- I. Director's Report.
2. Brownfields Program Update.

3. Date of next meeting: December 7, 2020.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Economic Development Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Economic Development Authority 11/02/20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82648498507?pwd=ZmZlMDVuenpISGV0dWxqcUJLRGZEUT09>

Meeting ID: 826 4849 8507

Passcode: 483400

One tap mobile

+1 646 876 9923,,82648498507# US (New York)

+1 301 715 8592,,82648498507# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 826 4849 8507

Password: 483400

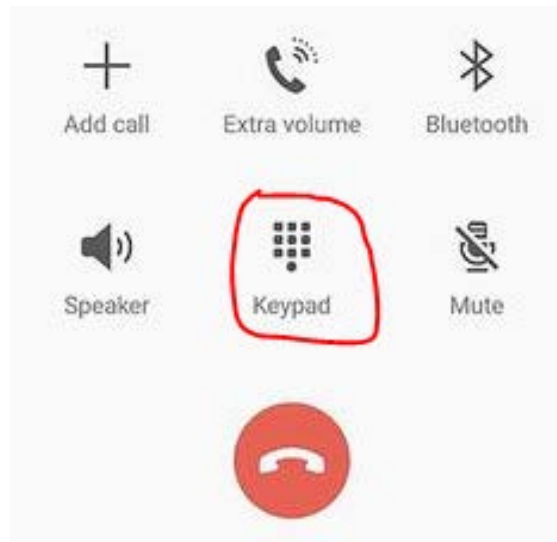
Find your local number: <https://us02web.zoom.us/j/kcKgDFBpar>

Additional Information

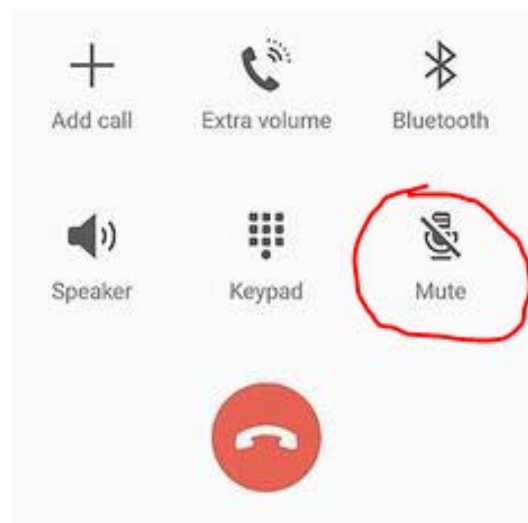
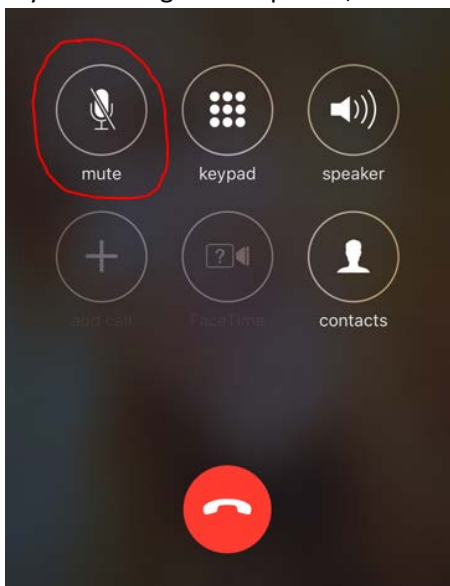
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY

MONDAY, OCTOBER 5, 2020, 5:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

I. Members: Pam Parish - Chair, Michael Peot - Vice-Chair, Ald. Brian Johnson, Mahamed Rage, John Calewarts, Glen Sherman and Tara Yang

Present: Mike Peot, Pam Parish, Ald. Brian Johnson, Tara Yang, Excused: Glen Sherman, John Calewarts, Absent: Mahamed Rage

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the October 5, 2020, meeting of the Economic Development Authority.

Moved by Tara Yang, seconded by Mike Peot to approve the agenda for the October 5, 2020, meeting of the Economic Development Authority. Motion carried.

Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the November 11, 2019, meeting of the Economic Development Authority.

Moved by Ald. Brian Johnson, seconded by Tara Yang to approve the minutes from the November 11, 2019, meeting. Motion carried.

Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None

2. Approval of the minutes from the March 2, 2020, meeting of the Economic Development Authority.

Moved by Mike Peot, seconded by Ald. Brian Johnson to approve the minutes from the March 2, 2020, meeting. Motion carried.

Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None

E. REGULAR BUSINESS.

I. Consideration with possible action on a request by GB Real Estate Investments, LLC, to obtain a planning option of 416 N. Monroe Avenue (Tax Parcel 11-92).

The Authority may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by Ald. Brian Johnson, seconded by Tara Yang to open the floor. Motion carried.
Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None

Moved by Ald. Brian Johnson, seconded by Tara Yang to close the floor. Motion carried.
Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None

Ald. Brian Johnson stated that he will abstain from voting on any motion because Garritt Bader is a member of the Executive Committee who oversees his compensation.

Moved by Mike Peot, seconded by Tara Yang to approve the planning option with GB Real Estate Investments, LLC, for the property located at 416 N. Monroe Avenue (Parcel 11-92).

Motion carried.

Yes- Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- Brian Johnson

F. INFORMATIONAL.

1. Director's Report.

Cheryl Renier-Wigg provided the Director's Report.

2. Brownfields Program Update.

Matt Buchanan provided the Brownfields Program Update.

3. Commercial Market Study Update.

David Buck provided the Commercial Market Study Update.

4. Date of next meeting: November 2, 2020.

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Tara Yang to adjourn. Motion carried.
Yes- Brian Johnson, Pam Parish, Mike Peot, Tara Yang, No- None, Abstain- None



Report to the
Economic Development Authority
of the City of Green Bay

MEETING DATE

November 2, 2020

PREPARED BY

Matt Buchanan, Staff

AGENDA ITEM # E.I

Consideration with possible action on Request for Proposal #3276 for professional environmental services for Brownfields Revolving Loan Fund (RLF).

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

The City of Green Bay was recently awarded an \$800,000 Brownfields Revolving Loan Fund (RLF) Grant from the U.S. Environmental Protection Agency (EPA). To implement the new RLF program, the City must contract with a qualified environmental professional (QEP) to assist staff with overseeing brownfield cleanup activities and ensuring compliance with state and federal requirements.

The City of Green Bay's Purchasing Division coordinated a Request for Proposals (RFP) and two qualified vendors responded with formal submissions. An internal evaluation team scored the proposals based on the attached scoring criteria. The evaluation process resulted in Vendor A, GEI Consultants, receiving the highest score and Vendor B, Stantec, receiving the second highest score.

EPA has guided staff to contract with two vendors to serve as primary and secondary QEPs in order to avoid potential conflicts of interest. In cases when the City's primary QEP is also under contract to consult an RLF applicant or borrower, the City may rely on a secondary QEP for oversight of those projects.

RECOMMENDATION

Staff is recommending authorization to enter into professional services agreements with GEI Consulting to serve as the primary QEP and Stantec to serve as secondary QEP.

FISCAL IMPACT

The Brownfields RLF Grant budget includes \$45,200 for contractual services. QEPs will invoice the City for services provided at an hourly rate, not to exceed the EPA-approved budget for contractual services.

ATTACHMENTS

- I. RFP #3276 Intent to Award Notice



October 28, 2020

RE: RFP No. 3276
Department of Community & Economic Development
Project: Professional Environmental Services for
Brownfields Revolving Loan Fund (RLF)

The evaluations of the proposals received have been completed. The award recommendation of the highest ranked proposal for the following project will be as follows:

- 1) Professional Environmental Services for Brownfields Revolving Loan Fund (RLF) - Award to GEI Consultants, Inc. as the Primary Qualified Environmental Professional (QEP) Vendor. Stantec has been selected as the Secondary QEP Vendor to assist only when GEI Consultants, Inc. is unable to conduct the QEP services. Budget total for this project not to exceed \$45,200.

A copy of the proposal summary is attached. This recommendation will be brought for approval before the Economic Development Authority on November 2, 2020 at 5:00pm (Central Time).

These meetings will be held virtually. Please confirm the date and time via the City of Green Bay's website www.greenbaywi.gov. Click on the "Meetings & Agendas / Minutes" icon at the bottom of the screen. Select the appropriate meeting (Economic Development Authority) and view the directions on how to attend the virtual meeting. A copy of the proposal summary is attached.

Thank you for your time and effort on your proposal you submitted and also for your continued interest in doing business with the City of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Jackie Krawze, CPPB
Buyer

Attachment

cc: Cheryl Renier-Wigg – Department of Community & Economic Development
Matthew Buchanan – Department of Community & Economic Development

#3276 RFP VENDOR RANKING & COST SUMMARY

Department of Community and Economic Development
Professional Environmental Services for Brownfields Revolving Loan Fund (RLF)

RFP #3276

ISSUED: 9/28/2020 DUE: 10/19/2020

CC: 90600, 92600, 96200, 92500, 96100, 90900, 95800, 91800

EVALUATION CRITERIA & RANKING:

Total Possible Points	MINIMUM SPECIFICATIONS Proposals not to exceed \$45,200	Highest Score	Lowest Score
		GEI Consultants	Stantec
30	General Experience & Qualifications of the Firm and Key Personnel Assigned to City	29	29
40	Management Outline	40	38
10	References	10	10
20	Cost	20	19.9115
100	Vendor Scores (Total possible points = 100)	99	96.9115

Vendor's Proposed Cost of Project: \$45,000.00 \$45,200.00

NOTES:

This was a proposal process with a budget amount not to exceed **\$45,200**. We received two (2) proposals.

The evaluation team consisted of the Department of Community and Economic Development Staff (3 members).

This proposal process started in September 2020. Proposals were due on 10/19/2020. On 10/26/2020 the evaluation team met to discuss & score all proposals.

Award Recommendations:

Award to GEI Consultants, Inc. as the Primary Qualified Environmental Professional (QEP) Vendor. Stantec has been selected as the Secondary QEP Vendor to assist only when GEI Consultants, Inc. is unable to conduct the QEP services. Budget total for this project not to exceed \$45,200.