

**Proposal Evaluation Subcommittee of the Harbor Committee
October 12, 2009**

Members present: Alan Fischlowitz, Chair Pro Tem; Emmer Shields, Ashland County Highway Commissioner; Keith Sowl, Town of La Pointe Town Foreman; Burke Henry (1:48 pm)

Members absent: Alternate Arnie Nelson

Also present:

1. Call to order by Chair, Pro Tem Alan Fischlowitz.

Meeting of the Proposal Evaluation Subcommittee of the Harbor Committee called to order by A. Fishlowitz, Chair Pro Tem at 1:45 pm on Monday, October 12, 2009

2. Election of Officers.

Motion by E. Shields to appoint A. Fischlowitz Chair of this committee, second, K. Sowl. All in favor, 2 ayes, motion carried.

Motion by E. Shields to appoint B. Henry secretary of this committee, second, K. Sowl. All in favor, 3 ayes, motion carried.

A. Fischlowitz will take notes for this meeting.

3. Review the Mission of the Sub-Committee.

Committee will follow the Quality Based selection (QBS) process; the secretary will provide QBS forms to committee members. The proposals are due October 30th. There should be eight copies of each proposal submitted.

B. Henry is now present and is informed that he has been appointed secretary.

Each committee member will select five or six companies. A roundtable discussion will be scheduled and the number of proposals will be narrowed down to three or four. Interviews will be scheduled. After the interviews the committee will select two proposals which will be presented to the full Harbor Committee, along with this committee's reasons for the selection of these two. The Harbor Committee will select one of the proposals.

The interview process should include the people who will actually be working on the project; not just the marketing people. The interviews should be extensive and usually take a half an hour or more.

A. Fischlowitz updates the committee of correspondence received from companies.

Discussion of criteria that can be used to evaluate the proposals such as past history, financial stability, personnel, background of personnel and success as well as lack of success. Several phone calls should be made to check out listed references as well as references for projects that were not listed. In the request for proposals we stated so much weight would be given to substance, timing and location.

4. Set next meeting date and agenda.

Next meeting scheduled for 1:00 pm on November 9, 2009.

5. Adjourn.

Motion to adjourn by B. Henry, second K. Sowl. All in favor, 4 ayes, motion carried.

Meeting adjourned at 2:10 pm.

Minutes taken from recorder and respectfully submitted by Kathy Erickson, Clerical Assistant.

Minutes approved as presented November 9, 2009