



Milwaukee Metropolitan Sewerage District

260 West
Seeboth Street
Milwaukee, WI
53204

Meeting Minutes Ad Hoc Operations & Maintenance Contract Selection Committee

Preston D. Cole, Chair

Kathy Ehley, Dennis M. Grzezinski, Kris Martinsek, Michael A. West

Thursday, June 5, 2025

10:00 AM

Dennis M. Grzezinski Conference Room

CALL TO ORDER

Committee Chair Cole called the meeting to order at 10:03 a.m.

RECORD ROLL

Present 4 - Preston D. Cole, Kathy Ehley, Dennis Grzezinski, and Michael A. West

Excused 1 - Kris Martinsek

Approval of Proceedings of Committee Meeting held April 11, 2025

A motion was made by Mr. West, seconded by Mr. Grzezinski. The motion carried by a unanimous voice vote.

1 Update on Draft Contract

Kevin L. Shafer, P.E., asked that all attendees and staff members introduce themselves. After introductions, Mr. Shafer provided an update and report on the draft contract. Vendors and the Committee have until July 18 to provide comments and questions on the contract.

Mr. Shafer provided the Committee with a handout on the draft procurement schedule and reviewed the schedule. Interviews with firms will likely shift from December to January.

Rick Niederstadt, Capital Improvement Program Manager, presented on the data room website, which contains documentation and background information relevant to the contract and proposal process. Staff continues to add pertinent documents to the site, including information requested by the vendors. Katherine Lazarski, Director of Legal Services, noted that the access to this area is in a secured area and requires a signed nondisclosure agreement to access.

Mr. Shafer reported that after today's meeting, staff will meet with the prequalified vendors to answer questions and receive initial feedback on the draft contract from them.

2 Review and Discussion of Operations and Maintenance Contract Request for Proposals

Katherine Lazarski, Director of Legal Services, reviewed the request for proposals process, which included a firm prequalification period last year and the three firms moving forward through the request for proposals process. The request for proposals is still in draft form, and staff continues to review this document. Ms. Lazarski reviewed the possible scoring metrics for the proposals, which likely will include overall cost, staff/workforce development, company resources, community benefits, exceptions and requests, and the computerized maintenance management system proposal.

Kevin L. Shafer, P.E., Executive Director, reviewed potential weighting of scoring and sought input from the Committee on this matter.

Mr. West asked when the request for proposals would be ready for Committee review and when the Committee would provide comment on this and the scoring metrics. Anna Kettlewell, Director of Administration, noted that the next meeting was set for August 28, so it was anticipated that this would be the time for those comments. Mr. Shafer indicated that staff would provide a rough draft of the request for proposals and scoring metrics to the Committee this month.

Mr. Grzezinski noted that cost should be the highest weighted scoring factor, but staffing/human resources may need a higher percentage. He noted that incentives/disincentives needed to be appropriate to keep staffing levels at expectations and to fill vacancies quickly. Mr. Shafer confirmed that District Human Resources staff will provide timelines for filling positions.

Mr. Shafer noted that it is anticipated that current employees at the water reclamation facilities would transition with a new vendor if a change was made. He noted that continued communication among the parties will be critical in transitioning from one contract to the next.

Mr. Shafer asked the Committee for their thoughts on the community benefits section of the contract. Mr. West noted that the approach was good. Mr. Shafer noted that it would be critical for vendors to understand the District's broader vision. Ms. Ehley noted that community benefits extend beyond education and asked that vendors understand the broad scope of community benefits. Mr. Grzezinski agreed that the community benefits proposal is a reasonable approach.

Mr. Grzezinski discussed the change and evolution of the area's river cleanup and how it is critical for vendors to foster this spirit in a new contract. Mr. Shafer noted that vendors needed to keep their perspective on the future of the region's waterways and how we can improve the region via the contract.

ADJOURNMENT

It was moved by Mr. West, seconded by Ms. Ehley, to adjourn. The motion carried.

As there was no further business, the meeting was adjourned at 10:49 a.m.

Anna Kettlewell, Commission Secretary
Milwaukee Metropolitan Sewerage District