

CWDAC RFP REVIEW SUB-COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Thursday, May 31, 2018
Meeting Time: 7:30 AM

PRESENT: Dane Drasher, Sean Fitzgerald, Matt Cox, Norm Fracassa

OTHERS PRESENT: Samia Touma; Barry Abramson (via telephone)

STAFF PRESENT: Steve Bird and Ann Legere

1. Meeting was called to order by Drasher at 7:36 am.

2. Approval of Minutes from March 15, 2018

Fracassa motioned to approve the minutes as presented, Fitzgerald seconded. Vote: 4 in favor, none opposed.

3. Citizens Forum: No citizen input.

4. Discussion of RFP Completeness

Drasher noted the Chinburg withdrew from the RFP process so we ended up with two responses.

Drasher asked staff for input in the RFP's meeting the checklist requirements.

Legere: Cathartes either supplied or at least addressed all of checklist items. Summit did not supply or address all of the items.

Bird: My review showed that Cathartes supplied all but items #7 and #8. Summit supplied 10 of 21 checklist items.

Committee discussed if they wanted to interview both respondents given the disparity in the number of RFP items not supplied and the consensus was to interview both.

5. Review of Criteria for Assessing Each RFP

Drasher reviewed the selection criteria that starts on page 17 of the RFP and had members review items 1-8. These items will form the basis for interview questions and discussions during the interviews.

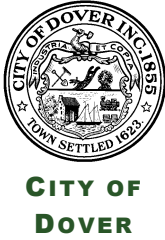
6. Develop List of Interview Questions

Discussed the viability of preparing questions for each respondent in advance and if they wanted to send the questions to each prior to the interviews. Consensus was that the questions would be very different for each respondent so there could not be standard questions and not to send any questions ahead of time.

Abramson: If we talk through key issues we have with the RFP's that could lead to questions. For example we should ask for specifics on the amount of non-residential space in all mixed use buildings.

The committee discussed the following issues and questions related to them:

- Building height issues versus Design Guidelines and the zoning limits
- How the designs attract people into the site and down to the knuckle area
- How to vary the architectural styles of the residential and mixed use buildings while meeting the intent of the Design Guidelines
- The mix of residential versus non-residential uses



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- The number and locations of restaurants
- The changes in street locations being proposed
- Making sure the proposed development is sufficient enough to pay off the TIF bonds and produce long-term positive tax revenues

7. Discuss the Interview Process

Fitzgerald: I would ask each developer to not sit in on the other interview just as a common courtesy.

Bird: The interviews have been set for Wednesday, June 6th starting at 1:00 PM in room 305 of the McConnell Center. Cathartes will be at 1:00 and Summit will be at 2:30. A non-public session is scheduled for immediately after the interviews.

8. Adjournment

Drasher declared the meeting adjourned at 9:40 AM.