

MEMORANDUM

From: Kathryn Madden
To: Tom Evans
Date: May 16, 2016
Subject: Foundry RFP Submission Certification and Next Steps

I have certified that the CRA has received a complete Submission from CIC/Graffito SP (with Hacin + Associates), including both the Non-Financial and Financial portions. There were no other submittals.

Foley Hoag and I have finalized the Foundry Evaluation Manual, which organizes the phases of review of the submission. The process is summarized below:

1. Publicly open the Non-Financial Portion of the submission and post on CRA website (done).
2. Distribute the Non-Financial Portion to the Technical Review Team, the Foundry Advisory Committee, and the Evaluation Committee (done).
3. Technical Review Team and Foundry Advisory Committee review and provide feedback on Non-Financial Portion to the Evaluation Committee.
4. Evaluation Committee meets to discuss and score the Non-Financial Portion of the submission.
5. Distribute the Financial Portion to the Technical Review Team, the Foundry Advisory Committee, and the Evaluation Committee.
6. Evaluation Committee meets to discuss and score the Financial Portion of the submission.
7. Public presentation of Proposal followed by Evaluation Team interview.
8. CRA Board considers recommendation of the Evaluation Committee.

All evaluations will follow the matrix provided in the RFP. The exact schedule for the review process including the public presentation is still being developed, but the goal is to have a proposal for consideration by the CRA Board to consider in July. The team and committee membership is listed below.

Technical Review Team

Jeremy Meisinger, Foley Hoag

Jeffrey Mullan, Foley Hoag

Shuprotim Bhaumik, HR&A

Kyle Vangel, HR&A

Chuck Redmon, Cambridge Seven

Staff: Kathryn Madden, Carlos Peralta, Taha Jennings

Foundry Advisory Committee (FAC)

1. Folakemi Alalade
2. Miriam Bucheli
3. Deoborah Ruhe
4. Jamie Sabino
5. Jason Slavick
6. Mark Tang
7. Richard Thal

Staff: Kathryn Madden, Carlos Peralta, Taha Jennings

Evaluation Committee

1. Tom Evans, Executive Director, CRA
2. Jason Zogg, Program Manager CRA
3. Lisa Peterson, Deputy City Manager, City of Cambridge
4. Louis DePasquale, Assistant City Manager, Fiscal Affairs, City of Cambridge
5. Lisa Hemmele, Director of Economic Development, City of Cambridge
6. Amy Witts, City Purchasing Agent, City of Cambridge
7. Bob Reardon, Director of Assessing, City of Cambridge

Staff: Kathryn Madden, Carlos Peralta, Taha Jennings

Review and comments from the City's legal team, zoning compliance, and other departments is also expected as part of the advisory process.