
MEMORANDUM

TO: APPLETON REDEVELOPMENT AUTHORITY (ARA) MEMBERS
FROM: MARISSA DOWNS, CHAIR OF ARA
SUBJECT: FOREMOST RFP
DATE: OCTOBER 28, 2015
CC: KAREN HARKNESS

On October 9th, the City of Appleton received five responses to the Foremost Request for Proposals.

A Review Committee, comprised of Jeff Jirschele, Karen Harkness, Monica Stage, Matt Rehbein and me, met on October 15th to review the responses based on the criteria set forth in the Request For Proposals documentation.

Based on the results of that meeting, three respondents were asked to have a phone interview on October 20th with the Review Committee. After these interviews, the Review Committee has asked two respondents to appear in front of the Appleton Redevelopment Authority (ARA) to describe their proposals and answer preliminary questions from ARA members on November 4th.

All five proposals received will be attached to the ARA agenda for the November 4th meeting and will be available on the City of Appleton website. While all five proposals will be available, the Review Committee's recommendation is to select one of the two proposals being presented to be the chosen developer of the Foremost site. The remaining proposals are being supplied for informational purposes only.

At the November 4th meeting, the two respondents chosen will present their proposals in open session, and ARA members will ask questions in open session. ARA members will then go into closed session to deliberate the proposals and discuss potential negotiations regarding the proposals; no respondents will be a part of this portion of our meeting.

We will not host public comment at the November 4th meeting, and no material decisions will be made at this meeting. Public comment will be heard at the November 18th ARA meeting.