

Community Facilities Project
Proposed Council Process
Draft: September 23, 2010

Pre-requirements:

- Determine single contacts for Town and Library
- Agree on consensus building “ground rules”, such as:
 - how group decisions will be made,
 - what the responsibilities of the participants are,
 - how participants should interact with each other, and
 - how draft documents will be circulated and reviewed.

PROPOSED TASK SEQUENCE (see also figure on page 5)

1. Build consensus on Community Facility Needs (i.e. desired floor area, condition, timeframe)
 - a. Falmouth Memorial Library (this process can run parallel with 1b)
 - b. Community Recreation Center (this process can run parallel with 1a)
 - c. Town Hall (process recommended to be deferred until later date)
2. Build consensus on Location for agreed-upon Community Facility Needs
3. Once needs and locations have been determined, build consensus on a Request for Proposals (“RFP”) or Request for Qualifications (“RFQ”) Process for soliciting Private Development Proposals
4. As soon as real estate broker has been selected, start disposition process for Pleasant Hill Fire Station property (could be started earlier)
5. Start disposition process on classroom portables (could be started earlier)
6. Build consensus on a decision on Private Development Proposals and proposed Community Facility Improvements and Next Steps (e.g. future referendum, private development agreement, other property sales)

TASK 1 AND 2: COMMUNITY FACILITY NEEDS and LOCATION

a. Falmouth Memorial Library

- i. Falmouth Town Council (“Council”) and Falmouth Memorial Library Association Board of Trustees (“Trustees”) to meet jointly and:
 - tour the library
 - review past space/engineering plans and reports
 - current work in progress
 - determine whether there is any additional benchmarking data that should be obtained

- ii. Review by Council and Trustees of additional benchmarking and work, as required
- iii. Council and Trustees to determine whether there is any additional analysis required to reach agreement on the future space needs for the library
 - Council may wish to do peer review of library benchmarking data and space needs analysis
- iv. Review by Council and Trustees of (peer review) space needs analysis, as required
- v. Council and Trustees to articulate and agree on library facility needs (floor area, condition, timeframe)
- vi. Council and Trustees to review site options and determine best possible locations with an emphasis on meeting space needs, access, land use planning and community development, and other factors deemed important by the Council and Trustees
- vii. Trustees to determine what additional information is needed (e.g. Council direction on draft Memorandum of Understanding) before the Board is able to state its preferred plan A and back-up plan B to meet agreed-upon needs
- viii. Review by Council and Trustees of additional information, as required
- ix. Trustees to state preferred plan A and back-up plan B and assistance requested from Town for each plan
- x. Council to endorse, reject, or revise Trustees' preferred plan A and back-up plan B and assistance request for the Falmouth Memorial Library

b. Community Recreation Center

- i. Council to review Community Recreation Center space and service delivery needs and determine what additional information is required
- ii. Council to agree on Community Recreation Center space needs (floor area, condition, timeframe)
- iii. Council to review site options and determine best possible locations with an emphasis on meeting space needs, access, land use planning and community development, and other factors deemed important by the Council
- iv. Council to review additional information and state its preferred plan A and back-up plan B for a Community Recreation Center

c. Town Offices

Has Council already determined that the Town Offices will not be part of this project? If the answer is "yes," staff recommends moving on to the remaining part of the process and not spending time on this building. It can be a separate project at a later date.

TASK 3 AND 6: RFP OR RFQ PROCESS FOR SOLICITING PRIVATE DEVELOPMENT PROPOSALS

- a. Council (with Library input) to determine whether to seek real estate brokerage or real estate consulting services to assist with development of RFP or RFQ
- b. Council to determine whether an RFP or RFQ is most appropriate ¹
- c. Council, using the outcomes from facilities work above and considering future needs, to agree on:
 - which properties are available for private re-use,
 - which properties are not available for private re-use, and
 - amount of flexibility that it wants developers to have.

Bid alternate may allow for consideration of additional flexibility and “out of the box” responses.

- d. Council to determine all other draft RFP/RFQ considerations and specifications
- e. Town to invite developers to prepare and submit development proposals in response to an RFP/RFQ
- f. Council to evaluate RFP/RFQ responses and conduct interviews as required
- g. Council to decide on developer(s) selection
- h. Council to negotiate private development agreement(s)

TASK 4: DISPOSITION OF PLEASANT HILL FIRE STATION PROPERTY

- a. Council to agree on disposition process for Pleasant Hill Fire Station
- b. Council to seek real estate brokerage assistance, if not yet obtained in task 3a
- c. Council to address Fire Station deed issue (with Howard Reiche) and future permitted uses
- d. Real estate broker to solicit property purchase offers
- e. Council to review and accept purchase offer

TASK 5: DISPOSITION OF CLASSROOM PORTABLES

- a. Council to agree on disposition process for classroom portables

¹ Request for Proposal (RFP) = Final selection is based on proposed services or goods as well as cost. (Use when needed services/goods are well-defined.)

Request for Qualifications (RFQ) = Final selection is based on the perceived ability of proposer to best achieve the most desired outcome. (Use when needed services/goods are not well defined.)

- b. Council to solicit property purchase offers
- c. Council to review and accept purchase offer(s)

TASK 6: PROPOSED COMMUNITY FACILITY IMPROVEMENTS

- a. Council, using results of private development RFP/RFQ process above, to decide on plan and process for Community Facility Improvements

