

**COMMUNITY FACILITIES PROJECT**  
Draft August 31, 2010

**POSSIBLE “NEXT STEPS”**

*Staff prepared the set of possible actions below. These are steps that could be taken by the Town depending on different outcomes of the November 2010 referendum.*

September 7, 2010	Council determines wording of referendum language and reviews draft Town-Library Memorandum of Understanding (MOU)
September 13, 2010	Council approves referendum language
September 2010	Staff prepares Request for Qualifications (RFQ) for real estate broker services
October	Town selects real estate broker
November 2, 2010	Referendum Vote

**If Question 1 (= scaled down committee proposal) is approved....**

November 2010	Staff prepares Request for Proposals (RFP) for architectural services (Town may instead pursue design-build services)  Real Estate Broker prepares disposition process for Pleasant Hill Fire Station, Library and Town Hall (and school portable classrooms)
December	Town selects architect for Plummer-Motz building  Library selects architect for Lunt building
January 2011	Architects begin work
April	Architects complete construction documents and final cost estimates
May	Architects oversee construction bid process  (assume) Disposition of Town properties is completed  (assume) Library fundraising is completed
June	(then) Contractor selection
July	(then) Construction starts

**If Question 1 is not approved and voters recommend Question 2 (= sell entire school property)....**

November 2010	Council reviews election results and decides on course of action
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	Real Estate Broker prepares disposition process for Pleasant Hill Fire Station
December	Real Estate Broker prepares RFP for sale or lease of entire School property
January 2011	Council authorizes issuance of School property RFP
March	Town receives purchase or lease proposals
April-May	Council evaluates purchase or lease proposals
June	Council selects purchaser/developer or tenant for school property

**If Question 1 is not approved and Question 2 is not recommended....**

November 2010	Council reviews election results and decides on course of action
	Real Estate Broker prepares disposition process for Pleasant Hill Fire Station
December	RFP is prepared for public-private partnership for redevelopment of School property
February 2011	Town receives public-private partnership proposals
March	Council evaluates public-private partnership proposals and selects developer for school property
April	Developer begins process of preparing redevelopment plans
	Council approves bond language for remaining school property for June 2011 referendum, as required (this assumes Town and/or library is responsible for its portion of the project)
June 2011	(assume) Voters approve referendum, as required
June	RFP is prepared for architectural services
	Real Estate Broker prepares disposition process for Library and/or Town Hall (and school portable classrooms)
July	Architect is selected
August	Architect begins work
November	Architect completes construction documents and final cost estimates
December	Architect oversees construction bid process

(assume) Disposition of Town properties is completed

January 2012 (then) Contractor selection

February (then) Construction starts

*Note: If this schedule cannot be met, then the June 2011 referendum would move to November 2011.*

**If Question 1 is approved as an Advisory Question (= scaled down committee proposal) ....**

November 2010 Staff prepares RFP for architectural services (Town may instead pursue design-build services)  
  
Real Estate Broker prepares disposition process for Pleasant Hill Fire Station, Library and Town Hall (and school portable classrooms), pending voter approval in June 2011(alternatively: start this process after June 2011 referendum)

December Town selects architect for Plummer-Motz building

Library selects architect for Lunt building

Architects begin work

April 2011 Architects complete construction documents and final cost estimates

Architects oversee construction bid process

Council to approve bond language for June 2011 Referendum

Council selects contractor, pending voter approval of referendum

June (assume) Voters approve referendum

(assume) Library fundraising is completed

(assume) Disposition of all Town properties is completed (alternatively: Start disposition process of Town properties)

July Construction starts (alternatively: Delay construction start until disposition of all Town properties is complete)

*Note: If this schedule cannot be met, then the June 2011 referendum would move to November 2011.*