

Community Facilities Project – Council Process
Draft: October 21, 2010

OVERVIEW OF PROPOSED TASK SEQUENCE (see also figure on page 4)

1. Build consensus on Community Facility Space 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 (separate process that will run parallel with 1b and 1c)
 This includes consideration of the Food Pantry in either (b) or (c).
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”), Request for Qualifications (“RFQ”) Process, or alternative process to solicit Private Development Proposals
4. As soon as a 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 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	FALMOUTH MEMORIAL LIBRARY
October 18, 2010	Falmouth Town Council (“Council”) and Falmouth Memorial Library Association Board of Trustees (“Trustees”) to meet jointly and: <ul style="list-style-type: none"> • tour the library • review past space/engineering plans and reports (as they pertain to future space needs) • current work in progress (as it pertains to future space needs) • determine whether there is any additional benchmarking data that should be obtained (as it pertains to future space needs)
n/a	Review by Council and Trustees of additional benchmarking and work, as required
October 18, 2010	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
n/a	Review by Council and Trustees of (peer review) space needs analysis, as required
October 25, 2010	Council and Trustees to agree on library facility floor area needs.

November 8, 2010	Council and Trustees to review site/facility studies and determine if additional facility analysis is required
November 22, 2010	Council and Trustees to determine best possible facility locations with an emphasis on meeting space needs, access, land use planning and community development, cost and other factors deemed important by the Council and Trustees
December 13, 2010	Trustees to determine what additional information is needed (e.g. Council direction on draft Memorandum of Understanding, cost analysis, architectural service, etc.) before the Board is able to state its preferred plan A and back-up plan B to meet agreed-upon needs
December 27, 2010	Review by Council and Trustees of additional information, as required
January 10, 2011	Trustees to state preferred plan A and back-up plan B and assistance requested from Town for each plan
January 10, 2011	Council to endorse, reject, or revise Trustees' preferred plan A and back-up plan B and assistance request for the Falmouth Memorial Library

TASK 1 AND 2	COMMUNITY RECREATION CENTER
November 8, 2010	Council to review Community Recreation Center space and service delivery needs (including possibly those of the Food Pantry) and determine what additional information is required.
November 22, 2010	Council to agree on Community Recreation Center space needs (floor area, condition, timeframe).
December 13, 2010	Council to review site options and determine best possible locations with an emphasis on meeting space needs, access, land use planning and community development, cost and other factors deemed important by the Council.
January 10, 2011	Council to review additional information, such as cost analysis and architectural services, and state its preferred plan A and back-up plan B for a Community Recreation Center.

TASK 1 AND 2	TOWN OFFICES
November 22, 2010	Staff to update the Council regarding its analysis of needs associated with the long term use of the building in its current location (including those of the Food Pantry).
January, 2011	Staff to submit final recommendations for improvements to the Town Office in its current location.

TASK 3 AND 6	PRIVATE DEVELOPMENT PROPOSALS FOR PLUMMER-MOTZ AND LUNT SITE
January 24, 2011	Council (with Library input) to determine whether to seek real estate brokerage or real estate consulting services to assist with development of RFP, RFQ or other alternative process.

January 24, 2011	Council to determine whether an RFP, RFQ or alternative process is most appropriate ¹
January 24, 2011	Council, using the outcomes from facilities work above and considering future needs, to agree on: <ul style="list-style-type: none"> • 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.
February 14, 2011	Council to determine all other draft RFP/RFQ/Alternative Process considerations and specifications
February 14, 2011	Town to invite developers to prepare and submit development proposals in response to an RFP/RFQ/Alternative Process
March 28, 2011	Council to evaluate RFP/RFQ/Alternative Process responses and conduct interviews as required
April 11, 2011	Council to decide on developer(s) selection
April 25, 2011	Council to negotiate private development agreement(s)

TASK 4	PLEASANT HILL FIRE STATION PROPERTY
October 25, 2010	Council to agree on starting the disposition process for Pleasant Hill Fire Station
October 25, 2010	Council to decide whether to seek real estate brokerage assistance
November 22, 2010	Council to address Fire Station deed issue (with Howard Reiche) and future permitted uses
December 13, 2010	Real estate broker to solicit property purchase offers
TBD	Council to review and accept purchase offer

TASK 5	CLASSROOM PORTABLES
October 25, 2010	Council to agree on starting the disposition process for classroom portables
January 2011	Council to start soliciting property purchase offers
TBD	Council to review and accept purchase offer(s)

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.)

