

Community Facilities Project – Council Process

Draft: **November 30, 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. Build consensus on a Request for Qualifications (“RFQ”) Process to solicit Private Development Proposals
4. Start disposition process for Pleasant Hill Fire Station property
5. Start disposition process on classroom portables
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
November 8, 2010	Council and Trustees to agree on library facility floor area needs.
December 13, 2010	Council and Trustees to review site/facility studies and location options 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 and determine if additional facility analysis is required
January 10, 2011	Council and Trustees to determine two best possible facility locations and what additional information is needed before the Library Board is able to formally recommend its preferred plan A and back-up plan B to meet agreed-upon needs
January 24, 2011	Review by Council and Trustees of additional information, as required
February 14, 2011	Trustees to formally state preferred plan A and back-up plan B and assistance requested from Town for each plan
February 14, 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.
December 13, 2010	Council to agree on Community Recreation Center space needs
December 13, 2010	Council to review site options and location options with an emphasis on meeting space needs, access, land use planning and community development, cost and other factors deemed important by the Council and determine if additional facility analysis is required
January 10, 2011	Council to determine two best possible locations and what additional information is needed
January 24, 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 recommendations for improvements to the Town Office in its current location.

TASK 3 AND 6	PRIVATE DEVELOPMENT PROPOSALS FOR PLUMMER-MOTZ AND LUNT SITE
n/a	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.

October 25, 2010	Council to determine whether an RFP, RFQ or alternative process is most appropriate ¹
December 13, 2010	Council to review developer feedback on draft RFQ. Council to determine draft RFQ considerations and specifications
January 10, 2011	Town to review final RFQ and invite developers to prepare submissions in response to the RFQ
February 2011	Council to evaluate RFQ responses and conduct interviews as required
March 2011	Council to decide on developer(s) selection
May 2011	Council to negotiate private development agreement(s) based on investigations and discussions to date

TASK 4	PLEASANT HILL FIRE STATION PROPERTY
October 25, 2010	Council to agree on starting the disposition process for Pleasant Hill Fire Station
N/A	Council to decide whether to seek real estate brokerage assistance
December 13, 2010	Council to consider real estate broker “call to offer” proposal.
January-February 2011	Real estate broker to solicit property purchase offers
March 2011	Town to address Fire Station deed issue with Howard Reiche and decide on future permitted uses
March 2011	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
November 2010	Staff to start investigation of disposition process with School Dept.
TBD	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.)

