

Town of Falmouth

**Request for Qualifications
For Public-Private Development of Community Facilities**

Draft: November 4, 2010

Introduction

Over the past three years, the Town of Falmouth has been considering the needs of various Town facilities and programs. An ad hoc Community Facilities Planning Committee was formed by the Town Council to make recommendations for, among other facilities:

- the Falmouth Memorial Library,
- Town Hall, and
- a proposed community recreation center.

See appendix 1 for the committee's charge.

One of the components of this project is the to-be-vacated 20-acre Plummer-Motz and Lunt School property. These two elementary schools will be vacated by June 2011. The Town could sell or lease the entire or some of this property for private use, or designate all or portions of the property for civic uses, or a combination of the two.

The ad hoc committee completed its recommendations for the Town Council in May 2010 (see appendix 2). The Town Council could not reach agreement on these recommendations, therefore they did not act on them. Instead, the Council developed its own consensus process to determine space needs and location options (see appendix 3).

The Council is interested to accommodate the needs of various community facilities, and is willing to consider private use for some or all of the Plummer-Motz and Lunt property. Depending on relocation of civic uses, other Town-owned properties could also be available for private use.

At this time the Council is interested to explore a public-private partnership with developers and has issued this Request for Qualifications.

Property and Projects under Consideration

While the Council is in process of developing consensus on various community facilities, it is unsure how these needs can be best accommodated.

The Council consensus at this time is as follows:

1. The Falmouth Memorial Library is in need of additional space. Its current building is approximately ____ sf and the need over the next 5 to 20 years ranges from a minimum size building of approximately ____ sf to a maximum of ____ sf.
See appendix 4 for the Council-adopted resolution of library space needs.
2. Locations for the library that have been studied include:
 - On-site expansion at current location, and
 - Renovation of Lunt School building.
3. There is a need to establish a Falmouth Community Recreation Center. The size of such a center should range between ____ and ____ sf, with the ability to expand it in the future.
See appendix 5 for a presentation on Community Center needs.

The long-term needs of Town Hall have also been discussed. The options that have been studied include remaining in its current location and a relocation to the Plummer School building. Relocation of Town Hall appears at this time less favored by the Council than accommodating the library and/or community center at the Plummer-Motz and Lunt site.

The Town has also received interest in purchase and/or lease of some of the Plummer-Motz and Lunt property for private uses.

Existing buildings and sites under consideration include, but are not limited too:

- Plummer-Motz-Lunt property: 20.8 acres (assessing database indicates 24 acres)
 - Plummer-Motz School: 42,850 sf
 - Plummer: 22,700 sf,
 - Mason wing: 10,500 sf, and
 - Motz wing: 9,650 sf)
 - Lunt School: 20,700 sf building
- Falmouth Memorial Library: 12,336 sf building, 1.7 acre property
- Town Hall: 13, 067 sf, 1.03 acre property

Various condition and reuse plans and reports exist for these facilities.

RFQ Scope

The Council has intentionally not defined a scope to this RFQ. It is interested to explore all reasonable possibilities that will meet all or some of the community facility needs outlined above.

Timeline for Developer Selection and Project Development

November 8	Review of draft RFQ by Council
November 22	Final review of RFQ and authorization for distribution by Council
December 7	Mandatory pre-bid meeting and tour for interested developers
December 21	Deadline for RFQ Responses
January 2011	Developer interviews by Council
February 14, 2011	Developer selection by Council
April __, 2011	Last day for Council to approve June 2011 referendum language
June ___, 2011	Election day
June 14, 2011	Last day of school

The selected developer will work with the Town Council and Town staff to further investigate development opportunities. Feedback is expected to be solicited from the Council throughout this process. This process is expected to be concluded with the negotiation and execution of a public-private partnership development agreement between the selected developer and the Town. The Town agrees not to have any discussions with other developers during this time without the express consent of the selected developer.

As the two schools will be closed by the end of the 2010-11 school year, the buildings will become vacant at that time. Last day of school is June 14, 2011. The Town Council has a great interest in minimizing the period of potential vacancy of these buildings.

In the case a referendum decision by Falmouth voters is required, such as for authorization of project funding, a potential vote could happen in June 2011. Referendum language needs to be approved by the Council in April 2011. The next election is scheduled to occur in November 2011.

Additional information

Project information can be found at:

http://www.town.falmouth.me.us/Pages/FalmouthME_BComm/CommunityFacilitiesPlanningCom.

Submission Requirements

Complete submissions shall include the following:

1. Letter of interest;
2. Name, address and brief description of the business entity. This may include a brochure about the company;
3. Statement of qualifications to work on public-private development projects, or equivalent;
4. Listing of completed public-private development projects by the company, or similar projects - including scope, size, cost, description, and references - that demonstrates the company's capabilities and experience with similar projects; and
5. Discussion of issues which the Town should consider relative to engaging developers in a public-private partnership and the sites under review

Developer Selection Criteria

The Town Council will select a developer based on:

- Required qualifications and project experience
- Fit between Developer and Town
- Anticipated project outcomes that best meet the needs of the Falmouth taxpayers

Mandatory Pre-bid Meeting

There will be a mandatory pre-bid meeting at 10:00 AM on December 7, 2010. A site tour of all facilities under consideration will take place immediately following the pre-bid meeting.

Deadline For Submission

All responses to this Request for Qualifications must be received by the Town of Falmouth (attn: Nathan Poore, Falmouth Town Manager, 271 Falmouth Road, Falmouth, Maine 04105) no later than 3:00 p.m. on December 21, 2010.

Any questions or comments regarding this request for proposals should be directed to Nathan Poore, Falmouth Town Manager, at 207-781-5253.

Right To Reject Submissions

The Town of Falmouth reserves the right to reject any or all submissions received, and to negotiate development features and funding terms in order to best serve the interests of the future residents. Any selection is contingent upon final approval by the Falmouth Town Council.

Appendix 1: Committee Charge

**FALMOUTH TOWN COUNCIL
ORDER TO ADOPT THE CHARGE FOR THE
COMMUNITY FACILITIES PLANNING COMMITTEE**

Public Comment: January 26, 2009

Adopted: January 26, 2009

WHEREAS, in 2007 the Town Council directed the Town Manager to conduct a Multiple Community Use Needs and Site Location Analysis; and

WHEREAS, the project's purpose was to develop coordinated short and long range plans for various Town facilities, including Town Hall, Pleasant Hill Fire Station and the Library.

WHEREAS, the Manager convened and chaired an ad hoc Community Facility Planning Committee which served in an advisory capacity to guide the planning process; and

WHEREAS, in October 2007 the Town issued a Request for Professional Services for architectural consultants to assist with this analysis; and

WHEREAS, the Town received four proposals; and

WHEREAS, the ad hoc committee recommended the selection of Oak Point Associates of Biddeford; and

WHEREAS, at its February 12, 2008 Workshop the Council discussed expanded appointments to the ad hoc Community Facilities Planning Committee; and

WHEREAS, the new Community Facilities Planning Committee, chaired by Councilor Breen, has met ten times since May 2008 during which time it has reviewed the draft charge; and

WHEREAS, the original draft charge was slightly modified by the Committee; and

WHEREAS, this revised draft is now ready for formal adoption by the Town Council.

NOW THEREFORE BE IT ORDERED, by the Falmouth Town Council in Town Council assembled, that the charge for the Community Facilities Planning Committee be adopted; and

BE IT FURTHER ORDERED, that the charge read as follows:

Charge of Community Facilities Planning Committee

The Town of Falmouth has determined that it is in the best interest of the Town to develop a short and long range plan for several community facility needs.

The Town has recently discussed several projects that must be considered in this project, including, but not limited to:

- Library expansion, renovation or relocation;
- Town Office renovation or relocation;
- Community programs and multigenerational community center;
- Pleasant Hill Fire Station renovation;
- Park + Ride Facility (Route One Corridor);
- Rotary Club proposal;
- Workforce housing (other than Woods Road site); and
- Falmouth Food Pantry.

Site location options for these sites include, but are not limited to:

- Existing library location;
- Existing town office location;
- Existing Pleasant Hill Fire Station;
- Lunt Elementary school;
- Plummer-Motz elementary school;
- Community programs multi-use building; and
- Other privately and public owned property, if deemed necessary.

The Falmouth Town Council has appointed this committee and charged it with the following duties:

- Study the needs and facilities listed above;
- Make a recommendation to the Council regarding how community needs may best be prioritized and met within existing and potentially new facilities
- Advise the Council regarding costs and financing options to fund the recommendations;
- Advise the Council on hiring any outside professionals to provide technical or other expertise the Committee deems useful; and
- Participate in public forums, surveys and outreach regarding the Committee's study and recommendations.

BE IT FURTHER ORDERED, that the Committee proceed with its current outreach presentation efforts to the community and its March 12th Community Event and continue to provide the Council with regular updates of its progress.

Adopted by the Falmouth Town Council on January 26, 2009, at its regular meeting.

Town Clerk: _____ Dated: _____

May 16, 2010

Community Facilities Planning Project

Recommendations for Town Council

Presentation Overview

- 2009 Video
- Background
- Committee Recommendations
 - Falmouth Memorial Library
 - Town Hall
 - Community Recreation Center
- Financial Analysis
- 2010 Keypad Polling and On-Line Survey Feedback
- Next Steps

Original Committee Tasks

Make Recommendations to Town Council -

- Which Buildings to Renovate?
- Which Properties to Sell?
- Which Services to Relocate?

2009 Survey Results Recap

140 Keypad Survey Participants

490 On-Line Survey Participants

Major Survey Findings

73% keypad/53% on line: "Need a Library and Town Hall as institutions, but they can be relocated."

79% keypad/68% on line: "Consolidate Library and Town Hall at Plummer-Motz-Lunt school site."

77% keypad/73% on line: "Investigate a Community Recreation Center at Plummer-Motz-Lunt school site."

Once the schools have vacated the property, how important is it to you that the Town retains public ownership of and public or civic use and access to ALL of the Plummer-Motz-Lunt property?

Response Category	Percentage
Very Important	47%
Important	15%
Not Important	12%
Not Important at All	15%
Don't know yet	11%

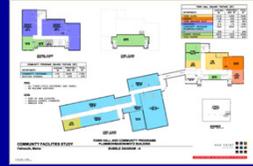
Context - Recent Events

- Global economic recession hit home.
- Falmouth voters approved new elementary school construction.
- Elementary School State Bond payments start in FY 2013.
- Plummer-Motz-Lunt site to become available in Fall 2011.
- Mill rate has been flat in FY 09 and FY 10, and will be flat in FY 11.



Recent Committee Work - 1

- Communicated 2009 survey results.
- Determined facility space/design requirements.
- Developed various facility options.
- Prepared bubble diagrams, schematic floor plans, and approximate cost estimates.
- Conducted appraisal of Town-owned properties.
- Explored Service Learning opportunities with Falmouth students/teachers.



Recent Committee Work - 2

- Researched restrictions of 1981 Land and Water Conservation Fund Grant re. Plummer-Motz-Lunt site and Town's "conversion" options.
- Investigated stand-alone Post Office.
- Considered potential Community Swimming Pool.
- Conversed with potentially interested parties (OceanView).
- Conducted two forums/surveys



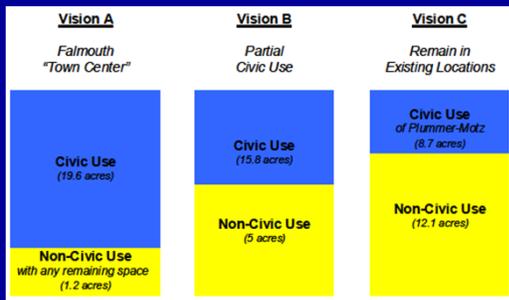
Plummer-Motz & Lunt Property

The Opportunity

- These two schools will be vacated by Fall 2011.
- Availability of Plummer-Motz-Lunt site will never come again.
- Decision what to do with this property *must* be made.



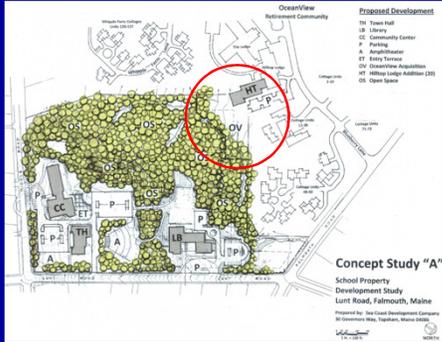
Concepts for Plummer-Motz-Lunt property



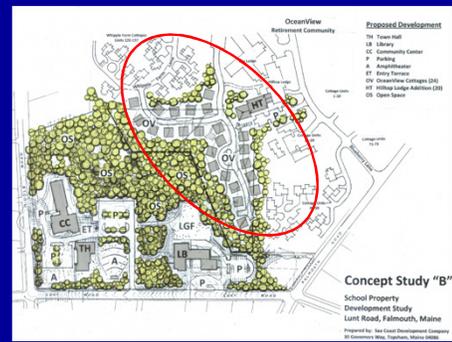
Neighbor to PML property is OceanView Retirement Community



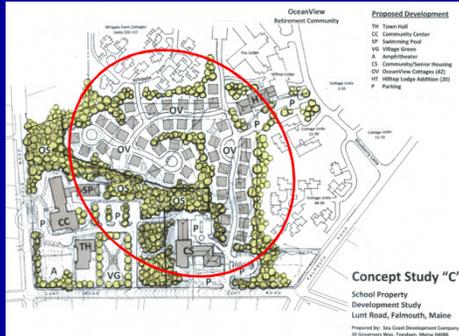
OceanView - Concept Study A



OceanView - Concept Study B



OceanView - Concept Study C



Committee Recommendations



- Which Buildings to Renovate?
- Which Properties to Sell?
- Which Services to Relocate?



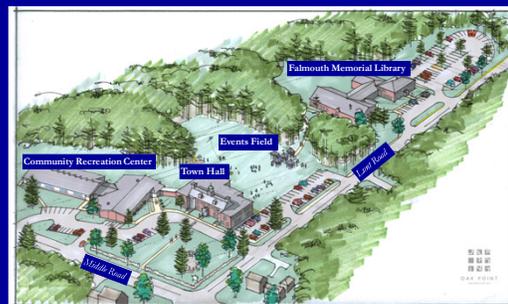
Factors behind the Recommendations

- Estimated Renovation Costs
 - Existing and New Locations
 - Min. LEED Certification
- Potential Town Property Sales
- Library Private Fundraising
- Private Development on former Town Property
- Financing Costs
- Additional Operating Costs from Current
- Annual Property Tax Impact per \$100,000 value

What makes most sense to do?

Item	Quantity	Unit	Cost	Total
Construction	100	Sq Ft	\$100	\$10,000
Interior	50	Sq Ft	\$50	\$2,500
Exterior	20	Sq Ft	\$20	\$1,000
Landscaping	10	Sq Ft	\$10	\$500
Site Work	5	Sq Ft	\$5	\$250
Permits	1	Permit	\$100	\$100
Professional Fees	1	Permit	\$500	\$500
Contingency	1	Permit	\$1,000	\$1,000
Total				\$15,750

Recommendation: Create Town Center, Build Community



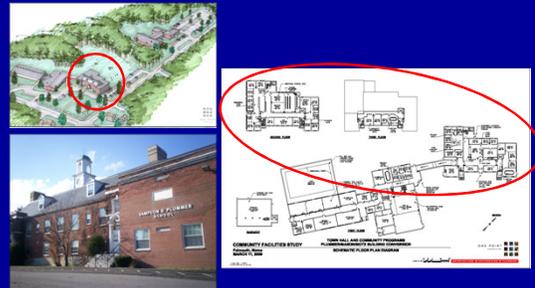
Recommendations: *Renovate & Relocate 1*

Relocate Falmouth Memorial Library to Lunt School



Recommendations: *Renovate & Relocate 2*

Locate Town Hall in Plummer School



Recommendations: *Renovate & Relocate 3*

Locate Community Recreation Center in Mason Gymnasium and Motz Wing

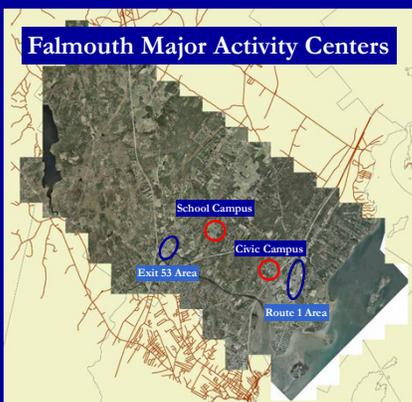


Recommendation: *Sell Town Properties for Private Use/Development*

- Falmouth Memorial Library
- Town Hall
- Pleasant Hill Fire Station
- Five (5) +/- acres of Plummer-Motz-Lunt property



Falmouth Major Activity Centers



Community Needs & Facility Assets

- Falmouth Memorial Library
- Town Hall
- Community Recreation Center

- Facility Facts
- Use Trends
- Options Considered
- Advantages of Moving



Falmouth Memorial Library



1952
1,500 square feet



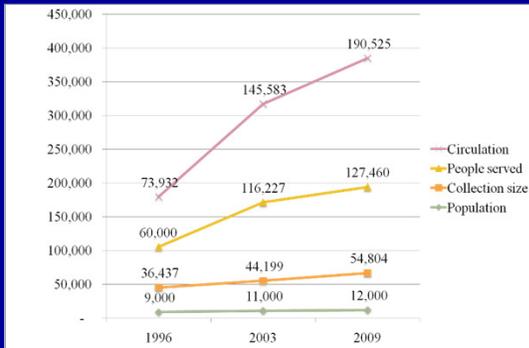
1966
3,000 square feet



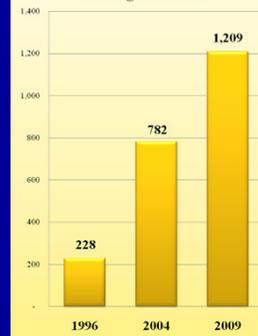
1995
10,700 square feet

Growth through the years

Growth since 1995 expansion

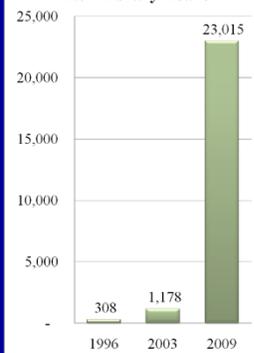


Meeting Room Use



The Falmouth Library provides meeting space to many community groups

Inter-Library Loans



New services since 1995 include:

- More hours
- More programs
- Internet & wireless access
- On-line catalog, web page and electronic databases
- More efficient interlibrary loan & delivery service





Increased usage adds stress and strain to the building, the staff and the collection.

By 2003 the Library Trustees became so concerned they brought in nationally recognized library consultant, Dr. Jay Lucker, to make recommendations.



According to Dr. Lucker, as well as state and national standards, the building should be at least 8,000 square feet larger, which would allow for:

- Space for at least another 12,000 items
- A separate area for children's programs
- A teen area
- Small group study spaces
- A reference & readers' advisory desk
- Sufficient seating
- More computer stations
- Efficient spaces for staff to work

It is clear the library needs more space.



The Library's small lot presents challenges to expand at its current site.



Space Explorations

In 2003 the Library Trustees began exploring their options to create more space.

These included:

- Building a second story,
- Re-routing Depot Road, and
- Purchasing adjacent property.

None were deemed feasible for the long-term.

Advantages of moving Library to Lunt



If Move (24,250 sf):

- Children's area work space
- Space for collections growth
- Teen space
- Reference desk
- Meeting spaces and seating
- Public access computer space
- Staff work space
- No need to purchase property
- Collaboration opportunity with Town Hall and Community Programs
- Walk from OceanView and Route One

Community Needs & Facility Assets

Town Hall



- Built around 1900
- Additions in 1968, 1974, 1981, and 1996
- Building area =16,932 sf
- 30 employees work here
- Building includes meeting spaces, Council Chambers, and Food Pantry

Small site (1 acre) - shared parking



Current Issues & Improvements

- Very energy inefficient
- No community programming space
- Challenging space configurations
- Most recent improvements include new gas boiler, remodeling of 2nd floor, new carpet 2nd floor
- Top needs are energy upgrades (windows, siding, insulation, roof), interior renovations, and energy controls/ventilation improvements.



Is current Town Hall the best long term investment for the Town?

Options Considered at Town Hall

Option 1: Demolition of Town Manager/Food Pantry wing and rebuild 3-story addition – 26,000 sf, \$5,844,902, \$225/sf (*bottom left image*)

Option 2: New 1-2 story addition to current Town Manager/Food Pantry wing – 18,900 sf, \$3,721,041, \$197/sf (*bottom right image*)

Option 3: Floor Area TBD, \$2,000,000 - buys all of "top needs"

Option 4: 16,932 sf (current), \$500,000, \$30/sf - buys some of the "top needs"



Advantages of moving Town Hall offices to Plummer

If Move (22,700 sf):

- Better space layout
- More energy efficient building
- More community meeting spaces
- More vault space
- Collaboration with Library
- Renovation of historically-significant school building

Community Recreation Center - Value

- **Health & Wellness: Obesity, Cardiovascular Disease, Osteoporosis, Stress, Depression**
 - 7 in 10 American Adults are not regularly active during their leisure time
 - 4 in 10 American Adults are not active at all
 - Teens who use Community Centers are more likely to engage in moderate to vigorous physical activity
- **Quality of Life: Social Interaction**
 - Seniors – Increased Life Expectancy
 - Tweens – Self-Esteem Boost
 - Intellectual Stimulations – Personal/Spiritual Growth
 - Affordable adult enrichment & health/fitness programs



Sources: *Schoenborn*, April 2002; *Gondan-Larson*, 2000

Community Recreation Center

Local Need Exists

Increase in participants over the last 10 years:

- Adult Education +45%
- Recreation +25%



Limited daytime programming space

- Currently (1) Day Time program, Gentle Yoga, in Council Chambers
- Pre-school program spaces at Family Ice or the Library not always available

Not a New Concept...

1997: OceanView joint proposal for a *Senior Center*



1999-2006: Town funds for a upgrade/renovation at Village Park Warming Hut for an *Intergenerational Community Center*



2007: Falmouth Rotary Club proposal for a joint *Community Center/Meeting Place* at Village Park Warming Hut

Current Community Programs Budgets are Mostly Self-Sustaining

• Adult Education Operating Budget

- Town share = 33%
- State subsidy = 19%
- Participant Fee share = 48%



• Recreation Operating Budget

- Town share = 10%
- Participant Fee share = 90%

Proposed New Programs at Community Recreation Center

- Pre-school enrichment classes, such as dance, music, art, foreign language
- Parent/Child programs
- Senior programs, such as health & fitness, lunch & learns, bridge clubs, knitting circles
- Wellness & Employee programs
- Afterschool Care/Middle School Teen club



Increases in revenues are anticipated through participation fees and facility rentals

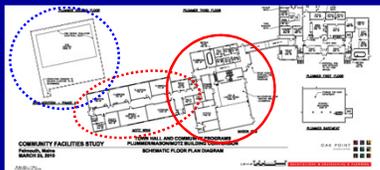
Phasing Makes Sense...

Phase 1 (*Proposed*):

- Renovate Mason Gymnasium area (10,500 sf)
- Start using Motz Wing, but make minimal improvements there (9,650 sf)

Phase 2 (*Future*):

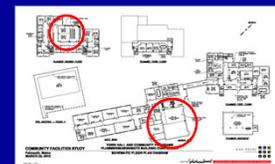
- Possible demolition of Motz Wing
- Expansion with new Indoor Walking Track Gym
- Fund this through Public-Private Partnership



After-Hours Community Meeting Space

	Current	Recommendations
Library	1158 sf	1600 sf
Town Hall	1266 sf	1900 sf
Community Recreation Center	0 sf	5220 sf
Total	2424 sf	8720 sf

Meeting Space increase: +6296 sf



Green Space Opportunities at Plummer-Motz-Lunt Site

- Create grass field for events (such as concerts, farmers market)
- Continue playground
- Maintain reading circle
- Restore woods trails
- Phase 2: Amphitheater?





Advantages of creating Community Center in Mason/Motz



New Community Center (20,150 sf):

- More program offerings
- More daytime programs
- More community meeting spaces
- More centralized programming space
- Improved community health and wellness
- No need to purchase property
- Collaboration with Library

A Walk through the Numbers...

- Estimated Renovation Costs
 - Existing and New Locations
 - Min. LEED Certification
- Potential Town Property Sales
- Library Private Fundraising
- Private Development on former Town Property
- Financing Costs
- Additional Operating Costs from Current
- Annual Property Tax Impact per \$100,000 value



Estimated Renovation Costs

Lunt School/Relocate Falmouth Memorial Library: \$ 4,470,719

Plummer School/Relocate Town offices: \$ 3,550,198

Mason Gymnasium and Motz Wing/
Relocate Community Programs: \$ 1,274,846

TOTAL \$ 9,295,763 (say: \$9,300,000)

Cost Estimates Oak Point Associates

Town Property Sales

Falmouth Memorial Library: \$ 1,250,000

Town Hall: \$ 1,250,000

Pleasant Hill Fire Station: \$ 190,000

5 acres of Plummer-Motz-Lunt property: \$ 1,750,000

TOTAL \$ 4,440,000

Appraisal Analysis by Cushman & Wakefield

Other Funds

- \$750,000 goal by Falmouth Memorial Library Board
- \$100,000 from Community Center Capital Reserve Account

Net Project Capital Cost

- Renovation Cost: \$ 9,300,000
 - Sale of Town Properties: -\$ 4,440,000
 - Private Fundraising by Library: -\$ 750,000
 - Capital Reserve Account: -\$ 100,000
- Net Project Capital Cost: \$ 4,010,000

Private Development on former Town Properties

- Plummer-Motz-Lunt: new development on 5 acres
 - Assume at build-out: \$ 10,000,000 value
 - Net new annual taxes at build-out: \$ 61,750
- Town Hall, Library, Pleasant Hill Fire Station:
 - Assume current appraised value: \$ 2,690,000
 - Net new annual taxes: \$ 16,611

Financing Costs

- Bond amount: \$4,010,000
- Assume 20 years @ 5%, principal + interest
- Cost for each \$1M bonded in Year 1= \$100,000
 - Annual costs decline each year
 - Average annual bond cost for each \$1M = \$76,250
- Bond cost in Year 1 = \$401,000

Additional Operating Costs (from Current)

- Gas/oil +\$ 40,000
 - Electric +\$ 25,000
 - Insurance +\$ 5,034
 - Town Hall/Com. Center Janitor +\$ 50,000
 - Library Staffing + Janitor +\$ 70,000
- TOTAL +\$ 190,034

Annual Property Tax Impact per \$100,000 value

- Capital Costs \$ 401,000
- Property Tax Revenue - \$ 78,361
- Operating Costs +\$ 190,034

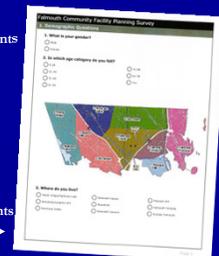
Net Annual Cost to Taxpayers= \$ 512,673

Additional annual taxes per \$ 100,000 property value = \$ 25.63

2010 Survey Feedback

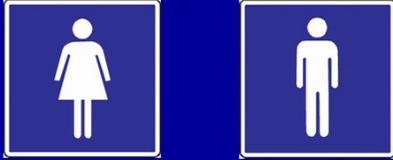


95 Keypad Survey Participants



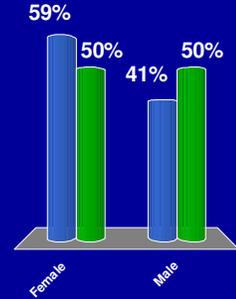
498 On-Line Survey Participants

1. What is your gender?

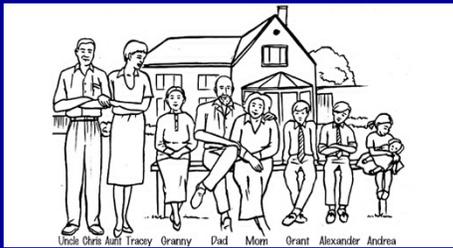


1. Female
2. Male

KEYPAD
ON-LINE

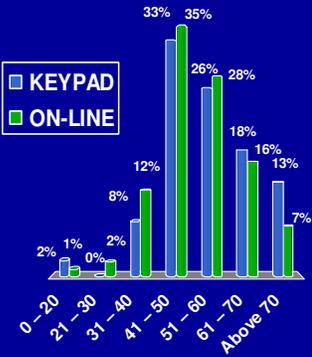


2. In which age category do you fit?



1. 0 – 20
2. 21 – 30
3. 31 – 40
4. 41 – 50
5. 51 – 60
6. 61 – 70
7. Above 70

KEYPAD
ON-LINE

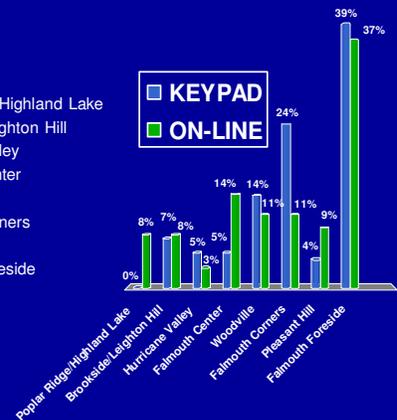


3. Where do you live?



1. Poplar Ridge/Highland Lake
2. Brookside/Leighton Hill
3. Hurricane Valley
4. Falmouth Center
5. Woodville
6. Falmouth Corners
7. Pleasant Hill
8. Falmouth Foreside

KEYPAD
ON-LINE

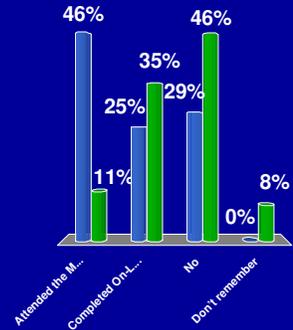


4. Did you participate in the Community Facilities Project process last year in any way?



1. Attended the March 12, 2009 Forum
2. Completed On-Line Survey that followed the 2009 Forum
3. No
4. Don't remember

KEYPAD
ON-LINE

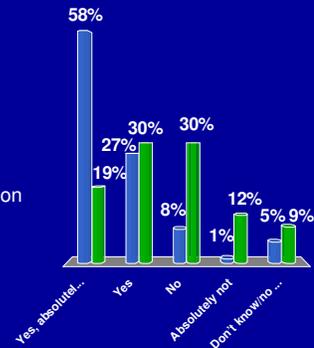


5. Do you agree that the library needs to expand?



1. Yes, absolutely
2. Yes
3. No
4. Absolutely not
5. Don't know/no opinion

KEYPAD
ON-LINE

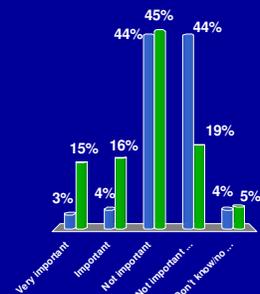


6. How important is it to you that the library remains in its current location?



1. Very important
2. Important
3. Not important
4. Not important at all
5. Don't know/no opinion

KEYPAD
ON-LINE

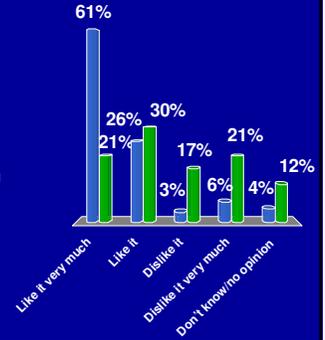


7. Do you like the proposed move of the Falmouth Memorial Library to the Lunt School building?



1. Like it very much
2. Like it
3. Dislike it
4. Dislike it very much
5. Don't know/no opinion

KEYPAD
ON-LINE

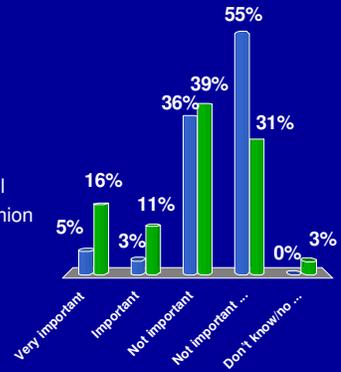


8. How important is it that the Town Hall offices remain in the current location?



1. Very important
2. Important
3. Not important
4. Not important at all
5. Don't know/no opinion

KEYPAD
ON-LINE

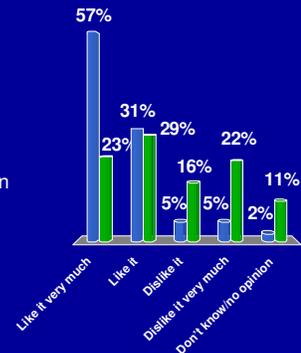


9. Do you like the proposed move of the Town offices to the Plummer School building?



1. Like it very much
2. Like it
3. Dislike it
4. Dislike it very much
5. Don't know/no opinion

KEYPAD
ON-LINE

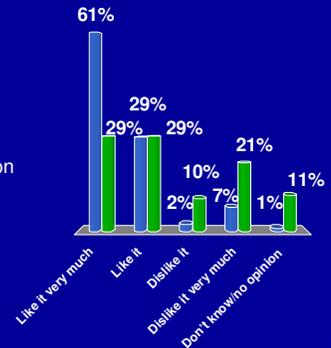


10. Do you like the proposed creation of a Community Center in the Motz Wing and Mason Gymnasium?



1. Like it very much
2. Like it
3. Dislike it
4. Dislike it very much
5. Don't know/no opinion

KEYPAD
ON-LINE

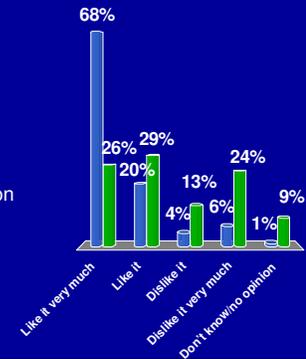


11. Do you like the proposed creation of a Town Center at the Plummer-Motz-Lunt site?



1. Like it very much
2. Like it
3. Dislike it
4. Dislike it very much
5. Don't know/no opinion

KEYPAD
ON-LINE

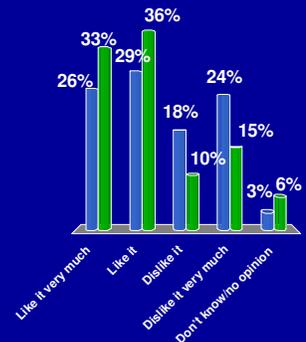


12. Do you like the Town selling 5 acres of the 20-acre Plummer-Motz and Lunt property for private development to offset renovation costs of the existing buildings?



1. Like it very much
2. Like it
3. Dislike it
4. Dislike it very much
5. Don't know/no opinion

KEYPAD
ON-LINE

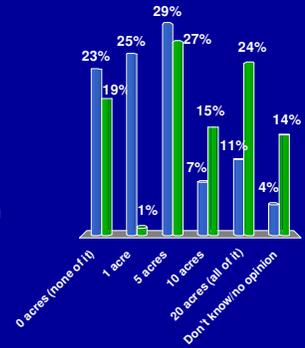


13. How much land should the Town sell of the 20-acre Plummer-Motz and Lunt property for private development to offset renovation costs of the existing buildings?



1. 0 acres (none of it)
2. 1 acre
3. 5 acres
4. 10 acres
5. 20 acres (all of it)
6. Don't know/no opinion

KEYPAD
ON-LINE

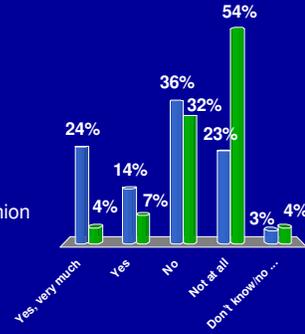


14. Do you prefer the Town not selling any part of the Plummer-Motz-Lunt property, but instead increasing the annual property tax impact from \$25.63 to \$37.47 per \$100,000 value?



1. Yes, very much
2. Yes
3. No
4. Not at all
5. Don't know/no opinion

KEYPAD
ON-LINE

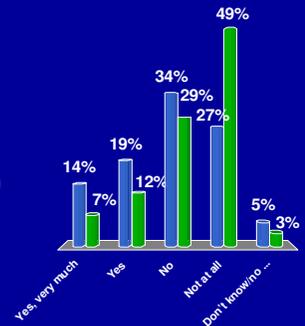


15. Do you prefer a complete Community Recreation Center, including new indoor walking track gym, in Phase 1 if this increases the annual property tax impact from \$25.63 to \$42.13 per \$100,000 value?



1. Yes, very much
2. Yes
3. No
4. Not at all
5. Don't know/no opinion

KEYPAD
ON-LINE

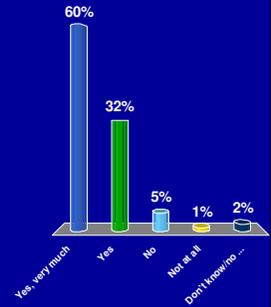


16. Was tonight's event worth your time?



Keypad Polling results only

1. Yes, very much
2. Yes
3. No
4. Not at all
5. Don't know/no opinion



Suggested Next Steps



1. Town Council to Review and Consider the Committee's Recommendations
2. Town Council to Decide on whether to Send the Recommendations to November 2010 Referendum
3. Town Council to Consider Entertaining Bids on the Recommendations
4. Falmouth Citizens to Vote on the Recommendations in November 2010 Election



Council Questions



Appendix 3

Community Facilities Project – Council Process

Draft: **October 26, 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.

November 22, 2010	Council and Trustees to review site/facility studies and determine if additional facility analysis is required
December 13, 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 27, 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
January 10, 2011	Review by Council and Trustees of additional information, as required
January 24, 2011	Trustees to state preferred plan A and back-up plan B and assistance requested from Town for each plan
January 24, 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 27, 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 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.

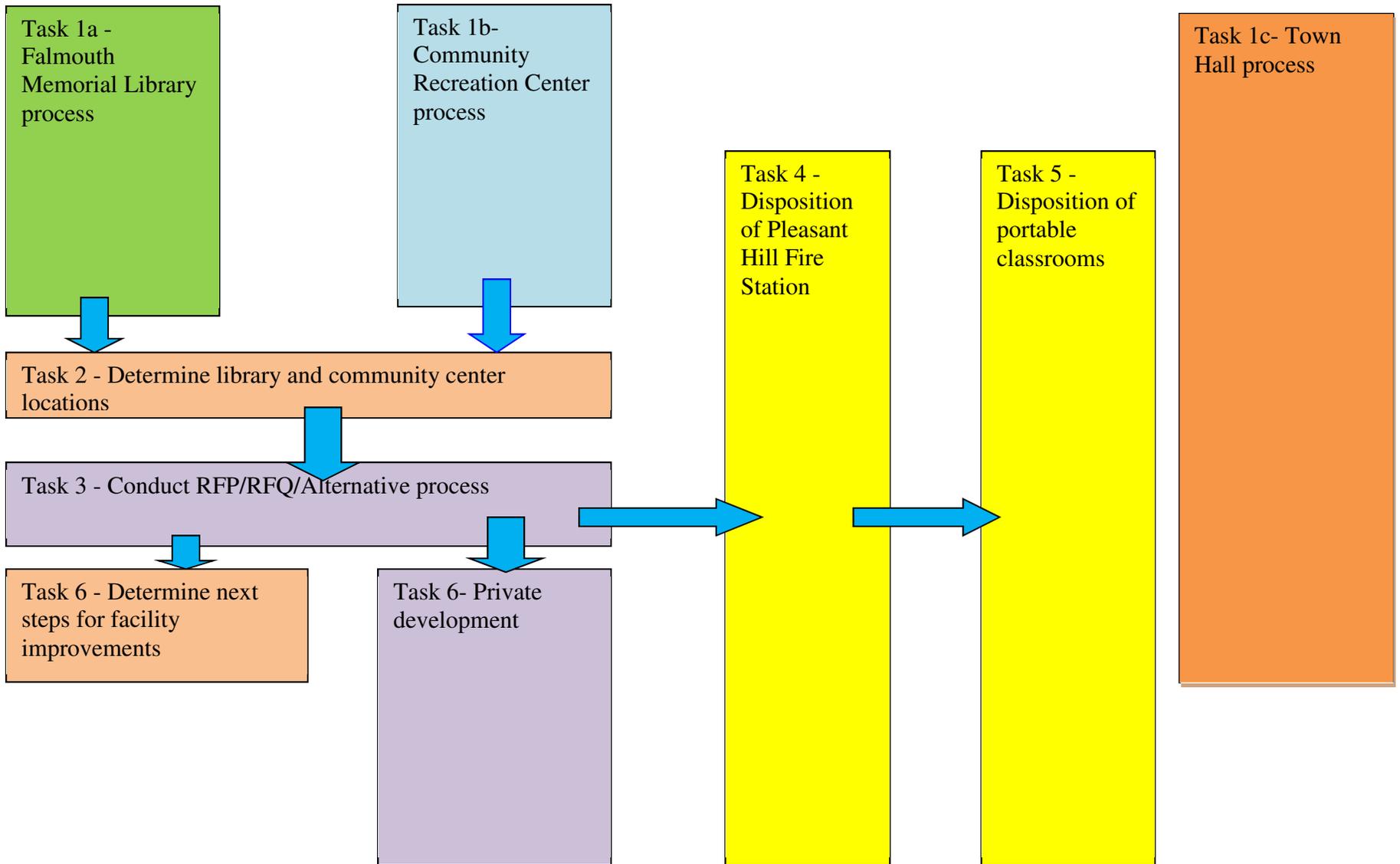
October 25, 2010	Council to determine whether an RFP, RFQ or alternative process is most appropriate ¹
November 22, 2011	Council to agree on amount of flexibility that it wants developers to have in responding to RFQ.
November 22, 2010	Council to determine all other draft RFQ considerations and specifications
December 13, 2011	Town to invite developers to prepare and submit development proposals in response to an RFQ
Jan-Feb, 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
November 8, 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
November 2010	Staff to investigate disposition process with School Dept.
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.)



**FALMOUTH TOWN COUNCIL
RESOLUTION
COMMUNITY FACILITIES PLANNING PROJECT – FALMOUTH MEMORIAL LIBRARY**

Draft Revised: November 4, 2010

Public Comment: _____

Adopted: _____

WHEREAS, in 2007 the Town Council directed the ad hoc Community Facilities Planning Committee to conduct a Multiple Community Use Needs and Site Location Analysis to develop coordinated short and long range plans for various Town facilities, including Town Hall, Pleasant Hill Fire Station, the Falmouth Memorial Library, and Plummer-Motz and Lunt schools; and

WHEREAS, the Committee submitted its recommendations to the Town Council in May 2010; and

WHEREAS, the Town Council reviewed, but did not take action on, the Committee's recommendations; and

WHEREAS, the Town Council decided to conduct its own review of facility needs through a Council Process with the goal of developing consensus; and

WHEREAS, a key indicator of whether or not consensus has been reached, according to the Consensus Building Institute, is that "everyone agrees they can live with the final proposal; that is, after every effort has been made to meet any outstanding interests;" and

WHEREAS, the first step in the Council process is to build consensus on Community Facility Space Needs (i.e. desired floor area, condition, timeframe) for:

- a. Falmouth Memorial Library,
- b. Community Recreation Center,
- c. Town Hall; and

WHEREAS, the Town Council met with the Falmouth Memorial Library Board of Trustees on October 18, 2010 to both tour the Falmouth Memorial Library and review the space needs analysis of the library prepared by Mr. Nolan Lushington, consultant; and

WHEREAS, the Town Council and the Library Board of Trustees reviewed a draft of the 2010 Lushington Report, discussed its findings with Mr. Lushington, and provided opportunity for the public to ask clarifying questions; and

WHEREAS, any future design plans must be flexible and adaptable with the ability to construct future building additions; and

WHEREAS, in this discussion the term "assignable space" means program and staff space, and "non-assignable space" means all other spaces to include entrances, stairwells, bathrooms, corridors, heating systems, and other such spaces, and

Community Facilities Planning Project
Page 2

WHEREAS, Mr. Lushington has stated that typically the non-assignable space constitutes 25–35% of the total square footage of a building; and

WHEREAS, Mr. Lushington has prepared a final report, which stated an assignable total space need for the next five years for the library of 12,910 square feet; and

WHEREAS, Mr. Lushington estimated an assignable total space need for the next twenty years for the library of 15,293 square feet; and

WHEREAS, the Falmouth Memorial Library Board of Trustees accepted the recommendations of the Lushington Report and Addendum, as amended, for assignable space needs for programs and staff; and

WHEREAS, the twenty year projection takes into consideration the high usage of the library by Falmouth residents without the consideration of the political or economic climate in Falmouth today; and

WHEREAS, additional assignable space needs for the library are 6,500 and 9,000 square feet for a 5 or 20 year projection respectively; and

WHEREAS, the assignable space needs do not include any non-assignable space for the library; and

WHEREAS, the Town Council determined that the non-assignable space needs for the Falmouth Memorial Library are very much dependent on location and final design and cannot be determined at this time;

NOW THEREFORE BE IT RESOLVED, by the Falmouth Town Council in Town Council assembled, that it determined that there is no additional benchmarking data that needs to be obtained, or peer review conducted, regarding the future space needs of the Falmouth Memorial Library; and

BE IT FURTHER RESOLVED, that the Town Council determined that the total assignable floor area ranges between a minimum of 13,000 and a maximum of 15,300 square feet, for a five year and twenty year planning horizon respectively; and

BE IT FURTHER RESOLVED, that the Town Council determined that an estimated 25-35% of the total building square foot area should be reserved for non-assignable space needs; and

BE IT FURTHER RESOLVED, that the Town Council determined that the Falmouth Memorial Library has a minimum need for a building of 17,300 gross square feet and a maximum need for a building of 23,500 gross square feet; and

BE IT FURTHER RESOLVED, that the space needs of the Falmouth Memorial Library may be reduced depending on potential space sharing with other community facilities, such as a Community Recreation Center; and

BE IT FURTHER RESOLVED, that the next step in the Council process is for the Council and Library Trustees to review site options for the Falmouth Memorial Library and determine best

Community Facilities Planning Project
Page 3

possible locations with an emphasis on addressing space needs, access, land use planning and community development, cost and other factors deemed important by the Council and Trustees.

Adopted by the Falmouth Town Council on _____, at its regular meeting.

Town Clerk: _____ Dated: _____

Falmouth Community Recreation Center – Space Needs

Town Council – November 8, 2010

Local Need for a Center Exists

Increase in participants over the last 10 years:

- Adult Education +45%
- Recreation +25%



Limited daytime programming space

- Currently (1) Day Time program, Gentle Yoga, in Council Chambers
- Pre-school program spaces at Family Ice or the Library not always available

Not a New Concept...

1997: OceanView joint proposal for a *Senior Center*



1999-2006: Town funds for a upgrade/renovation at Village Park Warming Hut for an *Intergenerational Community Center*



2007: Falmouth Rotary Club proposal for a joint *Community Center/Meeting Place* at Village Park Warming Hut

Current Community Programs Budgets are Mostly Self-Sustaining

• Adult Education Operating Budget

- Town share = 33%
- State subsidy = 19%
- Participant Fee share = 48%



• Recreation Operating Budget

- Town share = 10%
- Participant Fee share = 90%

Love to Offer these Programs

Wellness & Fitness Programs

Senior Chair Aerobics
The Diva's Fitness Hour
Power Hour Fitness

Senior Programming

Lunch 'n Learn
Monthly Breakfasts
The Reel Deal (lunch and a movie)
Knitting Circles
Card Games and More

Before Care/Afterschool Care

Preschool Childcare

Sweet Relief - Day Time Drop & Shop

Preschool Art & Music Programs

Tiny Stars Creative Drama
Squiggles & Giggles Art
Preschool Sing & Play
Manners Matter Most

Preschool Foreign Language

Mia Momma Y Yo (My Mom and I)
French for Kids

Mommy & Me classes

Mommy & Me Yoga
Stroller Boot Camp
Signing Time (Baby Sign Language)

Adult Bookclub

Between the Pages

Concepts for Falmouth Center

Concept A: 8,000 sf

- Community room (1) 3,200 sf
- Classrooms (5) 2,200 sf
- Meeting room (1) 600 sf
- Reception/office/storage/restrooms 2,000 sf

Concept B (incl. Gym): 18,065 sf

Concept C (incl. Gym and Pool): 38,065 sf

Total recommended size: min. 8,000 - max. 18,065 sf

Note: Reserve space for future expansion

Potential for Other Tenants

Rotary Club of Falmouth still interested



“Quality meeting space is something the town really needs and we are still very interested in exploring this.”

Yarmouth Community Services

- Town Department for Parks, Recreation and Adult Education
- Uses “Community House” (1,555 sf) – former fire barn/schoolhouse for bridge club, senior citizens club, quilters club
- Log Cabin – Reserved for use by school board and town council due to equipment. Off-limits for use by Community Services and others
- <http://www.yarmouthcommunityservices.org/>

Cumberland Recreation & Community Education

- Includes services for North Yarmouth
- Day Time Programming Spaces:
 - Wescustago Grange Hall – Aerobics classes
 - Prince Memorial Library - Tai chi, Mommy & Me Music
 - Cumberland Town Hall – single date programs (no block booking)
 - West Cumberland Community Hall (used periodically, party rental, meeting space, antiquated heating system, too far away)
- Greely Pool
- <http://www.cumberlandmaine.com/Recreation.cfm>

Freeport Community Center



- Operated by Freeport Community Services, a non-profit entity <http://www.fcsmaine.org/>
- RSU 5 Recreation and Community Education (RSU 5-RCE) sponsors community activities <http://www.rsu5-rce.org/>
- RSU 5-RCE rents FCC basement for \$625/month for “Port” Teen Center (512 sf, open 3 hours/day, no weekends currently) <http://www.theportteencenter.org/>
- No other Town spaces are used for recreation purposes.
- No Town programming at Casco Bay YMCA <http://www.cumberlandcountymca.org/casco-bay-ymca>

Cape Elizabeth Community Services



- Division of School Department
- Community Center: Renovation of former mill work building (10,000 sf +/-)
 - Conference Room – max. 8 people
 - Meeting Room – max. 15 people
 - Activity Room space – max. 100 people
 - Bicycle Spinning room – garage bay in basement
 - Computer Room – 8 laptops
 - Community Room – w/ kitchen and tables chairs, cooking classes
 - (2) Classrooms dedicated to extended care
 - Game Room (Teen area) – pool table, air hockey, tv w/wii, etc.
 - Living Room (bridge tables, art programs)
- <http://www.cape.k12.me.us/commserv.htm>

Westbrook Community Center

- Re-use of (portion of) former Wescott Junior High School (move in 2009 – still in transition)
- Operated by Westbrook Community Services Department
- Includes: Gymnasium, Pool, Cafeteria, Classrooms
- Non-profit Tenants: Resale Shop, Center for African Heritage, PROP, Sudanese community
- Possible Future Tenants: Food Pantry, Westbrook Historical Society
- <http://www.westbrookcommunitycenter.org/>

Towns with Community Centers

<u>Location</u>	<u>SF size</u>
• South Portland	36,000 (60,000 w/ pool)
• Gorham	20,275 (no pool)
• Caribou	31,737 (no pool)
• Wiscasset	28,000 (35,000 w/ pool)
• Falmouth	8,000 - 18,065 sf (no pool)

Per Person Size

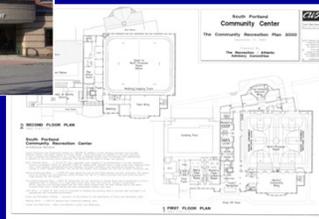
<u>Location (2000 population)</u>	<u>SF size/person</u>
• South Portland (23,324)	1.5 (2.6 w/ pool)
• Gorham (14,141)	1.4
• Caribou (8,312)	3.8
• Wiscasset (3,603)	7.8 (9.7 w/ pool)
• Falmouth (10,310)	0.8 - 1.8 sf/person

South Portland Community Center

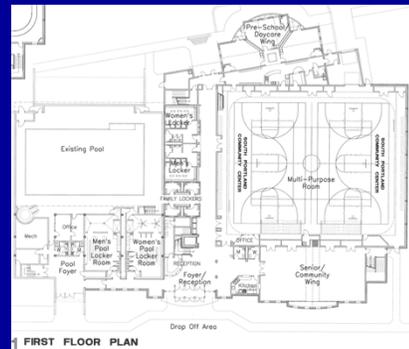


Operated by South Portland Parks and Recreation Department

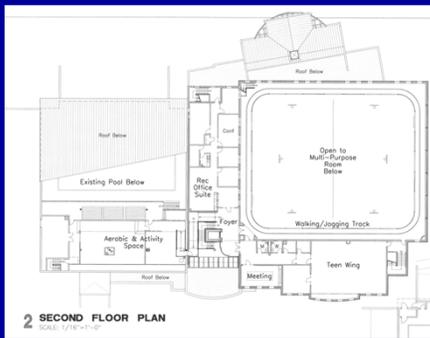
<http://www.southportland.org>



South Portland – 1st Floor



South Portland – 2nd Floor



South Portland Community Center

• Gym w/ elev. track	15,000 sf (25%)
• Senior/community wing	3,000 sf (5%)
• Teen wing	3,000 sf (5%)
• Daycare wing	3,000 sf (5%)
• Meeting	1,000 sf (2%)
• Office area	3,000 sf (5%)
• Kitchen/lockers	2,500 sf (4%)
• Reception/storage/etc.	5,500 sf (9%)
• Pool/aerobic activities	24,000 sf (40%)

Gorham Community Center



- http://www.gorham-me.org/Public_Documents/GorhamME_Recreation/index
- <http://www.gorhamrec.com/info/default.aspx>

Gorham Community Center

• Gym	8,466 sf (42%)
• Meeting areas	1,952 sf (10%)
• Kitchen area	1,674 sf (8%)
• Office area	1,122 sf (7%)
• Storage	1,496 sf (6%)
• Non assignable area	5,565 sf (27%)

Caribou Wellness Center

Operated by Caribou
Parks and Recreation
Department



<http://www.caribourec.org>

Caribou Wellness Center

• Gymnasium w/ elev. track	16,208 sf (50%)
• Meeting Spaces	2,476 (8%)
• Game rooms	2,448 (8%)
• Locker Rooms	465 (1%)
• Kitchen	144 (0.4%)
• Office area	1,351 (4%)
• Storage Areas	1,278 (4%)
• Lobby, restrooms	3,824 (12%)
• Other Unassignable Spaces	4,137 (13%)

Wiscasset Community Center



Operated by Wiscasset Parks and Recreation
Department

<http://www.wiscassetrec.com>

Wiscasset Community Center

• Gymnasium	7,000 sf (20%)
• Senior Center/Meeting Space	5,250 (15%)
• Fitness Room	1750 (5%)
• Locker Rooms	3,500 (10%)
• Kitchen	1,750 (5%)
• Office area	1,750 (5%)
• Storage Areas	5,250 (15%)
• Other Unassignable Spaces	1,750 (5%)
• Pool	7,000 (20%)

Falmouth Community Recreation Center

Total recommended size: min. 8,000 - max. 18,065 sf

Concept A:

- Multi-purpose space 3,200 sf (8%)
- Meeting spaces 2,800 sf (7%)
- Office/restrooms/storage 2,000 sf (5%)

Concept B: Add Gymnasium +10,065 (26%)

Concept C: Add Pool +20,000 sf (53%)