

DRAFT FOR REVIEW

Scope of Professional Services

Weston Josiah Smith Tavern/Old Library Reuse
Property Disposition Advisory Services

August 26, 2013

This is a description of professional services that will assist the Town of Weston in soliciting and negotiating proposals for redevelopment of the Weston Josiah Smith Tavern/Old Library, and supporting the Town's internal review and approval process. This may include proposals that are different from the most recent version advanced to the Town Meeting for the redevelopment of the Josiah Smith Tavern/Old Library campus. These proposals could include re-submittal or re-organization of a proposal from the previously designated preferred development entity, or proposals from other entities.

This proposal envisions an iterative process leading to adequate consensus to allow the Town to resolve a direction and schedule within an appropriate public procedure. The major steps would include:

1. **Informational meetings and discussions with prospective proponents** regarding their vision, requirements and other relevant topics.
2. **Facilitation of an open house for public input and exchange of information** about the process and options for moving ahead.
3. **Facilitation of information and working meetings with representatives from key boards and Town staff** to achieve with a goal of achieving formal support for the procedure, schedule and roles for each entity.
4. **Evaluation of alternate procedures** for solicitation, negotiation and decision available to the Town leading to disposition or reuse, or to stabilizing the structures and deferring disposition or reuse to a later time.
5. **Selection of a preferred procedural approach** by the Board of Selectmen.
6. **Implementation assistance of the preferred approach** which could include preparation and issuance of RFP's, marketing, negotiation of agreements, establishment of standards and guidelines, community participation and information, support for the reviews and actions by Town boards and commissions, or other activities.

The process assumes that a working committee composed of one Selectman and Town staff will be available to review questions and provide direction, subject to confirmation and approval by the Town's Board of Selectmen. It also assumes legal reviews of specific procedural proposals or other documents that will be integrated into agreements, approvals, Requests for Proposals, or draft communications prepared by The Cecil Group.



Scope of Services

Task 1: Procedural Options and Recommendations

The first task will define the procedural options for the Board of Selectmen and prepare recommendations for consideration and decision by the Board. Subtasks will include:

1.1 Information Meeting with Working Committee and Memorandum

An initial meeting will be held with the Town's working committee to review the status and relevant information regarding previous negotiations, proposals, draft agreements, and draft standards or conditions associated with reuse and stabilization proposals. The Cecil Group will review this information for familiarity with the topics and status. The Cecil Group will prepare a memorandum summarizing outstanding issues and topics, including responses to questions that have been raised regarding the eligibility for historic tax credits as a means to reduce Town costs relative to redevelopment.

1.2 Meetings with Prospective Proponents

The Cecil Group will participate in informal meetings with the prospective proponents for adaptive reuse of the Josiah Smith Tavern/Old Library campus who have notified members of the Board of Selectmen through letters of interest as well as the current Preferred Developer.

1.3 Open House for Public Information

The Cecil Group will facilitate a public open house to present information relative to the process undertaken to date and solicit information regarding preferences, concerns and ideas relative to the campus and its reuse. The Cecil Group will assist the Town in preparing fliers, press releases, and other outreach tools and provide summaries of the results of the open house.

1.4 Meetings with Board and Commission Representatives and Staff

The Cecil Group will facilitate two meetings with both representatives and staff of key boards and commissions that are engaged in the disposition and reuse process to review key issues, relevant roles and criteria, sequences and timing of reviews, approvals and actions. This is expected to include the Board of Selectmen, Planning Board, Historic Commission and the Community Preservation Committee.

1.5 Procedural Options and Recommendations

The Cecil Group will prepare and evaluate the relative costs and benefits of several optional approaches for the Board of Selectmen to consider to advance the reuse and disposition of the properties for non-municipal use. These options will be created in consultation with Town staff and attorneys. The options may consider continuing the current process, providing for a complete site disposition process without separate actions on the Library and Tavern, re-issuing a Request for Proposals, or deferring Town action. The evaluation will include consideration of direct costs, Town staff time and resources, schedule and timing, and prospective benefits and risks associated with each choice. This evaluation will be prepared in draft form to receive staff and Working





Committee input, and in final form for Board of Selectmen review and decision regarding a preferred course of action.

Task 2: Preferred Procedure

The Cecil Group will prepare a document that summarizes all of the steps, products and decisions entailed by the preferred reuse and disposition procedure including:

- Required documents
- Required reviews and approvals
- Sequence and timing
- Overall schedule
- Marketing plan
- Allocation of resources and responsibilities

This document will be prepared in draft form for review and comment by the working committee, and submitted as a report to the Board of Selectmen for their review and decision.

Task 3: Proposal Solicitation, Selection and Negotiation Support

The Cecil Group will assist the Town in implementing the procedure chosen by the Board of Selectmen, and will provide services accordingly. Prior to proceeding, an updated scope of services for this task will be prepared and submitted for review and approval by the Town.

The extent and type of services could vary considerably, depending upon the procedural direction chosen. The following is a representative list of the services that would be associated with the most complex procedure, which would entail reissuance of a Request for Development Proposals and associated marketing.

3.1 Preparation of Updated Draft Request for Proposals

- Meeting with Town working committee to review schedule and components to be updated
- Preparation of revised draft Request for Proposals
- Review of comments and final revisions

3.2 Marketing

- Updated Marketing Plan listing overall approach such as advertising and posting of notices, outreach discussions, assembly of contact lists, schedule for briefings and estimates of advertising costs
 - Outreach discussions, research and follow-up to disseminate information regarding the offering
 - Updating of contact lists, preparation of advertisements and postings, e-mail contacts and follow-up calls
 - Progress meeting with the Board of Selectmen
 - Progress Meeting with the Working Group
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3.3 Proposal Support

- Briefing session/site walk through (1)
- Response to questions

3.4 Review of Proposals

- Review of proposals for technical completion
- Preparation of questions for response
- Review of completed responses, preparation of opinion on completion and compliance with criteria
- Meetings with proponents, Town representatives
- Preparation of recommendations, technical studies, comparative cost evaluations, coordination regarding building or zoning code compliance or other technical topics as may be requested

Compensation

Compensation for Tasks 1 and 2 would be on a lump sum basis. Task 3 fees would be on an hourly basis, within an allowance to be confirmed at the end of Task 2.

<u>Task 1: Procedural Options and Recommendations</u>		
1.1 Information Meeting with Working Committee and Memorandum	\$1,410	
1.2 Meetings with Prospective Proponents	\$ 1,200	
1.3 Open House for Public Information	\$ 2,220	
1.4 Meetings with Board and Commission Representatives and Staff	\$1,880	
1.5 Procedural Options and Recommendations	\$1,280	
<i>Subtotal</i>		\$7,990
<u>Task 2: Preferred Procedure</u>	\$940	
<i>Subtotal</i>		\$940
Subtotal Tasks 1 and 2		\$8,930

<u>Task 3: Proposal Solicitation, Selection and Negotiation Support</u>	Hourly, \$10,000 allowance*
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*Hourly services within an allowance to be confirmed; maximum estimated allowance for full services related to new marketing and RFP process.

Note: Fees Includes direct costs such as copies of draft and final documents, but does not include costs of printing of hard-copy RFI's or RFP's, placing advertising or



mailings. Typically the cost of printing of RFI's and RFQ's is recovered by charging for copies, with on-line versions available at no cost. The fees do not include additional Board of Selectmen meetings, public meetings, briefings or additional iterations of documents.