

11-28-2018 Town Council Meeting
Responses to Council Questions (#1)

ITEM #2: Authorize the Town Manager to Issue a Request for Qualifications and Begin Negotiations to Identify Potential Development Partners for Town-Owned Land at 2200 Homestead Road

Council Question: Can you explain the process for a Request for Qualifications?

Staff Response: *If the proposed resolution is approved by the Council, we would follow the Town's established process for issuing RFQs, and the document would meet all state and local requirements. Staff would work with David Rosen and Associates, our consulting team, to draft an RFQ. The RFQ document would outline the anticipated role of the Town and the Developer, describe the development site, present the site Concept Plan, and outline the developer selection process, including submission requirements and scoring criteria. After review by Town procurement staff and the Town Attorney, staff would release and advertise the RFQ.*

After a 4-6 week application period, a staff team would review responses and evaluate each proposal based on the threshold requirements and scoring criteria included in the RFQ document. Staff would then assemble a review committee that would include Town staff and consultants. The review committee would conduct interviews, as needed, with top scoring applicants.

The Town could then enter into negotiations with a potential partner(s). The negotiations would serve as the basis for entering into an agreement for development of the site, which would be submitted for Council consideration and decision.

Council Question: What type of development process would ensue once a development partner is identified and Council selects the development partner (e.g., development agreement)?

Staff Response: *While the development partner(s) selection process is underway, our preliminary plan is for a team of staff and consultants to draft and submit a conditional zoning application for the site. The application review process is expected to take at least one year and include multiple community engagement opportunities and Advisory Board review before presentation to Council. Town staff is leading this entitlement/regulatory approval process to maintain control of the established vision for the site, and to better attract a potential development partner(s) by taking on this responsibility. Once a development partner(s) is selected and the development agreement is executed, developer(s) will join Town staff and consultants in finalizing development applications and seeking approvals before commencing construction.*