

Forward Together

Shaping a strategy for Shaker's facilities: city • schools • libraries

Memorandum

To: City Council, Board of Education, and Library Board Members

From: Forward Together Leadership Team:
Mayor David Weiss; Superintendent Dr. David Glasner; Director Amy Switzer
Vice Mayor Tres Roeder; Board President Heather Weingart; Board President Michael Bersch
Director Joyce Braverman; Director Alexandria Nichols; Planner Cameron Roberts

Date: March 11, 2021

Re: Forward Together – Joint Facilities Master Plan update

I. Background.

In November 2019, the City of Shaker Heights, Shaker Heights School District, and Shaker Heights Public Library adopted the Forward Together Vision Plan, A Vision for Community Facilities. This Plan established a vision for the future of community facilities where collaboration is at the heart of every opportunity, decision, and investment. Since the Plan's adoption, staff from all three entities have researched best practices and strategized a path for moving forward on implementing the Plan's 15 Key Initiatives. Through discussions with the Joint Facilities Task Force and leadership of each entity, it was acknowledged that at least 8 of the Key Initiatives could fall under the umbrella of a Joint Facilities Master Plan (see attached Key Initiatives document).

II. Planning Process Update.

A proposal to hire a Project Manager and Consultant Team for creation of the Joint Facilities Master Plan was discussed by the Joint Facilities Task Force, City Council, Board of Education, and Library Board in February 2021. All four of these bodies were supportive of the initiative. Following those discussions, a Request for Proposals (RFP) for the Project Manager and a Request for Qualifications (RFQ) for the Consultant Team were both posted on February 24. These project opportunities were posted on each entity's website, sent to a curated list of consultants, shared with various professional organizations, and shared with various non-profits that promote opportunities to Minority/women/underrepresented-owned companies. The deadlines for proposals and/or qualifications and interviews will take place throughout March 2021 (see attached project schedule).

The Forward Together Leadership Team will continue to engage each entity's legislative bodies by providing updates and opportunity for discussion at the following March 2021 meetings:

- March 15 Library Board; 6:30pm
- March 16 City Council; 12:00pm
- March 16 Board of Education; 6:00pm

The Facilities Master Plan process is progressing. The significant activities include:

1. The RFP process to hire a project manager is underway. Proposals were due on March 8th. Three proposals were received and interviews were held on March 12th. No final decision has been made, but proposal costs and scopes came in as expected.
2. The RFQ process to hire a consultant team also has begun with RFQs being available on February 24th. Qualification proposals from consultant teams are due on March 22nd.
3. An interagency agreement and cost sharing is proposed. An interagency agreement between the City, Schools, and Library will need to be executed. The agreement will formalize the intent to jointly participate in the creation of a Joint Facilities Master Plan and specify the agreed upon split of costs from each entity for the project manager and consultant team. The proposed split of costs below is based on each entity's overall budget and the magnitude of each entity's anticipated scope within the project, including the number of facilities.
 - a. Project Manager: Library will contribute \$5,000. The remainder will be split equally between the School District and City.
 - b. Consultant Team: Library will contribute \$10,000. The remainder will be split under the following ratio: 2/3 School District and 1/3 City.

III. Next Steps for each Entity.

The Library Board will meet on March 15th and discussion topics could include:

1. The Library Board will discuss timing and logistics for the renovations of Bertram Woods. Director Switzer and Mr. Bertsch advised that the Library would likely begin work on Bertram Woods renovation planning by the end of June.
2. A delay in the Bertram Woods renovations would allow the facility to be considered within the Joint Facilities Master Plan and possibly lead to a transformative project based on the Plan's recommendations. Therefore, the Forward Together Leadership Team requests that the Library Board delay beginning the Bertram Woods Branch project for six months until the interim options report is received in December 2021.
3. An interim options report that will be requested from the consultant team by December 2021 will help inform how and to the extent that Bertram Woods might be included within a larger facilities project in order to increase the effectiveness and cost-efficiency of library services at this location.
4. The Library, Schools, and City acknowledge that the Shaker Heights Public Library is committed to providing a neighborhood-based library branch and/or library services at or near this location regardless of the Joint Facilities Master Plan's recommendations.

The Board of Education will meet on March 16th and topics for consideration could include:

1. The Board of Education will be asked to approve the School District's re-engagement with the Ohio Facilities Construction Commission (OFCC).
2. Possible action items regarding funding and contracting may be necessary at the Board's April 13th meeting.

City Council will next meet in a work session on March 16th:

1. No action items will be requested from City Council at the March 16th meeting.
2. It is expected that funding appropriation requests for the consultant team will go before Council at their April 12th meeting.

The Forward Together Leadership Team is excited to begin this next phase in the Forward Together process and continue to foster a spirit of collaborative planning.

(_)= old project #	Key Initiatives Reordered 1/2020	Vision Plan Time Frame	Vision Plan Priority Level
1	Create a collaborative entity focused on facilities.	Near Term	High
2 (3)	Study Lee Road facilities.	Near Term	High
3	Study Options for a Joint Facilities Plan, including:		
a. (9)	Explore need for additional athletic fields.	Medium Term	Medium
b. (2)	Study opportunities to re-imagine the Community Building.	Near Term	High
c. (6)	Understand inventory and access to community meeting spaces.	Near Term	Medium
d. (8)	Study opportunities to re-image Thornton Park.	Medium Term	High
g. (7)	Explore expanded community use of schools.	Medium Term	High
h. (11)	Explore the potential for creating a Recreation Center.	Long Term	High
i. (12)	Work to modernize existing facilities.	Long Term	High
j. (14)	Study opportunities to create an indoor or outdoor performing arts venue.	Long Term	Medium
4 (13)	Invest in Shakeakes.	Long Term	High
5 (10)	Create additional multi-generational programming.	Medium Term	Medium
6 (5)	Create a community calendar.	Near Term	Medium
7 (15)	Explore opportunities to expand technology infrastructure.	Long Term	Medium
8 (4)	Explore projects to improve connectivity to facilities and neighborhoods	Near Term	High

Joint Facilities Master Plan

DRAFT RFP/RFQ and Project Schedule

March 10, 2021

Administrative Meetings

March 15	Library Board update and discussion; 6:30pm
March 16	City Council update and discussion; 12:00pm
March 16	Board of Education update and discussion; 6:00pm
March 18	Joint Facilities Leadership Group meeting; 2:00pm
April 7	Joint Facilities Leadership Group meeting; 2:00pm
April 12	City Council appropriations approval; 7:00pm
April 15	Joint Facilities Task Force Meeting (if needed); 2:00pm
April 13	Board of Education approvals (if needed); 6:00pm
April 19	Library Board approvals (if needed); 6:30pm

Project Manager RFP

February 24	Project Manager RFP distributed
March 3	Deadline for Project Manager RFP questions and clarification
March 8	Project Manager Proposals due
March 9	Project Manager Proposals review
March 12	Project Manager interviews
March 15-17	Project Manager selected
March 22	Project Manager kick-off meeting

Consultant Team RFQ

February 24	Consultant Team RFQ distributed
March 12	Deadline for Consultant Team RFQ questions and clarification
March 22	Consultant Team Qualifications due
March 23	Consultant Team Qualifications review
March 24-26	Consultant Team interviews
End of March	Consultant Team selected

Project Schedule

April	Project kick-off meeting
April-December	Planning and Community Engagement
December	Interim Options Report
April 2022	Plan adoption