



# CITY OF FALLS CHURCH

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**AGENDA/Minutes  
Campus Coordinating Committee  
Friday, April 27<sup>th</sup>, 2018  
7:30AM**

**School Board Offices, Central Conference Room  
800 West Broad Street  
Falls Church, VA 22046**

1. Call to Order by Mr. Shields at 7:30 a.m.
2. Attending the meeting: Mr. Tarter, Dr. Noonan, Ms. Hardi, Mr. Wodiska, Mr. Webb, Mr. Novotny, Ms. Novotny, Marybeth Connelly, Mr. Stevens, Mr. Snyder, Mr. Benton, Ms. Boss, Mr. Risher, Mr. Padilla, Ms. Witsman, Ms. Rye, representatives of Brailsford/Dunleavy.
2. Project Updates
  - a. School Design responses by three downselected RFP finalists are due back on May 17
  - b. School Owner's Representative Contract awarded by School Board to Brailsford & Dunlavy. Many of their staff attended, introduced themselves and participated in the discussion at the meeting.
  - c. Economic Dev. RFP (*Presentation by Alvarez and Marsal staff*)
    - RFP responses due 5/1, 2:00 PM
    - Purchasing Agent will qualify bidders between 5/1 – 5/15
    - Submitted proposals will be posted on City web site by 5/15
    - A & M will review and analyze responses and report to Review Committee
    - Review committee meetings will be held to determine finalists
    - Finalists will be selected by mid-June
    - Finalists will be asked to respond to a Request for Detailed Proposals (RFDP)
      - i. RFDP –
        - DRAFT RFDP is being reviewed and finalized now
        - RFDP will require more detailed renderings, unit counts, number of parking spaces, projected fiscal impacts, massing, proposed uses, etc.
        - RFDP will be issued in mid-June and due in mid-August; finalist decision in October
      - ii. Evaluation Process –
        - A & M will use their evaluation tool to analyze responses to key areas of the proposal:
          1. Qualifications of individuals/firms, past similar project experience with projects over 5 acres, Transit Oriented Development, mixed use, references
          2. Their proposed approach to the project
          3. The financial structure of the project - ground lease? Fee simple? Upfront payment amount?

#### 4. The financial capability of the proposer to deliver the project

- Selection panel for RFP finalists has been chosen: 1 each Economic Development Authority and Planning Commission rep, City Manager, Superintendent, Director of Community Planning and Economic Development Services, 1 each School Board and City Council rep & Bob Wulff (City consultant)
- Discussion about many topics including entitlements/process, method/suggestions to ensure best finalist choice, how to address any programmatic changes that could occur over time and how to City incorporate design guidelines

#### 3. Updates on Task List

- a. Bus Parking – an alternative location for weekday parking for 20 school buses is desirable to maximize school utilization of site; some location possibilities discussed; more research/discussion to occur.
- b. Permitting Process – expedited processing requested; perhaps a designated person in City Hall
- c. Shared space (parking, playing fields, etc)
- d. Sanitary sewer—*scheduled detailed update for May meeting*
- e. Stormwater management
- f. Site Access
- g. ALTA Survey—*complete*, shows that 33,000 SF of campus site is located in Haycock Road so developable area is reduced in size accordingly to approximately 34 acres and 10 acres
- h. Schedule coordination
- i. Entitlement process – 5/7 briefing to City Council; CPED’s staff coordinating Boards and Commissions
- j. Environmental Sustainability
- k. Public Information/Upcoming Meetings:
  - May 10 – 7 PM - in person comments may be made at Northern Virginia Transportation Authority offices, to support City’s NVTA \$15.7M grant request for public safety improvements around the West Falls Church site.
  - May 20 - Last day to submit email comments for NVTA grant;
  - NVTA grant project request did not score well, so public input strongly encouraged; email: [SYPCcomment@TheNoVaAuthority.org](mailto:SYPCcomment@TheNoVaAuthority.org)
  - May 20 – City Sunday Series Town Hall - 2 pm, Community Center
  - Future Sunday Series dates - August 5, September 23

#### 4. Adjournment – at 8:55 a.m.