



APPLETON PUBLIC LIBRARY

225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Alderperson Plank, Chair
Members of the Finance Committee

FROM: Colleen Rortvedt, Library Director
James P. Walsh, City Attorney

DATE: July 18, 2017

SUBJECT: Recommendations on moving forward with mixed use RFPs for the library

At the June 20, 2017 Appleton Public Library Board of Trustees Meeting, the board approved authorizing the staff and the Board of Trustees President and his/her designee(s) bring back a proposal on how to move forward with mixed use Requests for Proposals (RFPs) for the library.

In review of other RFPs for mixed-use public-private partnership projects and in conversations with city departments, the following philosophical approaches in developing and RFPs for Appleton Public Library is recommended:

1. RFP should align with Comprehensive Plan, Parking Study, Mobility Study, proposed TIF plans, if applicable, and current library building program document
2. RFP document should be developed by city and library staff and approved by both the common council (council) and the library board
3. Proposal review and selection of finalist will follow the City of Appleton's Procurement Policy with city and library staff presenting a recommendation to the council and the library board
4. Stakeholder and community input should be a priority in the process

More specific recommendations

5. RFP should clearly focus on mixed use development
6. RFP should be for renovation and redevelopment of existing site or a new library
7. Geographic boundary should be based off an appropriate boundary so as not to not be restrictive, while taking care to incorporate only areas that can accommodate the library based on parking and access needs

Next steps should be for the City and Library staffs to identify a process for moving forward recognizing that a library building project and specifically a mixed use project requires alignment on issues that are outside of the scope of the library's authority. In addition, statutorily defined roles for the library board and common council are not always distinct and can result in misunderstanding. With a process such as this the application of statute becomes even more complex. Therefore developing a process and communication plan that respects the roles of these entities will be integral to the success.

As you are all aware, the library is a public entity and decisions for the library are public decisions. I look forward to working with the board and the city on developing and continuing this process.