



Real Estate Advisory Services for New Rochelle Public Library

Phase I Scope of Services

HR&A will support the New Rochelle Public Library (“the Library”) in its discussions about the Library’s future and explore the potential disposition of its flagship branch. HR&A’s work will be split into three tasks – explained in detail below. The full scope of Phase I will be completed over a period of approximately four weeks.

In Task 1, HR&A will interview current and former Board Members and other key stakeholders to understand the strengths and limitations of the Library and its flagship facility. Long-term organizational goals and a set of options for library redevelopment will be part of these conversations. Interviews will be conducted during the second half of April and last approximately two weeks.

Concurrent with Task 1, HR&A will review available data and reports from the Library on use statistics, capital and operating budgets, and existing physical needs assessments to understand the current and future requirements for a successful flagship facility. Part of Task 2 may include additional conversations with key Library staff. HR&A will explore potential programming and operational needs at any new facility, along with key physical characteristics such as natural light and total floor area. This process will inform HR&A’s assessment of the advantages and risks of each redevelopment alternative. Task 2 will begin in mid-April and will conclude in early May.

In Task 3, HR&A will present to the Board potential redevelopment options, including high level case studies of relevant public-private partnerships and other key lessons from successful models around the country. HR&A’s presentation will cover the advantages, risks and potential timelines for each alternative. HR&A will then facilitate discussion of the alternatives to build consensus among the Board. This presentation will coincide with the regularly scheduled Board Meeting on May 12.

Phase II, to be initiated after the completion of Phase I, will include a valuation of development rights for the Library. A market scan and valuation, along with a high level cost estimate of a facility replacement are included as part of Phase II work.