



*Honoring the past, cultivating the present, empowering the future*

## **AGENDA**

### **Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **April 12, 2018** – 4:00 p.m.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

#### **1) CALL TO ORDER**

#### **2) ROLL CALL:**

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

#### **3) PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

#### **4) NEW BUSINESS**

- a) Resignation of Board Member, discussion, and approval to advertise open Board seat (**INFORMATIONAL/ACTION**) Page #2
- b) Consideration of and approval for dissemination of RFP for additional legal services (**INFORMATIONAL/ACTION**) Pages 3-8

#### **5) ADJOURNMENT**

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

William Ryan Roy  
Interim District Director  
Altadena Library District

March 30, 2018

I hereby resign my position as a Trustee for the Altadena Library District, effective immediately.

A handwritten signature in cursive script that reads "John McDonald".

John McDonald



Altadena Library District  
Request for Proposals/Qualifications for Legal Services  
April 13, 2018

Ryan Roy  
Acting District Director  
600 E. Mariposa St.  
Altadena, CA 91001  
626-798-0833

Submittals due on April 27<sup>th</sup>, 2018, at  
Altadena Library District  
Attention: Ryan Roy  
600 E. Mariposa St.  
Altadena, CA 91001

## **Request for Proposals/Qualifications**

### **Legal Services**

#### **Altadena Library District**

**Altadena, CA**

## **I. Introduction**

### **A. Library Background**

The Altadena Library District (District or ALD) is an independent special district that was formed in December 1926 under the provision of Sections 19600-19734 of the California Education Code. It encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the District.

Currently, the District provides library services to a population of approximately 54,000 people. The District's 2017-18 adopted operating budget totals \$3,554,900. More detailed information on the District and its finances can be found in the District's 2017-18 budget book, which is located on the District's website at [www.altadenalibrary.org](http://www.altadenalibrary.org). The Main Library located at 600 E. Mariposa St. was built in 1967. The Branch Library, known as the Bob Lucas Memorial Branch Library, was dedicated on the current site on Lincoln Avenue in 1957.

### **B. Jurisdiction and Funding**

The Altadena Library District is an independent non-enterprise district, in which operations are financed primarily by property taxes. The District also received a voter approved per parcel benefit assessment placed on the property tax roll and collected annually. Other revenues are received from passport services, fees, and donations.

## **II. Description of Services**

### **A. General Description**

The Altadena Library District is soliciting proposals from qualified attorneys and/or law firms interested in providing legal services for the District. The selected attorneys and/or

law firms will be expected to provide a wide range of services to the District. The Library District will consider proposals ranging from individual attorneys offering general counsel coupled with outsourced specialized services to law firms capable of providing general and specialized legal services. The Altadena Library reserves the right to continue the use of other general and specialized legal services at its sole and entire discretion as it deems appropriate.

## **B. Scope of Services**

The successful attorneys and/or firms will be expected to provide services including but not limited to the following:

1. Represent and advise the Altadena Library Board of Trustees, the Library Director, and officers of the library in all matters of law pertaining to their office. Give advice and opinions on the legality of all matters under consideration by the Board of Trustees or officers of the Library.
2. Attend and represent the Library's legal interests at Library Board of Trustees meetings, workshops, and other meetings as specified by the Library. The Library's Attorney will be available to attend one Board meeting per month, as needed, and other special meetings as scheduled. Regular Board of Trustees meetings are held the fourth Monday of the month at 5:00 p.m.
3. Provide legal opinions, advice, assistance, and consultation to the Library Board of Trustees, the Library Director and library staff. The range of services routinely requested of the Library's Attorney includes, but are not limited to, the following areas of municipal law:
  - a. the Brown Act;
  - b. the Public Records Act;
  - c. conflicts of interest;
  - d. election law;
  - e. contracts;
  - f. leases and other property transactions;
  - g. personnel and disability laws;
  - h. employee relations and labor negotiations;
  - i. pending and current state and federal legislation and court decisions;
  - j. tort liability and risk management;
4. Provide training and advice to the Library Board of Trustees and staff related to the Brown Act, AB1234, conflicts of interest, and other legal requirements imposed by statute.
5. Review, approve, and prepare ordinances, resolutions, staff reports, contracts, deeds, leases, and other legal documents required by the District.
6. Work in concert with the District's Risk Management, SDRMA (Special District Risk Management Authority), and provide advice to minimize the District's liability and risk exposure.
7. Represent the District in litigation and/or arbitration, administrative hearings, and court proceedings brought on behalf of or against the District.
8. Perform such other legal duties as may be required to complete the performance of the functions mentioned above.

### III. Submittal Guidelines and Required Information

#### A. General Information

Attorneys and/or firms interested in submitting proposals must submit one (1) original signature hard copy signed in blue ink, five (5) additional hard copies designated as copies, and one (1) electronic version (PDF) of the proposal either via an email attachment (file size limit of 10MB) to [wroy@altadenalibrary.org](mailto:wroy@altadenalibrary.org) or on a USB flash drive by 5:00 p.m. PST on Friday, April 27<sup>th</sup>, 2018, to:

Ryan Roy  
Altadena Library District  
600 E. Mariposa St.  
Altadena, CA 91001

Proposals may be submitted in person at the Main Location of Altadena Library District or by mail, but they must be received in the Administration Office by 5:00 pm on April 27<sup>th</sup>, 2018.

The District reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate modifications to any proposal following the deadline for receipt, and to waive any irregularities if such would serve the best interest of the District, as determined by the District.

Proposals will not be opened publicly, and the District will endeavor to keep the proposals confidential until a preferred service provider or providers are identified for final consideration. The original copy of each proposal will be retained and will become public record after a commitment letter has been received from any recommended service providers, unless the proposal or specific parts of the proposal can be shown to be exempt by law.

The District requires all proposers to comply with all applicable federal and state laws including but not limited to equal employment opportunity. Contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Pre-submittal questions about the RFP and Library's current and/or future legal services will be accepted until 5:00pm on April 20<sup>th</sup>, 2018. Inquiries will only be received and answered by email. Questions regarding this RFP must be submitted via email to Ryan Roy, Acting District Director, at [wroy@altadenalibrary.org](mailto:wroy@altadenalibrary.org). Questions and responses will be posted for all on the Altadena Library District website at [www.altadenalibrary.org](http://www.altadenalibrary.org) by 5:00 p.m. on April 24<sup>th</sup>, 2018.

#### B. Proposal Format and Requested Information

All proposals must contain specific and succinct answers to all questions and requests for information. Please answer the questions in the format and order presented. Note: resumes will not be considered responsive to any specific question.

1. Letter of Transmittal: Include a brief introduction and history of attorney and/or firm submitting the proposal. Also, include your understanding of the

work to be performed. State why proposer is qualified to perform the services requested.

2. Title page: Include the attorney or firm name, address, telephone number, principal contact, and email address.
3. Table of Contents: Include clear identification of materials by section and page number.
4. Describe the qualifications of your firm. Include in your response:
  - a. names and resumes of individuals who may be assigned work;
  - b. employment history;
  - c. specialization;
  - d. legal training;
  - e. date of admittance to the California Bar;
  - f. years of practice;
  - g. government agency or other public sector experience;
  - h. knowledge of and experience with California Municipal Law;
  - i. knowledge of and experience with areas of law identified in section II.B.3 above;
  - j. litigation experience and record of accomplishment;
  - k. if any of the attorneys listed in the proposal have been successfully sued for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, provide information on the nature of the incident, the dates on which the matter began and concluded, and results.
5. List specialty services you do not provide and detail how you propose the Library to receive such services.
6. Specify the individual you propose as the main contact for the Library and identify the individual(s) proposed to serve in their absence.
7. Describe the systems/mechanisms that will be established to ensure timely responses to the Library Board of Trustees, Library Director, and staff. Identify the response time the Library can expect under your proposal.
8. Provide a minimum of three public agency references for which services have been provided within the past three years. Include the name, title, agency, telephone number, and email address for each reference.
9. Additional information may be provided and will be considered, particularly if this information distinguishes one proposer from another.
10. Billing rates.
11. Copy of your standard contract.

**C. Selection Process and Timeline**

Activities	Due Date
Release of Request for Proposals/Qualifications	<b>April 13, 2018</b>
Deadline for submission of written questions to the Authority	<b>April 20, 2018</b>
Authority Responds to Written Questions <i>(if necessary)</i>	<b>April 24, 2018</b>
Proposals Due and Bid Opening	<b>April 27, 2018</b>
Recommendation for award(s)	<b>May 4, 2018</b>

The Altadena Library District reserves the right to modify any of the dates in the schedule as deemed necessary.

Proposals will be evaluated on the following factors:

1. Responsiveness to the information requested in the RFP;
2. Potential conflicts of interest that may arise with regard to any work performed for the Library, and has identified a viable solution for the resolution of such conflicts;
3. Understanding of the scope of services required;
4. Proposed solutions to the specific legal needs of the Altadena Library District;
5. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in public agency operations;
6. Range and quality of services provided by the proposer;
7. Capability to perform legal services promptly and in a manner that permits the Library Board of Trustees, Library Director and staff to meet established deadlines and to operate in an effective and efficient manner;
8. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions and problems;
9. References;
10. Cost of services.