



AGENDA

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – February 10, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING FEBRUARY 10, 2021 CFD COMMITTEE MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the February 10, 2021 Community Facilities District (CFD) Committee Meeting, please submit your comments by email or electronically to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the standing committee and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x 103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

- I. **Call to order**
- II. **Roll Call**
 - 1) Terry Andrues
 - 2) Rushmore Cervantes
- III. **Public Comment on Non-Agenda Items**
- IV. **New Business**
 - a. Review and Approval of RFP for Municipal Advisor (**Action**) - Pages #3-17
 - b. Review and Approval of RFP for Bond Counsel (**Action**) - Pages #18-31
 - c. Review and Recommendation of Additional Committee Members (**Action**) - Pages #32-53

- V. Announcements & Planning**
 - a. Proposed Future Agenda Items

- VI. Adjournment**



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE
MUNICIPAL ADVISORY AND BOND COUNSEL RFPs STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: February 10, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of RFPs for Municipal Advisory Services and Bond Counsel and/or Disclosure Counsel Services

BACKGROUND:

The CFD Committee met on January 7, 2021 to review the next steps to set up the Community Facilities District and continue the bond issuance process. Based on research and informational interviews with experts in the field by District Director Winslow and members of the CFD Committee, it was decided to move forward with drafting Requests for Proposals (RFPs) to hire:

- Municipal Advisory Services
- Bond Counsel and/or Disclosure Counsel Services

These RFPs were drafted and revised by District Director Winslow and Administrative Services Manager Nicole Fabry after reviewing many similar RFPs from other agencies. Members of the CFD Committee also reviewed them to provide initial feedback. The Municipal Advisory Services RFP was also reviewed by our General Counsel, BB & K.

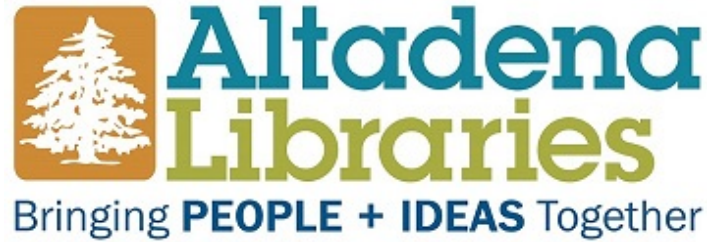
If approved by the CFD Committee, these RFPs will be presented to the Board of Trustees for review and approval at their February 22, 2021 meeting. If approved, they will be posted on February 23, 2021, with a closing date of April 1, 2021.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the CFD Committee review and approve the RFPs to hire a Municipal Advisory Services and Bond Counsel and/or Disclosure Counsel to take to the full Board of Trustees for final approval.



**REQUEST FOR PROPOSALS
Municipal Advisory Services
Altadena Library District**

RFQ ISSUE DATE February 23, 2021

CONTACT Nikki Winslow, District Director
Email: nwinslow@altadenalibrary.org
Phone Number: 626-798-0833 x 103

PROPOSAL DUE April 1, 2021 by 5:00 PM

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald>.

BID CONTENTS

- Section I Purpose of Request for Proposals and General Terms and Conditions
- Section II Schedule of Events
- Section III Proposer Qualifications
- Section IV Scope of Work
- Section V Evaluation and Award Criteria
- Section VI Proposal Instructions, Format, and Submittal Requirements
- Section VII Cost Sheet

Attachment A Professional Services Agreement Sample

Note: This bid does not constitute an order for the goods or services specified.

SECTION I
PURPOSE OF REQUEST FOR PROPOSAL
AND GENERAL TERMS AND CONDITIONS

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District formed the Altadena Library District Community Facilities District No. 2020-1 in November 2020 and is currently seeking proposals from interested, highly qualified and experienced firms to provide Municipal Advisory services to the Altadena Library District in order to assist with the issuance of bonds by the community facilities district. The CFD No. 2020-1 is authorized to issue up to \$24 million in bonds.

1.1 QUESTIONS REGARDING THE RFP

Any questions, interpretations or clarifications, either administrative or technical, about this RFP must be requested in writing prior to the date indicated in Section II. All pertinent questions will be answered in writing and conveyed to all Proposers. Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. **All questions either technical, commercial or contractual in nature shall be directed to:** Nikki Winslow, Altadena Library District Director at nwinslow@altadenalibrary.org.

1.2 ERRORS AND OMISSIONS

If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, they shall immediately notify Altadena Library District of such error in writing and request modification or clarification of the document. Modifications will be made by addenda. Clarifications will be given by written notice to all parties who have been furnished or who have requested an RFP for proposing purposes, without divulging the source of the request for same.

If a Proposer fails to notify Altadena Library District prior to the date fixed for submission of proposals of an error in the RFP known to them, or an error that reasonably should have been known to them, they shall bid at their own risk, and if they are awarded the contract, they shall not be entitled to additional compensation or time by reason of the error or its later correction.

1.3 ADDENDA

The Altadena Library District may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the RFP Reference Number. It is the Proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

1.4 SUBMISSION OF PROPOSAL

Proposals will be accepted on or before the date and time indicated in the Schedule of Events, Section II, in accordance with Section VI, Proposal Instructions and Format.

1.5 PROPOSER'S COST

Costs for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to the Altadena Library District.

1.6 EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

1.7 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **April 1, 2021 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

1.8 PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT

Proposals become the property of Altadena Library District and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. Altadena Library District reserves the right to make use of any information or ideas contained in the proposal.

1.9 CONFIDENTIAL MATERIAL

Proposer must notify Altadena Library District in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. Altadena Library District shall have sole discretion to disclose or not disclose such material subject to any protective order which Proposer may obtain.

1.10 REJECTION OF PROPOSALS

Altadena Library District may reject any or all proposals and may waive any immaterial deviation in a proposal. Altadena Library District's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if they are awarded the contract. Proposals referring to terms and conditions other than Altadena Library District's terms and conditions may be rejected as being non-responsive.

Altadena Library District may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Altadena Library District all such information and data for this purpose as requested by Altadena Library District. Altadena Library District reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy Altadena Library District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

1.11 CANCELLATION

This solicitation does not obligate the Altadena Library District to enter into an agreement. Altadena Library District retains the right to cancel this RFP at any time, should the project be canceled, Altadena Library District loses the required funding, or it is deemed in the best interest of the Altadena Library District. No obligation, either expressed or implied, exists on the part of the Altadena Library District to make an award or to pay any cost incurred in the preparation or submission of a proposal.

1.12 **INSURANCE REQUIREMENTS**

The Altadena Library District requires a certificate of insurance prior to commencement of any work. An underwriter's endorsement is also required with additional insured verbiage and must be an admitted surety in the State of California.

Commercial General Liability (CGL): Insurance written on an occurrence basis to protect Proposer and the Altadena Library District against liability or claims of liability which may arise out of this order in the amount of One million (\$1,000,000) per occurrence and subject to an annual aggregate of One million (\$1,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

Vehicle Liability Insurance: Proposer shall also procure and shall maintain during the term of this order vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident, and property damage insurance in an amount of not less than \$1,000,000.

Workers' Compensation Insurance: For all of Proposer's employees who are subject to this order and to the extent required by applicable state or federal law, Proposer's shall keep in full force and effect a Workers' Compensation policy. That policy shall provide a minimum of One million (\$1,000,000) of employers' liability coverage, and Proposer shall provide an endorsement that the insurer waives the right of subrogation against the Altadena Library District and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the Altadena Library District by a bona fide employee of Proposer participating under this Agreement, Proposer agrees to defend and indemnify the Altadena Library District from such claim.

Professional Liability: For all of Proposer's employees who are subject to this order, Proposer shall keep in full force and effect Professional Liability coverage for professional liability with a limit of One Million (\$1,000,000) per claim and One Million (\$1,000,000) annual aggregate. Proposer shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the services under the Agreement; and (2) the policy will be maintained in force for a period of time defined above, there will be no changes or endorsements to the policy that increase the City's exposure to loss.

1.13 **DISPUTES/PROTESTS**

The Altadena Library District encourages Proposers to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The Altadena Library District wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

Proposers filing a protest must do so within five (5) calendar days after Notice of Intent to Award. The protesting Proposer shall submit a full and complete written statement detailing the facts in support of the protest. Protest must be sent by certified or registered mail or delivered in person to the Procurement Officer, or designee.

The Altadena Library District will provide a decision on the matter. The decision must be in writing and sent by certified or registered mail, faxed, or delivered in person to the protesting Proposer. The decision of Altadena Library District is final.

1.14 AWARD CRITERIA

Award, if any, will be to the Proposer whose proposal best complies with all of the requirements of the RFP documents and any addenda. Evaluation methodology and basis for award are described in Section V – Evaluation and Award Criteria.

1.15 TERM OF THE AGREEMENT

The period of services shall be three years with the option to renew for two additional, one year periods. Annual renewals shall be automatic and based on satisfactory performance of service and unless terminated by either party with thirty (30) days written notice prior to the expiration of each annual renewal.

1.16 CONTRACTUAL DOCUMENTS

In the event of a conflict between documents the following order of precedence shall apply:

1. Altadena Library District Agreement
2. Altadena Library District Request for Proposal
3. Proposer's Proposal

1.17 EXECUTION OF THE AGREEMENT

The Agreement shall be signed by the Proposer and returned, along with the required attachments to the Altadena Library District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective until approved by the appropriate Altadena Library District officials. Any work performed prior to receipt of a fully executed Agreement shall be at Proposer's own risk.

1.18 FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the successful Proposer refuses or fails to execute the Agreement, the Altadena Library District may award the Agreement to the next qualified highest ranked Proposer.

1.19 NON-ENDORSEMENT

If a proposal is accepted, the Proposer shall not issue any news releases or other statements pertaining to the award or servicing of the agreement which state or imply Altadena Library District endorsement of Proposer's services.

1.20 CONFLICT OF INTEREST

The District requires a Statement of Economic Interests (Form 700) to be filed by any proposer who is involved in the making, or participation in the making, of decisions which may foreseeably have a material effect on any District financial interest [reference Government Code § 82019].

The District reserves the right to prohibit participation by the proposer in submitting a proposal for or providing services, goods or supplies, or any other related action, which is required, suggested or otherwise deemed appropriate in the end product of this contract.

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	February 23, 2021
Last Day for Submission of Questions	March 12, 2021
District Response to Questions	March 16, 2021
Deadline for Receipt of Proposals	April 1, 2021 @ 5:00pm PST
Evaluation	April 7, 2021
Optional Interview if Required	April 14, 2021 by appointment
Selection presented to Board of Trustees	April 26, 2021
Tentative Start Date	May 1, 2021

*NOTE: The dates subsequent to receipt of proposal may be adjusted without further notice.

**SECTION III
PROPOSER QUALIFICATIONS**

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a.** Proposer must be registered with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).
 - b.** Proposer must have a business license from Los Angeles County prior to execution of the Agreement.
 - c.** Proposer has completed at least five (5) similar contracts within the last five (5) years.
 - d.** Proposer must provide a list of other governmental agencies in California for which the firm is presently under contract. The District reserves the right to contact any or all of the listed agencies regarding the municipal advisory services performed by the proposer.
 - e.** Proposer must describe access to sources of current market information.
 - f.** Proposer must demonstrate familiarity with GFOA Best Practices relating to the services requested.

SECTION IV SCOPE OF WORK

4.0 THE COMMUNITY

Altadena Library District (the District) is a small public agency organized under the Education Code of the State of California. A California Special District, The District is a public library system that operates two libraries serving the approximately 43,000 residents of Altadena. The District collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of Altadena and the San Gabriel Valley.

4.1 SCOPE OF WORK

The scope of services is to provide municipal advisory services on an as-needed basis, and may include services related to the issuance of bonds, and formation, maintenance, and dissolution of community facilities districts. Services, although not all-inclusive, may include:

1. Provide advice on the financing of debt, including an evaluation of the most cost effective and appropriate financing for project under consideration.
2. Identify debt strategy alternatives, including debt restructuring options, and recommend debt issuance strategies for both timing and structure of debt issuance.
3. Assist with the formation of a financing team, including the underwriter, appraiser, trustee, special tax consultant, and absorption study consultant, to complete the necessary procedures for the formation of community facilities districts.
4. Schedule and coordinate, with bond counsel, the debt issuance process.
5. Assist in evaluating potential underwriters for a negotiable sale, direct placement or define the process for a competitive sale.
6. With respect to bond financings, assist the District's financing team in sizing and structuring of the sale done on a competitive or negotiated basis, prepare credit presentations, determine the maturing schedule, establish syndicate and closing procedures, and any other matters which may assist the District in obtaining the lowest practical interest cost and the widest competition for purchase of its obligations.
7. Assist bond counsel in the preparation of the official statement.
8. Attend meetings with staff, District Board of Trustees, developers, underwriters, and others related to potential bond issues as needed.
9. Be available on a regular, sometimes same day basis for consultations with District staff.
10. Provide other financial advisory services as requested.

4.2 MEETINGS

Consultant will attend meetings requested by and or approved by the District on an hourly rate time and material basis with an estimated ten (10) hours at the principal rate.

4.3 PAYMENT OF INVOICE

Payment shall be made monthly upon the receipt and acceptance of an invoice and a detailed time log of work performed. The time log shall indicate the on-site and off-site service hours performed by date, deliverable and the name of the individual performing the services. The Proposer shall not be reimbursed for any travel or per diem expenses. All other expenses shall be approved by the District before they are incurred.

SECTION V EVALUATION AND AWARD CRITERIA

5.0 **EVALUATION METHOD**

All proposals shall be reviewed to verify that the Proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of Altadena Library District personnel. Award will be made in the best interest of the Altadena Library District.

5.1 **EVALUATION CRITERIA**

Evaluation and award will be based on factors that are not limited to acquisition cost. These factors may include, but are not limited to:

- a. Experience/Past Performance/References** - Consideration will be given based upon the firm's experience, years in business, past and current client references; technical expertise and professional competence in areas directly related to this RFP; number of years of experience in performing similar work in performing financial advisory services for municipalities in California concerning issuance of bonds and bond issuance related to the formation, maintenance, and dissolution of community facilities districts. Proposer shall include five (5) external client references from clients who received similar services to those proposed for this solicitation.
- b. Personnel** - Proposer shall submit resumes of all primary professional staff members who will be performing services under the contract. Proposer should demonstrate that all key personnel have been successfully involved with projects of similar scope and magnitude.
- c. Proposer Qualifications** - This category will evaluate the proposer's ability to take upon itself the responsibilities set forth in the Scope of Work and produce the required outcome in a timely manner. Consideration will be given for the overall quality of the proposal, including a demonstrated understanding of the purpose, scope and objective of the services to be performed. It is the intention of the Altadena Library District to award a contract to the Proposer who furnishes satisfactory evidence that the Proposer has the requisite experience and ability to enable the Proposer to execute the work successfully and properly, and to complete services in a timely manner. To determine the degree of responsibility to be credited to the Proposer, the Altadena Library District will weigh the evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress.
- d. Total Cost** - As reflected herein, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Proposer, the District reserves the right to further negotiate the proposed work and/or method and amount of compensation.

- e. Non-Discrimination** - The Altadena Library District hereby notifies all proposers that it will affirmatively ensure that minority, women-owned and local business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation when reviewing the plans for award of contract. The District does not discriminate in regard to actual or perceived characteristic of race, color, ancestry, national origin, ethnicity, religion, sex, sexual orientation, gender, gender identity or expression, age, physical or mental disability, medical condition, marital status, citizenship status, military or veteran status, or other bases protected by state or federal law.
- f. Optional Interview** - in the event the District decides that interviews are necessary, Proposers who are finalists will be notified as promptly as possible. Each interview will consist of either an in-person or virtual presentation of no longer than one (1) hour. Notice of confirmation of the interview date/time will be given by telephone or in writing.

**SECTION VI
PROPOSAL INSTRUCTIONS AND FORMAT**

6.0 INTRODUCTION

To be considered responsive to this RFP, Proposer must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The Altadena Library District reserves the right to request additional information that, in District's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.

6.1 DELIVERY OF PROPOSALS

The Proposer must submit their proposal through the online portal at: <https://www.bidnetdirect.com/california/ald> by the established deadline.

6.2 PREPARATION

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type.

6.3 PROPOSAL FORMAT

Proposals shall adhere to the following format for organization and content. Proposals must be divided into the individual sections listed below, indexed, and tabbed.

- a. Cover Letter** - The cover letter shall include a statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of Proposers' qualifications and Proposers' willingness to enter into a contract under the terms and conditions prescribed by the Altadena Library District Professional Services Agreement. Any and all exceptions to the RFP must be listed on an item by- item basis and cross-referenced with the RFP document. If there are no exceptions, Proposer must expressly state that no exceptions are taken. The letter should be signed by an individual who can bind the Proposer contractually.
- b. Table of Contents** - The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

6.4 PROPOSAL CONTENT

a. SECTION I – EXPERIENCE

This section shall contain a general overview of the proposer's qualifications and shall include, but not be limited to, the following information:

- 1) Company name, address, telephone number, and authorized representative(s).
- 2) Identify the number of years of experience in providing municipal advisory services, similar in size and scope to that requested in the RFP.
- 3) Proposer References: Provide five (5) client references for which the proposer has provided similar services. References shall include date and description of service, project location, completion dates, organization's name, contact person, title, address, and telephone number.
- 4) Proposer shall describe the role of the municipal advisory department in the firm and attach a copy of the firm's most recent registration statement filed with the Municipal Securities and Exchange Form MA-T.
- 5) List all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your firm or any of its personnel relating to your firm's services as financial advisor, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

b. SECTION II – PERSONNEL

Proposer shall provide the names, proposed roles, background and experience, office location and availability of personnel that would work on the District's account, and specifically identify the primary person(s) who will be responsible for managing the relationship with the District. Identify who will provide any computer financial analysis services.

c. SECTION III – QUALIFICATIONS

Proposer shall provide a clear understanding of the services required by the District in response to Section IV - Scope of Work. Does the Proposer have the character, integrity, reputation, judgment, experience, and efficiency required by the contract? Has the Proposer performed satisfactorily in previous contracts of similar size and scope, or otherwise demonstrated its capability to perform the contract the District seeks to establish through this RFP?

d. SECTION IV – COST SECTION

Proposer is expected to quote a firm, fixed, fully-loaded hourly rate for the services identified in Section IV Scope of Work, subject to a fee cap for each series of bonds. All costs associated with the services of this contract must be identified on the Cost Sheet (Section VII). The hourly rate will include travel to and from the off-site workplace to the on- site workplace. Projected hours for completion of the project shall also be included. Be it understood that for each bond issue proposed, the Proposer shall present a budget to be approved by District staff. Additionally, include a fee schedule for possible additional services. The completed Cost Sheet shall be signed and submitted.

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

Proposer shall complete cost sheet to include all costs, including travel and per diem in accordance with the Scope of Work defined in Section IV. Proposer will submit detailed cost sheets on reimbursable costs, as back up to this summary page; however, total costs must be reflected on this summary page.

Proposer shall also include a Fee Schedule for additional services that may be requested.

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Fee Schedule For Municipal Advisor Services For Term Of Contract

Position	Hourly Rate				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year

b. Identify costs cap for each series of bonds, and whether such amount is subject to annual adjustment.

This proposal submitted by: _____
Company Name

Address: _____

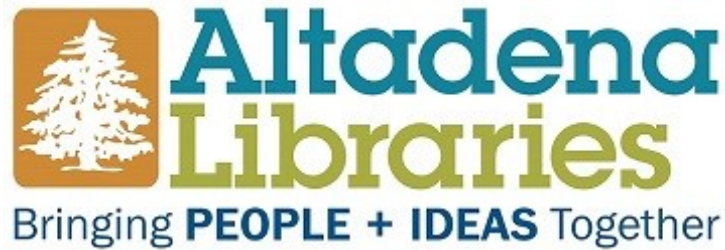
Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____



**REQUEST FOR PROPOSALS
Bond and Disclosure Counsel Services
Altadena Library District**

RFP ISSUE DATE **February 23, 2021**

CONTACT Nikki Winslow, District Director
Email: nwinslow@altadenalibrary.org
Phone Number: 626-798-0833 x 103

PROPOSAL DUE **April 1, 2021 by 5:00 PM**

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AND GENERAL TERMS AND CONDITIONS**

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The Altadena Library District formed the Altadena Library District Community Facilities District No. 2020-1 in November 2020 and is currently seeking proposals from interested, highly qualified and experienced firms to provide Bond and Disclosure Counsel services to the Altadena Library District in order to assist with the issuance of bonds by the community facilities district. The CFD No. 2020-1 is authorized to issue up to \$24 million in bonds.

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1.7 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **April 1, 2021 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

1.8 PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT

Proposals become the property of Altadena Library District and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. Altadena Library District reserves the right to make use of any information or ideas contained in the proposal.

1.9 CONFIDENTIAL MATERIAL

Proposer must notify Altadena Library District in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. Altadena Library District shall have sole discretion to disclose or not disclose such material subject to any protective order which Proposer may obtain.

1.10 REJECTION OF PROPOSALS

Altadena Library District may reject any or all proposals and may waive any immaterial deviation in a proposal. Altadena Library District's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if he/she is awarded the contract. Proposals referring to terms and conditions other than Altadena Library District's terms and conditions may be rejected as being non-responsive.

Altadena Library District may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Altadena Library District all such information and data for this purpose as requested by Altadena Library District. Altadena Library District reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy Altadena Library District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

1.11 CANCELLATION

This solicitation does not obligate the Altadena Library District to enter into an agreement. Altadena Library District retains the right to cancel this RFP at any time, should the project be canceled, Altadena Library District loses the required funding, or it is deemed in the best interest of the Altadena Library District. No obligation, either expressed or implied, exists on the part of the Altadena Library District to make an award or to pay any cost incurred in the preparation or submission of a proposal.

1.12 **INSURANCE REQUIREMENTS**

The Altadena Library District requires a certificate of insurance prior to commencement of any work. An underwriter's endorsement is also required with additional insured verbiage and must be an admitted surety in the State of California.

Commercial General Liability (CGL): Insurance written on an occurrence basis to protect Proposer and the Altadena Library District against liability or claims of liability which may arise out of this order in the amount of One million (\$1,000,000) per occurrence and subject to an annual aggregate of One million (\$1,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

Vehicle Liability Insurance: Proposer shall also procure and shall maintain during the term of this order vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident, and property damage insurance in an amount of not less than \$1,000,000.

Workers' Compensation Insurance: For all of Proposer's employees who are subject to this order and to the extent required by applicable state or federal law, Proposer's shall keep in full force and effect a Workers' Compensation policy. That policy shall provide a minimum of One million (\$1,000,000) of employers' liability coverage, and Proposer shall provide an endorsement that the insurer waives the right of subrogation against the Altadena Library District and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the Altadena Library District by a bona fide employee of Proposer participating under this Agreement, Proposer agrees to defend and indemnify the Altadena Library District from such claim.

Professional Liability: For all of Proposer's employees who are subject to this order, Proposer shall keep in full force and effect Professional Liability coverage for professional liability with a limit of One Million (\$1,000,000) per claim and One Million (\$1,000,000) annual aggregate. Proposer shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the services under the Agreement; and (2) the policy will be maintained in force for a period of time defined above, there will be no changes or endorsements to the policy that increase the District's exposure to loss.

1.13 **DISPUTES/PROTESTS**

The Altadena Library District encourages Proposers to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The Altadena Library District wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

Proposers filing a protest must do so within five (5) calendar days after Notice of Intent to Award. The protesting Proposer shall submit a full and complete written statement detailing the facts in support of the protest. Protest must be sent by certified or registered mail or delivered in person to the Procurement Officer, or designee.

The Altadena Library District will provide a decision on the matter. The decision must be in writing and sent by certified or registered mail, faxed, or delivered in person to the protesting Proposer. The decision of Altadena Library District is final.

1.14 AWARD CRITERIA

Award, if any, will be to the Proposer whose proposal best complies with all of the requirements of the RFP documents and any addenda. Evaluation methodology and basis for award are described in Section V – Evaluation and Award Criteria.

1.15 TERM OF THE AGREEMENT

The period of services shall be three years with the option to renew for two additional, one-year periods. Annual renewals shall be automatic and based on satisfactory performance of service and unless terminated by either party with thirty (30) days written notice prior to the expiration of each annual renewal.

1.16 CONTRACTUAL DOCUMENTS

In the event of a conflict between documents the following order of precedence shall apply:

1. Altadena Library District Agreement
2. Altadena Library District Request for Proposal
3. Proposer's Proposal

1.17 EXECUTION OF THE AGREEMENT

The Agreement shall be signed by the Proposer and returned, along with the required attachments to the Altadena Library District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective until approved by the appropriate Altadena Library District officials. Any work performed prior to receipt of a fully executed Agreement shall be at Proposer's own risk.

1.18 FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the successful Proposer refuses or fails to execute the Agreement, the Altadena Library District may award the Agreement to the next qualified highest ranked Proposer.

1.19 NON-ENDORSEMENT

If a proposal is accepted, the Proposer shall not issue any news releases or other statements pertaining to the award or servicing of the agreement which state or imply Altadena Library District's endorsement of Proposer's services.

1.20 CONFLICT OF INTEREST

The District requires a Statement of Economic Interests (Form 700) to be filed by any proposer who is involved in the making, or participation in the making, of decisions which may foreseeably have a material effect on any District financial interest [reference Government Code § 82019].

The District reserves the right to prohibit participation by the proposer in submitting a proposal for or providing services, goods or supplies, or any other related action, which is required, suggested or otherwise deemed appropriate in the end product of this contract.

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	February 23, 2021
Last Day for Submission of Questions	March 12, 2021
District Response to Questions	March 16, 2021
Deadline for Receipt of Proposals	April 1, 2021 @ 5:00pm PST
Evaluation	April 7, 2021
Optional Interview if Required	April 14, 2021 by appointment
Selection presented to Board of Trustees	April 26, 2021
Tentative Start Date	May 1, 2021

*NOTE: The dates subsequent to receipt of proposal may be adjusted without further notice.

**SECTION III
PROPOSER QUALIFICATIONS**

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a.** Licensed to practice law in the State of California. Bar Number must be provided.
 - b.** Proposer has completed at least five (5) similar contracts within the last five (5) years.

SECTION IV SCOPE OF WORK

4.0 INTRODUCTION

Altadena Library District (ALD) is requesting proposals from qualified firms with experience in acting as Bond and Disclosure Counsel. As an Independent Special District, ALD is a public library system governed by a publicly elected Board of Library Trustees and organized under the Education Code of the State of California. ALD operates two libraries serving the approximately 43,000 residents of Altadena. ALD collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of Altadena and the San Gabriel Valley.

4.1 SCOPE OF WORK

The scope of services is to provide bond and disclosure counsel services on an as needed basis, and may include services related to the issuance of bonds; and formation, maintenance, and dissolution of community facilities districts.

Bond and Disclosure Counsel Services may include, but not be limited to:

1. Provide legal advice and consultation relating to the newly established CFD.
2. Provide legal opinion with respect to the authorization and issuance of the debt obligations and whether the interest paid is tax-exempt under federal and/or State laws and regulations.
3. Draft and review legal documentation including all required resolutions, closing documents and transcripts and coordinate the authorization and execution of those documents.
4. Provide ongoing legal services in matters relating to interpretation of applicable regulations, legislation or pending litigation.
5. Participate on conference calls or attend meetings, as requested, relating to the formation of the CFD and the issuance of bonds.
6. Provide ongoing information to District staff regarding the activity and legal status of the financing.
7. Perform due diligence regarding the District and the financing.
8. Review CFD's compliance, as needed, with government oversight agencies.
9. Prepare a preliminary official statement and final official statement.
10. Prepare continuing disclosure agreement.
11. Render 10b-5 opinion.

4.2 MEETINGS

Consultant will attend meetings requested by and or approved by the District on an hourly rate time and material basis with an estimated ten (10) hours at the principal rate.

4.3 PAYMENT OF INVOICE

For bond and disclosure counsel services, payment shall be made upon the satisfactory completion of bond issuance and according to cost outlined in contract.

For any additional services, payment shall be made monthly upon the receipt and acceptance of an invoice and a detailed time log of work performed. The time log shall indicate the on-site and off-site service hours performed by date, deliverable and the name of the individual performing the services. The Proposer shall not be reimbursed for any travel or per diem expenses.

All other expenses shall be approved by the District before they are incurred.

SECTION V EVALUATION AND AWARD CRITERIA

5.0 **EVALUATION METHOD**

All proposals shall be reviewed to verify that the Proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of District personnel and the CFD Committee. Award will be made in the best interest of the Altadena Library District.

5.1 **EVALUATION CRITERIA**

Evaluation and award will be based on factors that are not limited to acquisition cost. These factors may include, but are not limited to:

- a. Experience/Past Performance/References** - Consideration will be given based upon the firm's experience, years in business, past and current client references; technical expertise and professional competence in areas directly related to this RFP; number of years of experience in performing similar work in performing bond counsel and/or disclosure counsel services for government agencies in California concerning issuance of bonds and bond issuance related to the formation, maintenance, and dissolution of community facilities districts. Proposer shall include five (5) external client references from clients who received similar services to those proposed for this solicitation.
- b. Personnel** - Proposer shall submit resumes of all primary professional staff members who will be performing services under the contract. Proposer should demonstrate that all key personnel have been successfully involved with projects of similar scope and magnitude.
- c. Proposer Qualifications** - This category will evaluate the proposer's ability to take upon itself the responsibilities set forth in the Scope of Work and produce the required outcome in a timely manner. Consideration will be given for the overall quality of the proposal, including a demonstrated understanding of the purpose, scope and objective of the services to be performed. It is the intention of the Altadena Library District to award a contract to the Proposer who furnishes satisfactory evidence that the Proposer has the requisite experience and ability to enable the Proposer to execute the work successfully and properly, and to complete services in a timely manner. To determine the degree of responsibility to be credited to the Proposer, the Altadena Library District will weigh the evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress.
- d. Total Cost** - As reflected herein, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Proposer, the District reserves the right to further negotiate the proposed work and/or method and amount of compensation.

- e. **Non-Discrimination** - The Altadena Library District hereby notifies all proposers that it will affirmatively ensure that minority, women-owned and local business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation when reviewing the plans for award of contract. The District does not discriminate in regard to actual or perceived characteristic of race, color, ancestry, national origin, ethnicity, religion, sex, sexual orientation, gender, gender identity or expression, age, physical or mental disability, medical condition, marital status, citizenship status, military or veteran status, or other bases protected by state or federal law.

- f. **Optional Interview** - In the event the District decides that interviews are necessary, Proposers who are finalists will be notified as promptly as possible. Each interview will consist of either an in-person or virtual presentation of no longer than one (1) hour. Notice of confirmation of the interview date/time will be given by telephone or in writing.

**SECTION VI
PROPOSAL INSTRUCTIONS AND FORMAT**

6.0 INTRODUCTION

To be considered responsive to this RFP, Proposer must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The Altadena Library District reserves the right to request additional information that, in District's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.

6.1 DELIVERY OF PROPOSALS

The Proposer must submit their proposal through the online portal at: <https://www.bidnetdirect.com/california/ald> by the established deadline.

6.2 PREPARATION

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type.

6.3 PROPOSAL FORMAT

Proposals shall adhere to the following format for organization and content. Proposals must be divided into the individual sections listed below, indexed, and tabbed.

- a. **Cover Letter** - The cover letter shall include a statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of Proposers' qualifications and Proposers' willingness to enter into a contract under the terms and conditions prescribed by the Altadena Library District Professional Services Agreement. Any and all exceptions to the RFP must be listed on an item by- item basis and cross-referenced with the RFP document. If there are no exceptions, Proposer must expressly state that no exceptions are taken. The letter should be signed by an individual who can bind the Proposer contractually.
- b. **Table of Contents** - The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

6.4 PROPOSAL CONTENT

a. SECTION I – EXPERIENCE

This section shall contain a general overview of the proposer's qualifications and shall include, but not be limited to, the following information:

- 1) Company name, address, telephone number, and authorized representative(s).
- 2) Identify the number of years of experience in providing bond counsel and/or disclosure counsel, similar in size and scope to that requested in the RFP.
- 3) Proposer References: Provide five (5) client references for which the proposer has provided similar services. References shall include date and description of service, project location, completion dates, organization's name, contact person, title, address, and telephone number.
- 4) Proposer shall describe the role of the bond and disclosure counsel in the firm and attach a copy of the firm's organizational structure.
- 5) List all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your firm or any of its personnel relating to your firm's services as bond or disclosure counsel, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

b. SECTION II – PERSONNEL

Proposer shall provide the names, proposed roles, background and experience, office location and availability of personnel that would work on the District's account, and specifically identify the primary person(s) who will be responsible for managing the relationship with the District. Identify who will provide any additional legal services related to this work.

c. SECTION III – QUALIFICATIONS

Proposer shall provide a clear understanding of the services required by the District in response to Section IV - Scope of Work. Does the Proposer have the character, integrity, reputation, judgment, experience, and efficiency required by the contract? Has the Proposer performed satisfactorily in previous contracts of similar size and scope, or otherwise demonstrated its capability to perform the contract the District seeks to establish through this RFP?

d. SECTION IV – COST SECTION

Proposer is expected to quote a firm, fixed, fully-loaded cost for the services identified in Section IV Scope of Work, subject to a fee cap for each series of bonds. All costs associated with the services of this contract must be identified on the Cost Sheet (Section VII). Any additional work that falls under an hourly rate will include travel to and from the off-site workplace to the on-site workplace. Projected hours for completion of the project shall also be included. Be it understood, that, for each bond issue proposed, the Proposer shall present and have approved by District staff. Additionally, include a fee schedule for possible additional services. The completed Cost Sheet shall be signed and submitted.

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

Proposer shall complete cost sheet to include all costs in accordance with the Scope of Work defined in Section IV. Proposer will submit detailed cost sheets on reimbursable costs, as back up to this summary page; however, total costs must be reflected on this summary page.

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Fee Schedule For Bond and Disclosure Counsel Services For Term Of Contract

Type of Issuance	Proposer's Cost
Each series of CFD Bonds	

b. Hourly Rates

Provide hourly rates for the lead and any backup attorneys, and any other staff involved in providing the special services to the District. Special services shall only be those services authorized by the ALD District Director.

Position	Hourly Rate				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year

This proposal submitted by: _____
Company Name

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE
ADDITIONAL COMMITTEE MEMBERS STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: February 10, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Recommendation of Additional CFD Committee Members

BACKGROUND:

The newly formed standing CFD Committee met for the first time on January 7, 2021. During this meeting, Chair Terry Andrues and Trustee Rushmore Cervantes discussed and agreed to a process to add additional members to the committee. They stated their intent to have an odd number of members on the Committee for voting purposes and also to increase community involvement in this work by adding residents of Altadena.

The Application Process was available on the ALD website and included:

1. Posting the process for applying on January 11, 2021. It was also promoted on our social media platforms and on various media outlets.
2. Those interested were asked to submit a Statement of Interest and Resume via email to District Director, Nikki Winslow, no later than January 29, 2021 at 5:00 pm.

Five applications were received by the January 29, 2021 deadline.

The applicants included (listed alphabetically):

- Barbara Brand
- Kim Kenne
- Steve Lamb
- Amy Lyford
- James Vitale

Once the deadline passed, applicants were given the Zoom link to the CFD Committee meeting on February 10, 2021 and were instructed to prepare a 3-minute statement to present at the meeting.

Following their statements at the meeting, Chair Andrues and Trustee Cervantes will determine the number of additional members and the name(s) of these members to be submitted to the Board of Trustees for official appointment at their February 22, 2021 meeting.



Applicant: Barbara Brand

BARBARA BRAND

Industrial Design – Product Management – Project Management
www.barbarabrand.com

[REDACTED]
bbrand@barbarabrand.com



Overview

- Fosters and champions design concepts from research and ideation through final implementation.
- Works within fast-paced cross-functional teams to identify and develop innovative products.
- Focuses on the full breadth of user needs at all stages of design development.
- Pushes form development boundaries while meeting requirements and keeping within constraints.
- Explores, identifies, and solves problems imaginatively and strategically.

Experience

Product and Project Manager, BiologyWorks, November 2020 – Present

- Manage the hardware development and new product introduction efforts for inaugural OTC molecular diagnostic device for Pasadena based Biotech Startup.

Lead Designer - New Product Development, Oblong Industries, January 2011 – May 2020

- Led the Industrial and Mechanical Design efforts for next generation spatial tracking systems.
- Managed creative, technical, and organizational aspects of projects including design, prototyping, pilot and low volume manufacturing, and testing of hardware products.
- Established and owned in-depth requirements and project objectives, as well as the development road map for hardware design goals.
- Defined visual language parameters to translate UI/UX needs and brand identity to 3D form.
- Developed and implemented a hardware usability testing process, as well as provided analysis and next step recommendations based on findings.
- Hired, managed, and mentored junior design and engineering team members.

Junior Web Designer, SM Sold Marketing, September 2010 – December 2010

- Designed logos and established brand identity guidelines with a keen focus on client needs.
- Was responsible for visual design of print and digital marketing material including websites, web forms, e-campaign and newsletter layouts, magazine ads and wayfinding signage.

LA County Arts Intern, Arts and Services for Disabled, Summer 2009

- Developed and produced original student content for segments of Access Unlimited broadcast.
- Presented research and led a series of seminars on the portrayal of disabilities in the media.

Getty Multicultural Intern, Museum of Latin American Art, Summer 2007

- Developed and implemented a system for cataloging 360+ incoming artwork submissions.
- Streamlined exhibit catalog design workflow between Curatorial and Graphics Departments.

Audio Visual Technician, San Diego City College, 2006

- Coached faculty members and staff in the use of equipment and software applications.
- Maintained equipment and updated the reservation and equipment inventory database.

Special Education Assistant, San Diego City Schools, 2003 – 2005

- Developed art and educational activities that reinforced individual academic goals.
- Collected data from student observation and implemented or modified behavioral strategies.

Honors

2019 Red Dot Award: Product Design

US Patent 10509513: Issued December 2019

Education

California State University, Long Beach – Bachelor of Art in Design, Minor: Marketing – May 2010

Skills

- Rapid Prototyping
- 3D Modeling
- Complex Surfacing
- Market Research
- Brand Development
- Experience Mapping
- User Research
- Usability Testing
- Instructional Design
- DFM/DFA

Software

- Photoshop
- Illustrator
- InDesign
- Solidworks
- GrabCAD
- Figma
- SketchBook Pro
- Keyshot
- PDM/PLM
- MS Office
- HTML/CSS

Equipment

- 3D printer
- CNC router
- Laser cutter
- Airbrush
- Soldering iron

Languages

English – Fluent
Spanish – Native



Applicant: Kim Kenne

Kimberly Kenne



Nikki Winslow
District Director
Altadena Library
600 E. Mariposa St.
Altadena, CA 91001

January 29, 2021

Dear Ms. Winslow,

I am writing today to express my interest in serving on the Altadena Library Community Facilities District Committee. I have been following the facility needs of the Altadena Library for a number of years. As the daughter of a librarian and a life-long user of libraries, I know how important libraries can be in the life of the community and its members. I have seen how the Altadena Library has prioritized reaching out to the community and providing space to all facets of the community over the last several years.

I am interested in serving on this committee to represent the community. I am also interested in helping work towards the best outcome for the library, the community and taxpayers. It is important that the community of Altadena has a library space that is both welcoming and in good physical condition. It is important, as well, to achieve these goals in a way that is fiscally responsible to our taxpayers.

I believe that my experience on the Pasadena Unified School Board for the last 10 years will prove valuable in digesting committee information, helping ensure transparency and listening to the needs of the residents if I am selected for this committee. I also have served on the PUSD's Facilities Committee and as liaison to our district's bond oversight committee and I believe that specific experience will be helpful on the CFD committee as well.

I look forward to your decision on this appointment and will remain involved regardless of the outcome.

Warm Regards,

A handwritten signature in black ink, appearing to read 'K Kenne'.

Kimberly Kenne

Kimberly Kenne



Experience

- May 2011 to present* **Pasadena Unified School District** Pasadena, CA
School Board Trustee
Elected three times to the PUSD school board, once as an at-large candidate and twice in a specific district. Serve currently as the chair of the board's Policy committee and co-chair of Budget Transparency committee. Have been serving as the Board liaison to the Bond Oversight Committee for the district's school construction bond.
- July 2008 to April 2011* **Pasadena Unified School District** Pasadena, CA
Consultant
Worked with the Technology Department of the school district on data-related projects. Reviewed data needs, investigated data discrepancies and fixed data anomalies. Areas of support: Free and Reduced Meals, Special Education, CALPADS, Dropouts. Experience with Aeries Data Student Information System.
- Sept. 2003 to April 2011* **Pasadena Unified School District** Pasadena, CA
Volunteer
Volunteer on the school, district, community and state level. Developed school databases to provide reports to principals in their management role and cleaned up data in the School Max system. Reconciled school budgets for select schools and reported results back to administration and Site Councils. Chaired the District Advisory Council (DAC), the Parent Action Team of the Partners in Education Advisory Board and co-chaired the Parents Training Parents Conference Committee. Have experience in the following areas: parent involvement, government funded programs, testing and accountability, school plans, standards based report cards, Open Enrollment, Special Education, SAIT, and Categorical Program Monitoring. Train parents and others in Categorical Budgets, State Testing and Accountability, Site Councils and School Plans and Parent Partnerships.
- Oct. 2003 to July 2006* **Goldstar Events Inc.** Pasadena, CA
Consultant
Provided financial and bookkeeping services for a emerging internet company. Automated company's manual financial system. Handled Accounts Payable, vendor remittances and reconciliations. Developed financial tracking reports for management.
- May 1999 to July 2003* **Galatea Associates** Cambridge, MA
Consultant
Worked on implementation of new, automated settlement system for major brokerage firm. Researched and documented business and software processes for continuous net settlement and balance order trades. Implemented code changes, monitored exception reports and resolved software and business issues. Trained employees of outsourcing company on trade and settlement flows.
- Oct. 1997 to April 1999* **Trust Company of the West** Los Angeles, CA
Assistant Vice President, Systems Integration
Provided support for various business units of private asset management company. Responsibilities included writing business process documentation, system functional requirements, and operational documentation, as well as project management, Quality Assurance testing and production support.

Kimberly Kenne

*Feb. 1994 to
Jan. 1997* **Cordis Webster, Inc., a Johnson and Johnson Company** Baldwin Park, CA
Documentation Manager/Consultant

Hired by a rapidly growing medical device manufacturer for a two week programming project and asked to stay on to run their documentation department. Was selected as the ISO 9001 implementation team leader. The skills for these positions were learned on-the-job. Highlights include: consolidating two documentation departments into one thereby reducing headcount, reducing errors in manufacturing documents from 35% to less than 2% and creating and chairing the New Product Transfer Team. This team facilitated communication between departments and improved the timeliness of the introduction of new products.

*Oct. 1992 to
Nov. 1993* **Lehman Brothers** New York, NY
Senior Designer

Worked independently on design and management of projects for international investment bank. Responsibilities included providing coordination between the stock borrow/stock loan department and programmers on two continents, analyzing business needs, reviewing design and test plans and training users.

*Oct. 1984 to
Sept. 1992* **Morgan Stanley & Co., Inc.** New York, NY

*Jan. 1990 to
Sept. 1992* *Senior Associate, Systems Development*
Led team of three to five people in supporting various functions of brokerage operations for world-renowned investment bank. Provided maintenance and 24 hour support for existing systems. Led the design and implementation of new trade capture system for client services area. Interacted with internal clients extensively.

*Aug. 1987 to
Dec. 1989* *Associate, Systems Development*
Directly supported clients in Purchase and Sales departments for equities and options by developing new programs and maintaining old ones. Rewrote settlement-balancing system. Managed team of two in design and implementation of option comparison system. Provided 24-hour application support.

*Apr. 1985 to
Aug. 1987* *Analyst, Technical Assistance Group*
Provided sole support of an 100 person branch office in all technical aspects including mainframe communication, PC hardware and software, and market data equipment. Was self-managed, used problem solving skills on a daily basis and interfaced with all office employees as well as with outside vendors.
Member of systems hotline group of six that supported entire company.

*Oct. 1984 to
Mar. 1985* *Management Trainee, MIS Department*
Successfully completed training program consisting of full time computer operator job in a 24-hour data center and course work in programming, mainframe operating systems, and basic brokerage operations.

Education

*Sept. 1980 to
June 1984* **Georgetown University** Washington, D.C.
Bachelor of Science, Business Administration
Major: Finance Minor: Computer Science



Applicant: Steven Lamb

STEVEN S. LAMB RESIDENTIAL DESIGN

22 Jan. 2021

To: Nikki Windslow

Altadena District Librarian

Dear Ms. Windslow;

I am writing to request to be appointed to the Altadena Library District Community Facilities District Committee. I believe I have particular and peculiar skills and experiences that will be useful to the District as we move forward into the future with the main library building and its upgrade and remodel.

I have been personally and professionally involved in Historic Preservation since 1978. In that time I have worked on, or overseen the restorations of works by Greene and Greene, Louis B. Easton, Heineman and Heineman, R. M. Schindler, Irving Gill, Lloyd Wright, Frank Lloyd Wright, Gregory Ain, Ray Kappe, John Lautner, Raymond Coate, Bruce Goff, Kem Weber and James DeLong. My life's work experience makes me uniquely qualified to understand how modernist buildings fail, are repaired and restored but also how they are adapted sensitively to honor their past and the idea that Architecture is as servant that propels us into the future. No modernist would ever will their work to be frozen in the past.

I was a Library Board member for a decade, it was my happiest local public service. I have remained active in not-for-profit life. Presently I am a Fellow at the Center For Progressive Urban Policy (CFPUP) and the President of the Society of Organic Architects (SOA). CFPUP is working in traditionally American Descendant of Slavery (ADOS) communities in at present the East Coast to revitalize those neighborhoods with the people and capital within them. It is very interesting and challenging work.

SOA is a membership organization of Organic Architects and designers around the world. Organic Architecture is most closely associated with Frank Lloyd Wright, but it is not a style, it is a method of design that takes into account the psychological make up and needs of the human being as a function and has the functions of the building control the design.

I have literally nationwide connections and friends that I can call upon for advice, wisdom and experience.

Boyd Georgi was an Organic Architect. Our Library building is a masterpiece of Organic Architecture and embodies psychological rebirth entry sequences masterfully. Boyd also designed the buildings and site to be an abstraction of the California water cycle and environment.

The main Altadena Library is a brilliant work that must be protected while also moved into the future. IO am certain Boyd Georgi would have it no other way.

Sincerely

Steven S. Lamb

Steven S. Lamb



Applicant: Amy Lyford

January 26, 2021

Nikki Winslow, District Director
Altadena Library District

Dear Director Winslow,

Please accept this letter as my statement of interest for a position on the Community Facilities District Committee for the Altadena Libraries. I am a current, newly-elected member of the Altadena Town Council (CT 4601), and am particularly interested in the relationship between the Libraries and the Town Council. I recognize that participation on the Community Facilities District Committee will require open public meetings once a month, as outlined on the Library's website. I also recognize the heavy responsibility that the Committee will take on in order to facilitate and oversee the assessment and funding of capital improvement projects in the District pursuant to Measure Z.

I am excited to join the committee for three reasons. First, when I ran for the Town Council, I made it a point to emphasize how much I wanted to link the work of the Library Board and District with the work of the Town Council. Second, as an educator by profession, I am deeply committed to supporting and expanding the ways in which the Libraries of Altadena engage with our diverse community; I have lots of ideas about how we might collaborate across the Town Council and the Library Staff and Board of Trustees to advance our mutual goals for a strong, vibrant and accessible set of Libraries. Third, I feel that in addition to my educational experience (I am a Professor at Occidental College in Eagle Rock) and commitment to community support for our local libraries, I have experience with budget development, planning, and implementation. As an Associate Dean at Occidental College, I worked with the Dean and Senior Staff to develop priorities for, engage with community, and then implement, the College's Strategic Plan. This meant identifying key areas of investment for the College, as well as conducting outreach to various constituencies as to the best ways to move forward to allocate budgets. I also have experience with, and an understanding of, the necessity for community outreach and consensus-building. Soliciting community input, and at the same time developing a clear and focused budget looking out over multiple years, is essential to a robust and transparent budget allocation process. I would love to continue this kind of strategic planning and community outreach work as part of the Community Facilities District Committee. If you have questions about my letter or qualifications, please contact me by email or telephone.

Sincerely,



Amy Lyford, Ph.D.
Professor of Art History, Occidental College
Residing at: [REDACTED], Altadena CA 91001
Cell: [REDACTED]
Email: alyford@gmail.com

AMY J. LYFORD, Ph.D.
Professor, Art History

Occidental College
Los Angeles, CA 90041
(323) 259-2861
(323) 259-2930 – fax

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Altadena, CA 91001
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e: alyford@oxy.edu

EDUCATION

Ph.D. History of Art, University of California, Berkeley, 1997
M.A. Art History, Boston University, Boston, MA, 1990
B.A. Art History, Pomona College, Claremont, CA, 1986

RESEARCH FELLOWSHIPS AND AWARDS

NEH Summer Stipend Fellowship, 2019
Macarthur International Research Faculty Grant, Occidental College, 2018
Terra Foundation International Research Travel Grant, 2017
for *Dorothea Tanning's Embodied Surrealism*
Charles C. Eldredge Prize, Smithsonian American Art Museum, 2015
for *Isamu Noguchi's Modernism* (UC Press, 2013).
Macarthur International Research Faculty Enrichment Grant, Occidental College,
Fall 2013.
NEH Fellowship (12 month), 2004-2005 (taken 2005-2006)
Macarthur Sabbatical Leave Grant, Occidental College, 2002-2003
NEH Summer Stipend, 2001
Mellon Dissertation Fellowship, 1995-96
Doreen B. Townsend Center for the Humanities, Graduate Fellow, University of
California, Berkeley, 1994-95
Fulbright Scholar, France, 1993-94
DeTocqueville Scholar, Social Science Research Council, France, 1993-94
Kress Travel Fellowship, 1993-94
Mellon Travel Fellowship, 1992
Graduate Fellow, Boston University, College of Letters & Sciences, 1989-90

INSTITUTIONAL GRANTS

Principal Investigator, Mellon Foundation Grant for Arts and Urban Experience in Los Angeles, Occidental College, 2016-2021 (\$850,000)

Co-Principal Investigator, Mellon Foundation Grant for Designing a Research-Intensive Undergraduate Curriculum in the Arts, Humanities and Humanistic Social Sciences, Occidental College, 2015-2018 (\$750,000)

Co-Principal Investigator, Keck Foundation Grant for Undergraduate Research in the Arts and Humanities, Occidental College, 2012-2016 (\$250,000).

PROFESSIONAL EXPERIENCE

Associate Dean, Arts/Humanities, Occidental College, January 2014-July 2016.
Professor, Occidental College, Art History & Visual Arts, April 2011-present.
Associate Professor, Occidental College, Art History & Visual Arts, May 2005-present.
Assistant Professor, Occidental College, Art History & Visual Arts. 1999 – May 2005.
Lecturer, University of California, Berkeley, History of Art Department, 1998-1999.
Lecturer, California State University, Hayward, Art Department, 1998
Instructor, University of California, Berkeley, History of Art Department, 1996, 1997.

PUBLICATIONS (Peer-Reviewed):

“Acts of Memory: Gilles Peress’s *Telex: Iran, Then and Now*,” *Journal of Visual Culture* 15:1 (2016): 103-117.

“Picasso, Surrealism, Hysteria,” in Änne Söll and Gerald Schroeder, eds. *Der Mann in der Krise?: Visualisierungen von Männlichkeit im 20. und 21. Jahrhundert* (Cologne, Weimar, Vienna: Böhlau-Verlag, 2015)

Isamu Noguchi’s Modernism: Negotiating Race, Labor, and Nation: 1930-1950. (Berkeley: University of California Press, 2013). **Paperback released 2018.**

Reprint, extract from “Lee Miller’s Photographic Impersonations (1994),” in Sri Kartini Leet and Allison Hill, eds. *Reading Photography: a sourcebook of critical texts, 1921-2000* (Farnham: Lund Humphries, 2011).

Surrealist Masculinities: Gender Anxiety and the Aesthetics of Post-World War I Reconstruction (Berkeley: University of California Press, 2007).

“Noguchi’s Multiform Modernism,” *Art Journal* 65, n.4 (Winter 2006): 121-123.
[Book Review of Masayo Duus, *The Life of Isamu Noguchi: Journey Without Borders*, trans. Peter Duus (Princeton University Press: September 2004)]

Co-Author (with Carol Payne, Carleton University), “Photojournalism, Mass Media and the Politics of Spectacle,” *Visual Resources* XXI, n.2 (June 2005): 119-129.
[Co-Editor of this special issue on Photojournalism, Mass Media, and the Politics of Spectacle]

“Noguchi, Sculptural Abstraction, and the Politics of Japanese American Internment,” *The Art Bulletin* LXXXV (March 2003): 137-151.

“Advertising Surrealist Masculinities: André Kertész in Paris,” in *Surrealism, Politics, Culture*, Ray Spiteri and Donald LaCoss, eds. (Ashgate Press, UK, 2003).

“*Le numéro Barbette: Photography and the Politics of Embodiment in interwar Paris*,” in *The Modern Woman Revisited*, Whitney Chadwick and Tirza True Latimer, eds.

(Rutgers University Press, 2003).

“Teaching Feminist Art: a survey,” *Documents* (Winter 2000). (Guest editor, contributor)

“The Aesthetics of Dismemberment: Surrealism and the Musée du Val-de-Grâce in 1917,” *Cultural Critique* 46 (Fall 2000): 45-79.

“Lee Miller’s Photographic Impersonations, 1930-1945,” *History of Photography* 18 (Autumn 1994): 230-241.

Other Publications:

“Modernism, Essentialism, and ‘Racial Art’ in America,” Review of Jacqueline Francis *Making Race: Modernism and ‘Racial Art’ in America* (University of Washington Press, 2012) and ShiPu Wang, *Becoming American? The Art and Identity Crisis of Yasuo Kuniyoshi* (University of Hawaii Press, 2011), *Art Journal* 72, no. 3 (Fall 2013): 85-88.

“Refashioning Surrealism: The Early Art of Dorothea Tanning,” in *Dorothea Tanning: Beyond the Esplanade*, Exhibition Catalogue, Frey/Norris Gallery, San Francisco, CA. 2010.

Object Narrative on a work by Isamu Noguchi, in *Art at Colby: Celebrating the Fiftieth Anniversary of the Colby College Museum of Art* (Colby College Museum of Art/ DAP Publishers, 2009).

Review of Therese Lichtenstein, *Twilight Visions: Surrealism and Paris* (UC Press, 2009) for H-France, an on-line arm of the Society for French Historical Studies. Published January 2011 on-line at www.h-france.net

Manuscripts in Progress:

“Paul Williams’ ‘Memorial to the Unknown Sailor, 1952’”

“Wait, Don’t Shoot: Faith Wilding and Chris Burden in Los Angeles, c. 1972”

Exquisite Dreams: The Art and Life of Dorothea Tanning (monograph).

Under advance contract with Reaktion Press (London); distributed in the US by University of Chicago Press.

ACADEMIC CONFERENCE PAPERS AND LECTURES

“Isamu Noguchi, Artistic Activism, and Japanese American Internment,” Sawyer Seminar on Documenting War: Japanese Internment in Visual Culture, UC Irvine, October 14, 2016.

“Isamu Noguchi, Asian America, and Artistic Identity in Postwar New York,” Charles C. Eldredge Prize Lecture, Smithsonian American Art Museum, January

27, 2016.

ACADEMIC CONFERENCE PAPERS AND LECTURES, CONT.

“Isamu Noguchi and Japanese American Internment,” 2015 Wong Forum on Art and the Immigrant Experience, U.C. Riverside, May 1, 2015.

“How to Photograph a Revolution?: Gilles Peress’s *Telex:Iran*,” Visual Activism Conference (International Association of Visual Culture/SFMOMA), San Francisco, March 14-15, 2014.

Respondent, Japanese Arts and Globalization Group Conference: “Commensurable Distinctions: Intercultural Negotiations of Modern and Contemporary Japanese Visual Culture,” February 1, 2014.

Invited Keynote Speaker, Conference on “Man in Crisis? Modern Masculinity as Image,” University of Potsdam, and Berlin Museum of Photography, Berlin and Potsdam, Germany. May 16-18, 2013.

“From Pearl Harbor to Paradise: Narrating the Pacific War in post-war Honolulu,” Pacific Ancient Modern Language Association, Honolulu, HI, November 2010.

Work in Progress on Isamu Noguchi, Department of Art History, Rutgers University. *Lecture Topic:* Noguchi’s Stainless Steel *AP Mural* at Rockefeller Center (1940), February 2010.

“Reimagining the Modern War Memorial: Honolulu’s Drive-By Memorial to the War in the Pacific,” Southwest / Texas Popular Culture and American Culture Association Annual Meeting, February 2010.

Position Paper (Theoretical/Historical) and Work in Progress Paper entitled “Uncommon Desires: Childhood Sexuality and anti-Maternalism in the work of Dorothea Tanning”. Invited participant for scholarly seminar on “Surrealism and Alternative Sexualities,” Radcliffe Institute of Advanced Study, Harvard University, July 22-25, 2009.

“Anxiety, Sexuality, Photography, and Film: Rethinking Surrealist Technologies,” invited lecture for scholarly Seminar, “Around Surrealism,” Statens Museum fur Kunst / Louisiana Museum, Copenhagen, Denmark, May 12-13, 2009.

Visiting Scholar, Art History Dept., University of Colorado, Boulder, March 2-4, 2009.

“Remembering the Unknown Sailor in Honolulu: Paul Williams’ Pacific War Memorial Design of 1952,” Panel on “Paul R. Williams: African American Architect to the Stars,” College Art Association Conference, Los Angeles, February 2009.

“Isamu Noguchi in New York, 1946-1949,” paper for MSA Scholarly Seminar entitled “Borders of European Modernism,” Modernist Studies

Association Conference, Long Beach, CA, November 1, 2007.

“Pictures of Saints and Discourses of Race: Lee Miller’s Modernist Portraiture in 1934,”
at Scholarly Symposium “Working Girls: Womens’ Cultural Production during
the Interwar Years,” held at Univ. of SF and St.Mary’s College, 2007.

“Making Sculpture, Interrogating Labor: Isamu Noguchi in New York, 1938-1940,”
invited lecture as 2007-2008 Dorothy Liskey Wampler Eminent Professor,
James Madison University, Harrisonburg, VA, October 11, 2007.

“She Sees, He Sees: Looking at Picasso’s *Crucifixion with Minotaur* (1930),”
Paper Response, Picasso Symposium, University of California, Berkeley,
March 2-3, 2007.

“Picasso’s First Minotaur,” Symposium, Los Angeles County Museum of Art, 1/2007.

“Landscape, Nation, and Sculptural Labor in Isamu Noguchi’s *Monument to the Plow*
(1933-34),” American Studies Association Conference, Washington DC,
November 2005.

“Spectacles of Revolution: Reading Gilles Peress’ *Telex: Iran in Context*,” Panel on
“Art/War/Empire,” College Art Association Conference, Atlanta, February 2005.

“Isamu Noguchi and the Politics of Abstraction in the 1940s,” invited lecture, Norton
Simon Museum of Art, September 26, 2003.

Session Co-Chair, “Photojournalism, Mass Media, and the Politics of Spectacle,”
College Art Association Conference, New York, February 2003.

“Isamu Noguchi, Sculptural Abstraction, and the Politics of Japanese American
Internment,” College Art Association Conference, Philadelphia, February 2002.

“Isamu Noguchi and the Politics of Japanese American Internment,” Race in the
Humanities Conference, University of Wisconsin, La Crosse, November 2001.

“Modernism and Masculinity,” paper for seminar on “Modernism and Masculinity,”
Modernist Studies Association Conference, Rice University, Houston, 2001.

“Traumatic Reproductions: Andy Warhol, Gerhard Richter and Cultural Memory,”
Cultural Trauma/Cultural Memory Series, Occidental College, October 2001.

“Isamu Noguchi and the Politics of Japanese American Internment,” Cultural
Trauma/Cultural Memory Series, Occidental College, September 2001.

“Picasso’s Hysteria,” Works in Progress Series, Getty Research Institute,
Los Angeles, CA, November 2000.

“Man Ray, Kertész and the Deconstruction of Masculinity,” SECAC Conference,

Louisville, KY, October 2000.

“*Le numéro* Barbette: Photography and the Politics of Embodiment in Interwar France,” Modern Woman Revisited Symposium, University Art Museum, Berkeley and Stanford University, October 2000.

“Richard Serra and Urban Metaphor: From *Tilted Arc* to *Torqued Ellipses*,” Intellectual Life Series, Occidental College, March 2000.

“Wait, Don’t Shoot,” Feminist Art and Art History Conference, Barnard College, NY, October 1999.

“Isamu Noguchi’s Abstraction,” invited lecture, Art History Department, University of Southern California, Los Angeles, October 1999.

“Collecting Trauma: Surrealism and the Musée du Val-de-Grâce in 1917,” College Art Association Conference, Boston, MA, February 1996.

OTHER PROFESSIONAL ACTIVITIES

Interviewee for Video Documentary segment on Isamu Noguchi, “Masters of Modern Design: the Japanese American Experience” (2019) produced by the Japanese American National Museum and KCET Artbound (2018/19)
<https://www.kcet.org/shows/artbound/episodes/masters-of-modern-design-the-art-of-the-japanese-american-experience>

Invited speaker, regarding my book *Isamu Noguchi’s Modernism*, Isamu Noguchi Garden Museum, Long Island City, NY. December 2013.

Invited speaker, “Isamu Noguchi and Racial Art in America,” Brown University, Depts of History and Art History, December 2013.

Invited Keynote Speaker, Art History Department Graduation, University of California, Berkeley. May 2012.

Invited by Prof. Geoff White, Prof. of Anthropology at the University of Hawai’i, Manoa as a Scholarly participant in an NEH Seminar – Workshop entitled “Pearl Harbor: History, Memory, Memorial,” [for middle and high school teachers], at the East-West Center, Honolulu, HI, August 1-7, 2009.

Peer Reviewer for Book Manuscripts: University of Hawai’i Press (2007); University of California Press (2008); Getty Research Institute (2008-declined); MIT Press (2009); Wayne State University (2014); University of California Press (2019)

External Department Reviewer, Art Department, Scripps College, 2008; Art Department, Whittier College, 2012; Art History Program, Woodbury University, 2013; Art

Department, California State University, Channel Islands, 2016;
External Reviewer for Tenure and Promotion: University of Utah (2006);
Scripps College (2007); Bucknell University (2008); Pomona College (2008);
Pennsylvania State University, Burks (2009); UC Merced (2017); Univ. of British
Columbia and Smith College (2019).

Peer Reviewer for Terra Foundation for American Art Fellowships (2020)

Peer Reviewer for National Endowment for the Humanities (Art and Architectural
History), July 2006.

Peer Reviewer for Journals: *Art Bulletin*, September 2003; *American Art*, Spring
2014; *Art Journal* (2020).

External Reader for Ph.D. Dissertation, McGill University, Department of Art History,
(Summer 2014).

Advisory Board Member, Pomona College Museum of Art, Claremont, CA, 2004-12

Co-Organizer, Cultural Trauma/Cultural Memory Lecture Series,
Occidental College, Los Angeles, Fall 2001.

Chair & Founder, Photography Working Group, Townsend Center for the Humanities,
University of California, Berkeley, 1998-1999.

Member, College Art Association; American Studies Association; Art Historians of
American Art; Modernist Studies Association; Society of Architectural
Historians.

LANGUAGES: French, Italian.

REFERENCES: Upon request.



Applicant: James Vitale

James V. Vitale, AIA, LEED AP, CASp, RCI

[REDACTED] . Altadena, CA . 91001 . T: [REDACTED] . E: jvitale1@gmail.com

nwinslow@altadenalibrary.org

Ms Nikki Winslow, District Director

Altadena Library District

January 19, 2021

Re: Applicant: Community Facilities District Committee (CFD) Statement of Interest

As a long time resident of Altadena, a past vice president of Christmas Tree Lane and it and the Library Santa Claus; pro-bono architect of the ADA survey of the Lucas and main branch, certified ADA coordinator, board member of the American Construction Inspectors Association (ACIA), member Pasadena chapter of the AIA, past member and chairman of the past 2 PUSD bond oversight committees, retired professor at Mt San Antonio College and a Division of State Architect senior architect – access compliance for the Los Angeles Region; I believe you will find me to be qualified by education, experience and certification as indicated in my resume.

Having been a member of the previous architect selection committee and a participant on the budget committee, I understand the scope of responsibilities related to the bond funds and the long term benefits to be achieved by its implementation. Critical to this is the inclusion of a practicing professional architect, together with other committee members to review, comment and observe each contractual provision of this project.

Respectfully Submitted,

James V. Vitale, AIA, LEED AP, CASp, RCI

James V. Vitale, AIA, LEED AP, RCI, FACIA, CASp 007

████████████████████ Altadena, CA 91001 + ██████████ + jvitale1@gmail.com

SUMMARY OF PROFESSIONAL QUALIFICATIONS – 1970 to Date

Mr. Vitale, Senior Architect – Access Compliance, Division of State Architect and retired Adjunct Professor of Construction Technology – Mount San Antonio College; an alumni of Pierce College, Cal Poly San Luis Obispo, Cal Poly Pomona and UCLA, is a licensed architect – C20030, with professional certifications as a LEED AP, Registered Construction Inspector (RCI) and Certified Access Specialist #007, a curriculum development specialist, expert witness in Federal and Superior courts, author and lecturer.

After a thirty five year career in the private sector and as an access consultant to DSA 2002 - 06 , he joined the Division of the State Architect (DSA) as an Associate Architect in 2006 to assist in the development of the implementing regulations for SB1608, the Certified Access Specialist program (CASp) following his appointment by the State Architect as a subject matter expert (SME) to assist in the development of the CASp program and examination.

In 2007 Mr. Vitale was appointed Senior Architect, Access Compliance Section to the then newly opened Riverside satellite office of the San Diego Regional office of DSA. Additional activities in support of DSA services have included serving as a syllabus developer and trainer for the DSA Academy and a (SME) to the CASp examination team.

In 2011 Mr. Vitale served a one year term as founding Executive Director of the California Commission on Disability Access (CCDA) during the passing of SB1186, returning to the Los Angeles Regional Office of DSA in 2012 as a Senior Architect – Access Compliance.

His ADA advocacy and access work includes conducting CAB mandatory license renewal CEU classes on accessibility and representing the disabled community as an expert witness in Federal Court; he has and continues to perform surveys of Title II and III sites of varying size and complexity for access compliance, leading to many negotiated resolutions of alleged barrier claims on behalf of both plaintiffs and defendants.

PUSD Measure Y Bond Project Architect 2001 - 2005: Sierra Madre ES, Cleveland ES and misc. playgrounds

PUSD Measure TT Bond Oversight Committee 2017 – 2019 (Chairman 2019)

Bro-bono ADA assessment services and fund raising for Bob Lucas Memorial Branch and Main Library

Main Library need assessment committee participant