



AGENDA – SPECIAL MEETING

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – May 25, 2021 – 4:00 p.m.

IMPORTANT NOTICE REGARDING MAY 25, 2021 CFD COMMITTEE SPECIAL MEETING

This meeting will be 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 May 25, 2021 Community Facilities District (CFD) Committee Special 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 4:00 p.m.

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

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. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

III. Consent Calendar

The Community Facilities District (CFD) Committee hereby approves the items and

recommended actions in the Consent Calendar listed below:

- a. None

IV. Unfinished Business

- a. Discussion of Bond Underwriting Services RFP Review Process **(Informational)**
[Pages 3-4](#)
- b. Discussion of CFD Administration Services RFP Review Process **(Informational)**
[Pages 5-6](#)
- c. Discussion of June 10, 2021 Special Board of Trustees Meeting with CFD and Ad-Hoc Facilities Committees **(Informational)**

V. New Business

- a. None

VI. Announcements & Planning

- a. Proposed Future Agenda Items

VII. Adjournment

- a. Adjourn



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE SPECIAL MEETING
AGENDA ITEM IV.A REPORT – MAY 2021**

REPORT: Agenda Item IV.a

MEETING DATE: May 25, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Evaluation and Scoring Process for Bond Underwriting Services RFP

BACKGROUND:

At the CFD Committee meeting on May 12, 2021, staff were asked to draft a scoring matrix for the Bond Underwriting Services Request for Proposals (RFP) and present that for review and feedback by the CFD Committee at a Special Meeting. Today we are presenting the draft of the Proposal Scoring for Bond Underwriting Services (see page after this report). Proposals are due at 5:00pm on June 8, 2021.

Staff were also asked to form a working group to review the proposals to include at least one CFD Committee member, but preferably two members. The working group will have at least one industry expert to assist with the evaluation and scoring process. The proposed timeline of this working group to assist with this process is as follows:

Date	Working Group Task
6/9 - 6/11/2021	Receive proposals for review and scoring
6/11/2021	Meet as a group to review scoring of each proposal (Time TBD)
6/TBD/2021	Present top firms to the CFD Committee at their June special meeting
6/28/2021	CFD Committee recommendation to hire a CFD Administration Firm to the full Board of Trustees

There will be a contingency plan in place in the event that the working group determines that interviews with top firms needs to be held prior to presenting these to the full CFD Committee.

RECOMMENDATION

Staff recommends that CFD Committee members review the draft Bond Underwriting Services Proposal Scoring (below) and offer their feedback and edits to staff at the Special Meeting on May 25, 2021.



BOND UNDERWRITING SERVICES RFP PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.		
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS
Complete proposal package	Yes No	A no disqualifies
Registered with Securities & Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) and the Financial Industry Regulatory Authority (FINRA).	Yes No	A no disqualifies
Provided firm's relevant filings, licenses or certifications.	Yes No	A no disqualifies
Provided list of at least 5 client references that the firm has provided similar services for.	10	Experience with local agencies; also with mid-to-large agencies (should be specific to CFD bonds)
Described the firm's marketing and distribution capabilities specific to the Altadena CFD.	10	What resources and strategies they would approach the bond issuance process and market to local and regional buyers
Pricing schedule is transparent, responsive, and reasonable, including the thorough breakdown of costs	50	Lowest cost = 50, second lowest = 49, etc.
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	10	Mention of ALD Strategic Plan, ARG reports w/cost estimating, understands our needs and will be able to represent the District in a knowledgeable and professional manner. Emphasis on fiscal responsibility to the taxpayers.
Ability and capacity to perform the work (including key personnel committed to project and local presence)	10	Who will be the point person that we will work directly to lead the process as the expert. Sufficient experience to provide necessary guidance and leadership; availability to staff; preference to someone local
Proposal has demonstrated a likelihood of success as District's Bond Underwriting Firm	10	Attention to detail throughout the proposal
TOTAL POINTS	100	0
	FINAL RANKINGS	



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE SPECIAL MEETING
AGENDA ITEM IV.B REPORT – MAY 2021**

REPORT: Agenda Item IV.b.

MEETING DATE: May 25, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Evaluation and Scoring Process for CFD Administration Services RFP

BACKGROUND:

At the CFD Committee meeting on May 12, 2021, staff were asked to draft a scoring matrix for the CFD Administration Services Request for Proposals (RFP) and present that for review and feedback by the CFD Committee at a Special Meeting. Today we are presenting the draft of the Proposal Scoring for CFD Administration Services (see page after this report). Proposals are due at 5:00pm on June 8, 2021.

Staff were also asked to form a working group to review the proposals to include at least one CFD Committee member, but preferably two members. The working group will have at least one industry expert to assist with the evaluation and scoring process. The proposed timeline of this working group to assist with this process is as follows:

Date	Working Group Task
6/9 - 6/11/2021	Receive proposals for review and scoring
6/11/2021	Meet as a group to review scoring of each proposal (Time TBD)
6/TBD/2021	Present top firms to the CFD Committee at their June special meeting
6/28/2021	CFD Committee recommendation to hire a CFD Administration Firm to the full Board of Trustees

There will be a contingency plan in place in the event that the working group determines that interviews with top firms needs to be held prior to presenting these to the full CFD Committee.

RECOMMENDATION

Staff recommends that CFD Committee members review the draft CFD Administration Services Proposal Scoring (below) and offer their feedback and edits to staff at the Special Meeting on May 25, 2021.



CFD ADMINISTRATION SERVICES RFP PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.		
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS
Complete proposal package	Yes No	A no disqualifies
Provided list of other governmental agencies with whom firm is presently under contract.	5	Experience with local agencies; also with mid-to-large agencies
Described tools for research and analysis for the Special Tax Bond Issuance.	5	What resources and strategies they would approach the bond issuance process
Demonstrates process for annual assessment preparation, delinquency research and analysis, and annual disclosure requirements.	10	Should recognize they are independent of the District, act as a fiduciary to the District. Should not be tied to the Bond Counsel. Independent in totality.
Pricing schedule is transparent, responsive, and reasonable	10	Who will be the assigned point person and what is their hourly rate or flat fee that is proposed.
Proposer has completed five (5) similar contracts within the last five (5) years, especially a special district and/or library system contracts.	15	Property tax focused special districts would be more relevant.
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	20	Mention of ALD Strategic Plan, ARG reports w/cost estimating, understands our needs and will be able to represent the District in a knowledgeable and professional manner. Emphasis on fiscal responsibility to the taxpayers.
Ability and capacity to perform the work (including key personnel committed to project and local presence)	20	Who will be the point person that we will work directly to lead the process as the expert. Sufficient experience to provide necessary guidance and leadership; availability to staff; preference to someone local
Proposal has demonstrated a likelihood of success as District's Special Tax Consultant	15	Attention to detail throughout the proposal
TOTAL POINTS	100	0
	FINAL RANKINGS	