



**NORTH COUNTY LIBRARY
AUTHORITY AGENDA
SPECIAL MEETING
5:00 PM - Monday, August 28, 2023**

***Hybrid format: In person at the Los Altos Community Center; Manzanita Room and
Online via Zoom (sign on details below)***

Please Note: This meeting will be held in a hybrid format in compliance with AB 2449.

TO PARTICIPATE IN-PERSON: Members of the public may participate in person by being present at the Los Altos Community Center inside the Manzanita Conference Room located at 97 Hillview Ave, Los Altos, CA 94022

TO PARTICIPATE REMOTELY: The public may participate through the link below. This meeting will be recorded and any public comment and image during public comment will be captured. Please observe Videoconference etiquette by muting your device and making public comments only during appropriate times. Participants who wish to join remotely from outside the United States should email cmansel@solutions-mrg.com to arrange for international access to the meeting.

Time: August 28, 2023 5:00 PM

Link:

<https://us06web.zoom.us/j/84841054929?pwd=cTdRa01xWFV4MVFIMmNmTDVHNWVGZz09>

Meeting ID: 848 4105 4929

Passcode: 668885

Call in by phone +1 669 900 6833 US (San Jose)

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to cmansel@solutions-mrg.com. Emails sent to this email address are sent to/received immediately by the Authority. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

Public testimony will be taken at the direction of the President, and members of the public may only comment during times allotted for public comments.

ESTABLISH QUORUM**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS**

Members of the audience may bring to the Authority's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Administrative Officer. Speakers are generally given two or three minutes, at the discretion of the President. Please be advised that, by law, the Authority is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

INFORMATIONAL ITEMS

1. Financial Update
2. Report from the Library Commission Futures Committee by Julie Crane and Pierre Bedard
3. Presentation by Meyers Nave on Futures Committee Proposal compliance with NCLA Charter

ITEMS FOR CONSIDERATION/ACTION

- 1. NCLA Annual Budget FY 23-24: Consideration and Adoption**
- 2. Approval of Reserve Fund for Continuance of Library Services through FY29-30**
- 3. Action in support of Library Commission Futures Committee**
- 4. Approval of Minutes** for Regular Meeting of 6/26/23
- 5. Approval of Current Invoices for Payment**
 - a. Meyers Nave June Invoice
 - b. MRG June & July Invoices
- 6. Approval of Future Meeting Date** – first Mondays as needed

COMMISSIONERS' REPORTS AND COMMENTS**ADJOURNMENT**

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for the North County Library Authority items may be viewed on the Internet at <https://www.losaltosca.gov/nclibraryauthority>.

If you wish to provide written materials, please provide the Staff Liaison with **10 copies** of any document that you would like to submit to the Authority in order for it to become part of the public record. For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

The County Of Santa Clara
 Trial Balance: Full Accrual By Fund Within Fund Group

Account	Beg Balanc	Debit	Credit	End Balanc	YTD Debit	YTD Credit
1100000 Cash-Clearing	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
* Unrestricted	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
** Cash & Investments	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
1121500 Interest Rec-Accrual	17,310.04	17,310.04-			17,310.04-	
** Receivables	17,310.04	17,310.04-			17,310.04-	
*** Current Assets	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-
**** Total Assets-Full	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-
2100000 A/P Reconciliation		50,457.88	50,457.88-		50,457.88	50,457.88-
** Accounts Payable		50,457.88	50,457.88-		50,457.88	50,457.88-
*** Current Liabilities		50,457.88	50,457.88-		50,457.88	50,457.88-
**** Total Liabilities-Full		50,457.88	50,457.88-		50,457.88	50,457.88-
3400000 Fund Bal/Retain Earn	7,300,159.22-			7,300,159.22-		
*** Fund Balance-Full	7,300,159.22-			7,300,159.22-		
**** Total Equities-Full	7,300,159.22-			7,300,159.22-		
4301100 Interest-Deposits			129,576.78-	129,576.78-		129,576.78-
** Investment Income			129,576.78-	129,576.78-		129,576.78-
*** Revenue From The Use of Money & P			129,576.78-	129,576.78-		129,576.78-
4980350 Trust-Direct Assess			1,051,403.76-	1,051,403.76-		1,051,403.76-
** Non-Budgeted Accounts			1,051,403.76-	1,051,403.76-		1,051,403.76-
*** Other Financing Sources - Full			1,051,403.76-	1,051,403.76-		1,051,403.76-
**** Total Revenues-Full			1,180,980.54-	1,180,980.54-		1,180,980.54-
5800010 Trust Fds-Disburseme		50,457.88		50,457.88	50,457.88	
*** Non-Budgetary Expenditures		50,457.88		50,457.88	50,457.88	
**** Total Expenditures-Full		50,457.88		50,457.88	50,457.88	
***** 8210 N Cty Library Author		1,281,896.30	1,281,896.30-		1,281,896.30	1,281,896.30-
***** FUND TOTAL		1,281,896.30	1,281,896.30-		1,281,896.30	1,281,896.30-
* Net Revenue & Expens		50,457.88	1,180,980.54-	1,130,522.66-	50,457.88	1,180,980.54-
Total Liabilities		50,457.88	50,457.88-		50,457.88	50,457.88-
* Total Equities	7,300,159.22-			7,300,159.22-		
* Total Assets	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-

The County Of Santa Clara
 Trial Balance: Full Accrual By Fund Within Fund Group

Account	Beg Balanc	Debit	Credit	End Balanc	YTD Debit	YTD Credit
1100000 Cash-Clearing	8,430,681.88			8,430,681.88		
* Unrestricted	8,430,681.88			8,430,681.88		
** Cash & Investments	8,430,681.88			8,430,681.88		
1121500 Interest Rec-Accrual	63,555.32	63,555.32-			63,555.32-	
** Receivables	63,555.32	63,555.32-			63,555.32-	
*** Current Assets	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	
**** Total Assets-Full	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	
3400000 Fund Bal/Retain Earn	8,494,237.20-			8,494,237.20-		
*** Fund Balance-Full	8,494,237.20-			8,494,237.20-		
**** Total Equities-Full	8,494,237.20-			8,494,237.20-		
4301100 Interest-Deposits			63,555.32	63,555.32		63,555.32
** Investment Income			63,555.32	63,555.32		63,555.32
*** Revenue From The Use of Money & P			63,555.32	63,555.32		63,555.32
**** Total Revenues-Full			63,555.32	63,555.32		63,555.32
***** 8210 N Cty Library Author		63,555.32-	63,555.32		63,555.32-	63,555.32
***** FUND TOTAL		63,555.32-	63,555.32		63,555.32-	63,555.32
* Net Revenue & Expens			63,555.32	63,555.32		63,555.32
* Total Equities	8,494,237.20-			8,494,237.20-		
* Total Assets	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
A S S E T S											
1100000	Cash-Clearing								Beginning Balance	7,996,307.73	
	104778685	SA	06/07/23				Int Alloc-FY23 Qtr 3 Fina			24,307.72	
	104796792	SA	06/20/23				*Reclass 06/20/23 Deposit	1200588094-06/20		7,929.22	
	104795886	SA	06/23/23				JBCGLX2300680000001	4/10/23 SEC FINA		415,554.98	
									Doc Type Subtotal	447,791.92	0.00
	2004323293	ZQ	06/30/23				20230629-BTA01				6,212.09-
	2004323746	ZQ	06/30/23				20230629-BTA01				7,205.68-
									Doc Type Subtotal	0.00	13,417.77-
									Total Period Activity	447,791.92	13,417.77-
1100000	Cash-Clearing								Ending Balance	8,430,681.88	
L I A B I L I T I E S											
2100000	AP Vendor Reconciliation Account								Beginning Balance	0.00	
	1906876842	KR	06/30/23					205907	*NCLA - Meyers Nave, 205907, ACH#633		6,212.09-
	1906876843	KR	06/30/23					INV03-23-470	*NCLA-MRG, Inv03-23-470, ACH#634		7,205.68-
									Doc Type Subtotal	0.00	13,417.77-
	2004323293	ZQ	06/30/23				20230629-BTA01			6,212.09	
	2004323746	ZQ	06/30/23				20230629-BTA01			7,205.68	
									Doc Type Subtotal	13,417.77	0.00
									Total Period Activity	13,417.77	13,417.77-
2100000	AP Vendor Reconciliation Account								Ending Balance	0.00	
E Q U I T Y											
3400000	Fund Balance / Retained Earnings								Beginning Balance		7,300,159.22-
									Total Period Activity	0.00	0.00
3400000	Fund Balance / Retained Earnings								Ending Balance		7,300,159.22-
R E V E N U E S											
4301100	Interest - Deposits and Investments								Beginning Balance		97,339.84-
	104778685	SA	06/07/23	T8210			Int Alloc-FY23 Qtr 3 Fina		8210 Int Alloc - FY 2023 QTR 3 Final		24,307.72-

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount	
	104796792	SA	06/20/23	T8210	00999999		*Reclass 06/20/23 Deposit	1200588094-06/20	Town of Los Altos, NCLA Fund, ck#22062		7,929.22-	
									Doc Type Subtotal	0.00	32,236.94-	
									Total Period Activity	0.00	32,236.94-	
4301100	Interest - Deposits and Investments								Ending Balance			129,576.78-
4980350	Trust Funds-Direct Assessments								Beginning Balance			635,848.78-
	104795886	SA	06/23/23	T8210			JBCGLX2300680000001	4/10/23 SEC FINA 0889	Los Altos City (NCLA Library Tax)		415,554.98-	
									Doc Type Subtotal	0.00	415,554.98-	
									Total Period Activity	0.00	415,554.98-	
4980350	Trust Funds-Direct Assessments								Ending Balance			1,051,403.76-
E X P E N D I T U R E S												
5800010	Trust Funds-Disbursements								Beginning Balance		37,040.11	
	1906876842	KR	06/30/23	T8210	00999999			205907	NCLA - Meyers Nave, 205907, ACH#633	6,212.09		
	1906876843	KR	06/30/23	T8210	00999999			INV03-23-470	NCLA-MRG, Inv03-23-470, ACH#634	7,205.68		
									Doc Type Subtotal	13,417.77	0.00	
									Total Period Activity	13,417.77	0.00	
5800010	Trust Funds-Disbursements								Ending Balance		50,457.88	
*TOTAL FUND	N County Library Authority Pool Deposit								Ending Balance		0.00	0.00

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
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Objects for selection screen 1000

Fiscal Year					2023						
From Fiscal Period					012						
To Fiscal Period					012						
Fund Group.											
Fund											
Single Value					8210						
Modified Accrual											
Full Accrual											
Print Rev/Exp Transaction Dtl						X					
Summarize Rev/Exp Transactions						X					
Filename											
Document Types to Summarize											
No selections											
Logical File Path											
Source System					ZOUTBOUND_NFS						
					OTH						

Invisible selection criteria

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
A S S E T S											
1100000	Cash-Clearing								Beginning Balance	8,430,681.88	
									Total Period Activity	0.00	0.00
1100000	Cash-Clearing								Ending Balance	8,430,681.88	
1121500	Interest Receivable-Accrual								Beginning Balance	63,555.32	
	104848272	SA	07/01/23				Int Alloc-FY23 Qtr 4 Accr		Int Alloc - FY 2023 QTR 4 Accrual	63,555.32-	
									Doc Type Subtotal	63,555.32-	0.00
									Total Period Activity	63,555.32-	0.00
1121500	Interest Receivable-Accrual								Ending Balance	0.00	
E Q U I T Y											
3400000	Fund Balance / Retained Earnings								Beginning Balance		8,494,237.20-
									Total Period Activity	0.00	0.00
3400000	Fund Balance / Retained Earnings								Ending Balance		8,494,237.20-
R E V E N U E S											
4301100	Interest - Deposits and Investments								Beginning Balance	0.00	
	104848272	SA	07/01/23	T8210			Int Alloc-FY23 Qtr 4 Accr		Int Alloc - FY 2023 QTR 4 Accrual		63,555.32
									Doc Type Subtotal	0.00	63,555.32
									Total Period Activity	0.00	63,555.32
4301100	Interest - Deposits and Investments								Ending Balance	63,555.32	
*TOTAL FUND	N County Library Authority Pool Deposit								Ending Balance	0.00	0.00

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
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Objects for selection screen 1000

Fiscal Year					2024						
From Fiscal Period					001						
To Fiscal Period					001						
Fund Group.											
Fund											
Single Value					8210						
Modified Accrual											
Full Accrual											
Print Rev/Exp Transaction Dtl								X			
Summarize Rev/Exp Transactions								X			
Filename											
Document Types to Summarize											
No selections											
Logical File Path											
Source System						ZOUTBOUND_NFS					
						OTH					

Invisible selection criteria

North County Library Authority
 Financial Record and Budget Projection
 Fiscal Year 2023 - 2024

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Actual	Actual	Budget
Rate per Parcel	\$76	\$76	\$76	\$76	\$76	\$76
FUND BALANCE as of 7/1	\$3,876,075	\$4,290,117	\$5,060,606	\$6,195,033	\$7,300,159	\$8,430,682

OPERATING EXPENDITURES

County Staffing	753,421	289,834	0	0	0	0
Other Library Costs						
Administrative Costs	29,445	109,860	17,058	18,397	50,458	84,500
Refundable						
Tax (NBS)	6,313	6,606		6,976	7,178	10,000
Legal (BBK/MN)	9,989	3,748		2,775	15,781	18,000
Election (TBWB)		76,423				
Audit (MAZE/CHAVAN)	2,744			3,046	8,500	8,500
Non-refundable						
Admin (MRG)	10,400	7,800		5,600	19,000	48,000
Total Operating Expenditures	782,866	399,694	17,058	18,397	50,458	84,500

REVENUES

Tax Revenue	1,048,695	1,051,404	1,091,433	1,072,157	1,051,404	1,051,404
Interest Income	118,213	118,779	60,052	51,366	129,577	149,644
Other Revenues	30,000					
Total Revenues	1,196,908	1,170,183	1,151,485	1,123,523	1,180,981	1,201,048

OPERATING SURPLUS/(DEFICIT)	414,042	770,489	1,134,427	1,105,126	1,130,523	1,116,548
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FUND BALANCE as of 6/30	\$4,290,117	\$5,060,606	\$6,195,033	\$7,300,159	\$8,430,682	\$9,547,230
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NORTH COUNTY LIBRARY AUTHORITY MINUTES

5:00 PM – Monday, June 26, 2023



*Hybrid format: In person at the Los Altos Community Center; Manzanita Room,
Hillview Avenue, Los Altos, CA and Online via Zoom*

CALL MEETING TO ORDER

At 5:00 p.m., President Schmidt called the meeting to order.

ESTABLISH QUORUM

PRESENT: President Schmidt, Vice President Meadows, Secretary Hill, Board member Dailey,
Board member Johri

ABSENT: None

PLEDGE OF ALLEGIANCE

President Schmidt led the pledge of allegiance.

PUBLIC COMMENTS

There were no public comments at this time.

INFORMATIONAL ITEMS

1. **Update on the status of outstanding invoices** – Administrative Officer Christi Mansel reported that Los Altos Hills had paid their share of Administrative Costs after the date of the bank statement. So, now there are no outstanding receivables.
2. **Report from Julie Crane and Pierre Bedard** – There was no further report as the other library organizations are waiting on the outcome of today’s discussions with NCLA Counsel to provide a course of action. NCLA thanked the Library Commission for its prompt turnaround of the questions for Counsel.
3. **Presentation by Meyers Nave on implications of the Library Commission Report**

Counsel Ali Wolf from Meyers Nave was present to review the Allowable Uses of Measure L Funds memo (Attachment A) prepared by Counsel Claire Lai and answer questions. Board member Dailey asked for clarification on the process to pursue one of the more limited options. Counsel suggested and the Board agreed that the Board would need to have a consultant conduct a feasibility study showing the need for the project to “maintain existing services” or that the project would be a better use of funds than another option to maintain services.

President Schmidt asked if NCLA funds could be co-mingled on a multi-part project that has one component that was an allowable use of funds. Counsel Wolf stated that the funds must be kept separate and not co-mingled in a project that was not fully authorized under Measure L. Counsel

Wolf explained that if a rebuild of the library was necessary to comply with building requirements, then the funds could be spent in this manner.

Population growth, the Friends of the Library office and some County services that could never be offered in Los Altos due to lack of space were all mentioned as potential causes for service decline. It was determined that the Library Commission had the task of evaluating options and getting public input and then bringing the proposed upgrades to the NCLA for approval and funding. Pierre Bedard thanked the NCLA for the clarity that this document provided.

4. **Latest Account Statement from the SCC Investment Fund** – The statements were reviewed by the Board.

ITEMS FOR CONSIDERATION/ACTION

1. **NCLA Annual Budget FY 23-24: Consideration and Adoption**

Vice President Meadows found the proposed budget to be lacking exact figures for prior year actual expenses and revenues. She requested that the document be updated across the timeline before action could be taken.

Chuck Griffin on the Santa Clara County Library Finance Office provided an explanation of funding formulas and ERAF credits to allow NCLA Board members to understand reserves that were held by the Santa Clara County Library in the event of financial downturns.

2. **Approval of FY 21-22 Audit Report**

Secretary Hill made a motion to accept the Audit Report as presented. The motion was seconded by Board member Johri. The motion passed unanimously.

3. **Approval of Minutes for Regular Meeting of 5/22/2023**

There was a correction requested to the Strategy Meeting Report item. Vice President Meadows made a motion to approve the minutes with the correction. The motion was seconded by Secretary Hill. The motion passed unanimously.

4. **Approval of Outstanding Invoices for Payment**

In May, it was noted that the Meyers Nave Invoice for March & April was found to need corrections with items that belonged to the Town of Los Altos Hills included. The corrected invoice was presented for approval for payment. President Schmidt made a motion to approve for payment. The motion was seconded by Vice President Meadows. The motion passed unanimously.

5. **Approval of Current Invoices for Payment**

The current Meyers Nave May Invoice and the MRG May Invoice were presented for payment approval. President Schmidt made the motion to approve both invoices for payment as presented. Secretary Hill seconded the motion. The motion passed unanimously.

6. Approval of Future Meeting Calendar

President Schmidt expressed a feeling that the discussions about use of surplus funds have carried on for so long that she would like to see some progress sooner than the summer recess calendar allows. It was determined that the NCLA will hold a Special Meeting on Monday, August 28th at 5 pm to hear recommendations from the Library Commission for possible projects to be funded by NCLA.

COMMISSIONERS' REPORTS AND COMMENTS

There were no further reports or comments.

POTENTIAL FUTURE AGENDA ITEMS

1. Los Altos Library Commission recommendations for NCLA Fund usage
2. Approval of NCLA FY 23-24 Budget
3. Establish reserve NCLA funds through 2030 based upon long range-budget projections from the Santa Clara County Library

ADJOURNMENT

President Schmidt adjourned the meeting at 6:24 pm.



A Professional Corporation

1999 HARRISON STREET, 9th FLOOR
OAKLAND, CA 94612
510-808-2000
Tax ID 94-3050358

July 13, 2023

NCLA President
North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Invoice No. 206919
Client No. 1579
Matter No. 003

INVOICE SUMMARY

For Professional Services Rendered Through June 30, 2023

CLIENT: North County Library Authority
MATTER: General Counsel Services

Total Professional Services	\$ 3,710.00
Total Costs	<u>\$ 185.50</u>
TOTAL THIS INVOICE	\$ 3,895.50

Client No. 1579
Matter No. 003

July 13, 2023
Invoice No. 206919

PROFESSIONAL SERVICES

Date	Init	Description	Hours	Rate	Amount
6/14/23	CSL	Attention to questions from Library Commission subcommittee regarding use of tax measure funds.	.20	350.00	70.00
6/16/23	CSL	Review documents and begin to draft report regarding use of tax revenue question for NCLA.	1.40	350.00	490.00
6/19/23	CSL	Continue to draft memo regarding use of funds questions per Commission inquiry.	1.60	350.00	560.00
6/20/23	CSL	Finalize correspondence and draft report to NCLA regarding use of funds questions.	.50	350.00	175.00
6/22/23	CSL	Attention to 6/26/23 meeting agenda and related documents and exchange email with NCLA staff regarding same.	.20	350.00	70.00
6/26/23	CSL	Conference with A. Wolf regarding use of Measure L funds for general purposes in preparation for 6/26/23 NCLA meeting.	.70	350.00	245.00
6/26/23	AIW	Review reports and preparation for North County Library Authority meeting.	2.10	300.00	630.00
6/26/23	AIW	Travel to/from and attend NCLA June 25 meeting and presentation on Measure L spending.	4.90	300.00	1,470.00
TOTAL PROFESSIONAL SERVICES					\$ 3,710.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Title	Hours	Rate	Total
Claire S. Lai	CSL	Of Counsel	4.60	350.00	1,610.00
Alexandra I. Wolf	AIW	Mid Associate	7.00	300.00	2,100.00
Total			11.60		\$ 3,710.00

Client No. 1579
Matter No. 003

July 13, 2023
Invoice No. 206919

COSTS

Date	Description	Amount
6/30/23	5% In-House Costs	185.50
TOTAL COSTS		\$ 185.50
TOTAL THIS INVOICE		\$ 3,895.50

meyers | nave

A Professional Corporation

1999 HARRISON STREET, 9th FLOOR
OAKLAND, CA 94612
510-808-2000
Tax ID 94-3050358

July 13, 2023

NCLA President
North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Invoice No. 206919
Client No. 1579
Matter No. 003

REMITTANCE

CLIENT: North County Library Authority
MATTER: General Counsel Services

BALANCE DUE THIS INVOICE

\$ 3,895.50

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1999 Harrison Street, 9th Floor
Oakland, CA 94612

For payment by wire or ACH in USD:

Contact our Billing Department at
billingdept@meyersnave.com

Please call for information at
510-808-2000

Please reference: Invoice No. 206919, Client-Matter No. 1579 - 003

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Thank you! Your business is greatly appreciated.



Municipal Resource Group LLC

PO Box 561
Wilton, CA 95693
Tel: 916-687-7601
cmatsumoto@solutions-mrg.com
https://solutions-mrg.com

North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

INVOICE

TAX ID: 26-4149793
INVOICE DATE: 7/11/2023
INVOICE NO: 03-23-606
BILLING THROUGH: 6/30/2023

NCLA - Library Consulting Services 23108-NCL

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
6/5/2023	Enrollment forms A & B - complete, sign & submit. Meeting tech issues. NBS call	1.50	\$225.000	\$337.50
6/7/2023	June agenda preparation. Review audit report. Email auditor	1.00	\$225.000	\$225.00
6/9/2023	Create NCLA letterhead & 3rd Party Administrator change letter	1.00	\$225.000	\$225.00
6/20/2023	Review agenda. Follow up on LAH share deposit	0.75	\$225.000	\$168.75
6/21/2023	June Meeting packet assembly	1.00	\$225.000	\$225.00
6/22/2023	June meeting packet assembly. Email packets. Emails with President	1.00	\$225.000	\$225.00
6/26/2023	Preparation of payment authorizations. Review meeting documents. Prepare for and attend meeting including travel time	8.25	\$225.000	\$1,856.25
6/27/2023	Submission of payment authorizations to SCC. Download meeting recording, provide for upload	0.75	\$225.000	\$168.75
6/28/2023	Information from County for ERAF calculations. Room reservations for August 23 meeting	0.50	\$225.000	\$112.50
TOTAL SERVICES		15.75		\$3,543.75

EXPENSES

DESCRIPTION	AMOUNT
Mileage	\$161.13
TOTAL EXPENSES	\$161.13

SUBTOTAL \$3,704.88

AMOUNT DUE THIS INVOICE \$3,704.88

This invoice is due on 8/10/2023

Confidential Invoice - Questions on this invoice, call 916-687-7601. MRG accepts ACH payments.



Municipal Resource Group LLC

PO Box 561
Wilton, CA 95693
Tel: 916-687-7601
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https://solutions-mrg.com

North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

INVOICE

TAX ID: 26-4149793
INVOICE DATE: 8/16/2023
INVOICE NO: 03-23-764
BILLING THROUGH: 7/31/2023

NCLA - Library Consulting Services 23108-NCL

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
7/5/2023	Respond to press inquiry	0.50	\$225.000	\$112.50
7/10/2023	Board member request and senior citizen exemption request	0.50	\$225.000	\$112.50
7/11/2023	Prepare June meeting minutes and SCC enrollment forms	2.00	\$225.000	\$450.00
7/12/2023	Revise SCC enrollment forms A & B	0.50	\$225.000	\$112.50
7/18/2023	Email with NBS re: Tax collection enrollment. Email resolution for signature	0.25	\$225.000	\$56.25
7/26/2023	Update 3rd party authorization letter to Controller's Officer	0.50	\$225.000	\$112.50
TOTAL SERVICES		4.25		\$956.25

SUBTOTAL **\$956.25**

AMOUNT DUE THIS INVOICE **\$956.25**

This invoice is due on 9/15/2023

Confidential Invoice - Questions on this invoice, call 916-687-7601. MRG accepts ACH payments.



To: North County Library Authority (NCLA)
From: Futures Library Commission Subcommittee
cc: Los Altos / Town of Lost Altos Hills Library Commission
Subject: NCLA Request for Feasibility Study

Summary

The Futures Subcommittee of the Los Altos Library Commission requests that the NCLA allocate funds to seek proposals from qualified professional architectural firms and consultants to conduct a Feasibility Study and Design Development for the purpose of proposing Los Altos Library improvements.

Background

On June 26, 2023, the North County Library Authority (NCLA) reviewed correspondence from Claire Lai, NCLA Attorney, dated June 20, 2023, regarding expenditures for general and specific purposes under Measure L.

The letter outlines situations where the NCLA might allocate funding. According to her analysis, the NCLA may spend funds to:

- Comply with mandatory government regulations needed to operate the library and maintain services,
- Maintain the same level of service due to an increases in population, and
- Respond to changes in technology and accessibility.

Counselor Lai further finds that funds can be used to align with the County's Strategic Plan, providing:

- Any action taken under the plan is consistent with preventing the reduction or elimination of services, or
- The action is a response to a change in circumstances and/or operational need necessary to continue the same level of services, or
- Any expansion to the building addresses the need to restore space and services previously available to library patrons and staff.

Request to Fund Library Feasibility Study

There is a driving need to address fundamental issues with the structure of the library, be they for compliance to the ADA, suitability for the implementation of services like Open + that are of great benefit to the community, or safety of our children.

It is important that the community be presented with a menu of options, identifying cost, timing, and the scope of renovation needed. To that end, we believe an expert eye is needed to assess our option based on a wealth of information already gathered and past plans made.

We believe we should proceed as follows:

Task A - Review of existing documents and conditions

Task B - Develop Work Plan, Cost Plan, and Project Schedule

Task C - Confirm programming and space needs

Task D - Building and Site concept design alternatives

The Futures Subcommittee of the Los Altos Library Commission requests that the NCLA allocate funds to seek proposals from qualified professional architectural firms and consultants to conduct a Feasibility Study and Design Development for the purpose of proposing Los Altos Library improvements.

Attached Documents

Draft RFP. We have prepared and attached a draft RFP, attached for your review, which can be used as a draft to tender a solicitation.

Existing Needs Assessments. For your information, we've attached three views of the Needs Assessments. The first was written by Commissioner Gee in 2021 and summarizes the 2019 SCCLD Survey. The second is a county-prepared summary of the same survey, which contains more detail at the county level. Finally, the last document is a memo prepared by Group 4, a consultant, from the Library Development Task Force to the NCLA. It is representative of the output we might receive from a consultant, but also outlines the thinking of the time. Many of Group 4's findings still hold - our Children's section remains too small.

Request for Proposals (RFPs). We've made available RFPs issued by Campbell, Oakland, and Monterey detail their library facility assessment needs for reference. They can be accessed online and are public documents. [Click here to read the RFPs at https://library.bedard.com.](https://library.bedard.com)

Thanks for your time.

Julie Crane, Nelvin Gee, Pierre Bedard

Library Commission Futures Subcommittee

Draft Request for Proposal

I. Request for Proposals (RFP) Notice

The North County Library Authority (NCLA) seeks proposals from qualified professional architectural firms to conduct a Feasibility Study and Design Development for proposed Los Altos Library Improvements as follows:

- Task A - Review of existing documents and conditions
- Task B - Develop Work Plan, Cost Plan, and Project Schedule
- Task C - Confirm programming and space needs
- Task D - Building and Site concept design alternatives

II. Minimum Qualifications for the Consultant

The City is seeking proposals from design consultants with the following minimum qualifications with preference for experience within the greater San Francisco Bay Area:

- A. Minimum five (5) years of applicable and recent experience in programming and designing library facilities as the lead architect or architect-of-record.
- B. Third-party cost estimator with at minimum five (5) years of recent experience in estimating library and/or civic building projects in the greater San Francisco Bay Area at various design stages.
- C. A design team with expertise in architecture, structural and civil engineering, landscape architecture, Mechanical/Electrical/Plumbing (MEP), lighting, energy-efficiency, budget, and cost analysis, and in the field of public meeting facilitation.
- D. Availability and willingness to frequently travel to the City for site visits and meetings with the City Council and City and Library staff.

III. Background

The Los Altos Library is housed in a 28,050 sq. ft. building built on the current site in the Civic Center in 1964. The facility includes a Community Meeting Room with a maximum capacity of 100 people. The Santa Clara County Library District (SCCLD) has leased the Library (and site) from the City and is responsible for its operations and maintenance.

The current library building consists of two parts. The original building, which comprises most of the square footage, was built in the late-1950s or early-1960s and includes the reference desk area, teen area, and the bulk of the collection. The building was expanded in the early-1990s. This expansion includes the southern portion of the library (the circulation area, program room,

Los Altos Library Draft RFP, page 2

and staff areas). The Library functions basically as two separate buildings which are joined together to form one building.

A Library Needs Assessment was completed in 2008 outlining the needs of the two Los Altos Libraries, including service and space needs. The Assessment indicated that an additional 11,000 square feet were needed for the Main Library.

IV. Needs Assessment Update (2018)

On December 19, 2017, the North County Library Authority (NCLA) initiated a Task Force to explore redevelopment of the Main Library. This Task Force consisted of a representative from NCLA, the Los Altos Library Commission, the Friends of the Los Altos Library (Friends), and the Los Altos Library Endowment (LALE). The purpose of the Task Force was to begin to explore options for redeveloping the Library, either through expansion and remodeling or a complete rebuild. As initial steps of the process, the Task Force recommended updating the 2008 Library Services and Space Needs Assessment and conducting an architectural feasibility study to determine the advantages/disadvantages (including cost) of a remodel/expansion of the existing facility compared to building a new library. NCLA engaged the services of Group 4 Architecture, Research + Planning, Inc. to update the Needs Assessment and to conduct the feasibility study.

During a two-month process, Group 4 met with stakeholders from the Los Altos Library Commission, Friends, LALE, Los Altos Library staff, and Santa Clara County Library District Administration. These meetings included discussions on the current operations of the Library, current and future needs of the Library, library trends, and community aspirations. Group 4 also reviewed available data and information and observed activities and conditions in the Library.

The Needs Assessment Update affirmed the need for an expanded Library. The conclusion of the update was that a minimum of 12,000 additional square feet of space was needed beyond the current library space of 28,000 square feet. The Needs Assessment Update, with the input of Library staff, identified the following challenges with the current Library:

1. Inadequate programming space (i.e., programs exceed the Orchard Room's 100-person capacity, no dedicated children's story time space, use of staff conference room for programs). Note: the Orchard Room is also used for staff meetings, Friends sorting, lactation space, all-staff computer, and occasional storage
2. Inadequate space to implement new services that emerge over time (i.e., Passport Services has caused the book holds to move to the entry-way)
3. Lack of collaborative space (i.e., small meeting rooms for group study, tutors and students, book discussion groups)
4. Need for additional dedicated space for teens. Current space used by tutors and as an overflow program space.
5. Too few electrical outlets in seated areas to support laptops and devices. Electric conduit has reached capacity.
6. Lack of family/all-gender restroom and children's library restroom
7. Congested public circulation areas and holds area (which was moved out of its room to accommodate a new Passport Services Office).
8. Crowded shelving (children's area maxed)
9. Accessible display shelving (i.e., current shelves are 7.5 feet high)
10. Staff workroom needed to be reconfigured for better efficiency and to allow for a more collaborative environment.
11. Inadequate space for Friends of the Library-operated book sale, café, and sorting area

Los Altos Library Draft RFP, page 3

While the Needs Assessment Update did not specify how space should be used, it did indicate that additional space is needed for larger program space, expanded children's library space, dedicated teen space (the current space is often used for tutoring and other activities), collaboration space, more and different seating choices, more space for personal technology, more accessible physical collection, and space for the Friends of the Library. The Needs Assessment Update does indicate that while 40,000 square feet is the minimum needed, additional square footage may help to better serve the needs of the community within the Library.

V. Architectural Feasibility Study (2019)

The architectural feasibility study looked at whether it was possible to expand the library by 9,000 or 11,000 sq. ft. (based on the 2008 Needs Assessment) and the cost for either option as well as building a new, 40,000 sq. ft. library on the site and its costs.

The construction style used in the original building makes the expansion of the library by going above the original library cost prohibitive. Such expansion would require significant upgrades to the structure of the building to meet current construction standards. This option was deemed not feasible.

The study also looked at expanding the library outward. This too was deemed not feasible. Expanding toward the soccer field or toward the History Museum would require eliminating parking and roadway access. Expanding into the Orchard toward City Hall would require relocating a massive utility trench that runs parallel to the Library building. Expanding toward San Antonio Road was deemed not feasible as the Public and Community Facilities District, of which the Library is a part, requires a 40-foot setback and so there is not sufficient space to expand in that direction and gain significant amounts of square footage.

The Architectural Feasibility Study did determine that expansion was possible by demolishing the 1990s addition and rebuilding a two-story building in its place. This building would be tied into the remaining library as it is today. This construction would consist of 18,000 sq. ft. for a gain of 9,000 sq. ft. The Architectural Feasibility Study also proposed adding a second-story overhang to the parking and delivery area immediately adjacent to the Library. This would allow for continued parking and access while adding approximately 2,000 sq. ft.

VI. Current State

The Library is open seven days a week. Key challenges at the Library include but are not limited to, ADA access, general building code compliance, seismic and fire safety, building security, insufficient natural lighting, lack of access to the Orchard Room during normal business hours, lack of sight line for supervision, limited reading and quiet areas, acoustics, space for growth, meeting spaces for small groups, energy efficiency, outdated electrical and communication systems, and age of the building.

VII. Project Description

The consultant shall work with the City and SCCLD to confirm the programming and space needs as graphically reflected in the SCCLD's 2019 Feasibility Study. The consultant then shall

Los Altos Library Draft RFP, page 4

develop a minimum of two (2) viable and feasible concept design alternatives for improvements to the Library that address key programming requirements, deficiencies, and building challenges and ensure alignment with the use of Measure L funds as specified by NCLA Counsel (Ms. Lai). The consultant should anticipate providing minor variations of the three alternatives as requested by the NCLA and the City.

VIII. General Design Criteria

The following general design criteria shall guide the design process for the Project:

- Develop cost-effective solutions within the Project budget.
- Address existing deficiencies and key challenges.
- Maximize the useable floor area of the Library building.
- Large capacity multi-purpose community room adjacent to children's area.
- Natural lighting is a key quality of library spaces and activities.
- Build a sustainable and resilient building.
- Consider all-electric powered buildings, in line with Los Altos design criteria for new municipal buildings, including electric vehicle charging stations.
- Minimize impacts to the Library and existing programs and activities, or design plans for impact mitigation in collaboration with Library and City Staffs.

IX. General Provisions and Requirements

- A Technical Advisory Committee (TAC), as determined by the NCLA will be established for the Project to assist with the review of the design deliverables and provide project guidance. In general, TAC will participate in design deliverable review meetings with the consultant.
- Throughout the design phase, the consultant's project manager shall provide bi-weekly updates to the TAC at minimum. Updates can be in a form of a report, meeting, or telephone conference.

X. Scope of Services

We recommend that the consultant be responsible for implementing the following scope elements for Phase 1, which shall include, as applicable and not limited to, the following tasks to complete a Feasibility Study, Building and Site concept design alternatives, Schematic Design Documents, and Design Development Documents and obtain approvals from the City Council:

Task A: Review of existing documents and conditions:

1. Kick-off Meeting: Meeting with key members and decision-makers of the NCLA, City, SCCLD, TAC, and consultant team to discuss backgrounds, goals, scope, expectations, schedule, and budget.
2. Obtain and review existing documents (e.g., as-built drawings, program and space needs assessments, Tier 1 structural assessments, studies, topographic survey of the Library, hazardous materials testing, and other reports). Develop a list of questions and clarifications for discussions with the NCLA, City, and SCCLD. Review the topographic survey and identify any additional survey information needed for the Project.

Deliverables:

Los Altos Library Draft RFP, page 5

1. Minutes of meetings.
2. A memorandum with a list of questions for the NCLA, City, and SCCLD.

Task B: Work Plan, Cost Plan, and Project Schedule:

1. Assist the City in developing a Work Plan and Cost Plan. The Work Plan shall outline the Project approach, progression of detailed tasks, approval process, and critical issues to be addressed to complete the Project. The Cost Plan shall summarize all costs involved and anticipated with the Project with an expenditure schedule. The Cost Plan shall refine and establish an anticipated Construction Budget that aligns with the Project Budget. Design consultant services shall align with the Cost Plan and the designs provided shall be within the Construction Budget.
2. Develop a Project Schedule incorporating tasks, deliverable timelines, the City's review periods, City Council schedules (to be provided by the City), public bidding process, construction, etc. for the City's review and approval.
3. The Work Plan, Cost Plan, and Project Schedule shall be interdependent documents to be updated periodically and with each design and construction document submittals.
4. Advise the NCLA, and the City regarding external funding opportunities for the Project and assist the City with completion of grant applications.

Deliverables:

1. Work Plan, Cost Plan, and Project Schedule.
2. List of external funding/grant opportunities.

Task C: Programming and Space Needs:

1. Review previous Feasibility Studies.
2. Interview SCCLD managers to update and confirm programs and space needs for the Library. Prepare a program spreadsheet identifying proposed site elements, rooms, assigned staff, functions, space requirements, and net/gross square footage that will be accommodated in the Library. Employ strategies and innovation to identify effective and efficient program spaces.
3. Identify adjacency requisites for programmed spaces. Diagrammatically show general locations of interior and exterior functions factoring in adjacency information.
4. Work with the Library Commission or Subcommittee, SCCLD, and SCCLD's vendors to identify moveable furniture, fixtures, and equipment (FF&E) needs and make selection recommendations for coordination and space planning. Prepare an F&E schedule that can be incorporated into the program spreadsheet. Provide a cost estimate for F&E.
5. Strategize, refine, and confirm the programming and space needs with spacing diagrams for the Library that meet Measure L goals and the Project Budget through an interactive and iterative process.
6. During the programming and space needs process, work with the Library Commission or Subcommittee, and SCCLD to determine the needs for a temporary facility and site during the library construction.
7. Submit the confirmed programming and space needs report to the City's Project Manager for review and comments. Meet with the Library Commission or Subcommittee, SCCLD, to discuss.
8. Address comments from the NCLA, City, Library Commission or Subcommittee, and SCCLD, and assist the City and SCCLD facilitate meetings/workshops with key stakeholders to solicit feedback on priorities, programming, space needs, and other

Los Altos Library Draft RFP, page 6

improvements at the Library. Incorporate feedback on the program and space needs, as feasible.

9. Obtain approval of the final program and space needs from the City, SCCLD, and TAC.
10. Compile the final program and space needs into a report with submittals and deliverables from Tasks A and B.

Deliverables:

1. Minutes of meetings and manager interviews.
2. Draft program and space needs assessments.
3. Presentation materials to key stakeholders with certain presentation materials to be on foam boards.
4. Final program and space needs.
5. A compiled report of Tasks A, B, and C.

Task D: Building and Site Concept Design Alternatives

1. Conduct a cost-benefit analysis of moving the Library's exterior perimeter walls.
2. Develop a minimum of two (2) viable and feasible building concept design alternatives with associated site work for the Library improvements meeting programmatic needs. A revised version of the design proposed in the SCCLD's Feasibility Study should be considered as one of the alternatives if deemed viable and feasible.
3. Building concept designs should reflect architectural styles, building envelopes, building heights, etc., and should include perspective sketches, elevation views, and layout plans showing ingress/egress and position relative to the site layout.
4. Assess any impacts and list the pros, and cons of each concept design proposed.
5. Both design alternatives shall be workable and feasible within the Project/Construction Budget. Prepare ROM cost estimates for each option to confirm feasibility in a format agreed upon by the City. ROM cost estimates shall factor in market conditions, pre-construction, mitigation work, temporary library facilities, hazardous materials abatement, construction, contingencies, and escalation to the midpoint of construction.
6. Concept designs shall comply with zoning and building requirements as applicable at this stage.
7. Submit concept design alternatives and ROM cost estimates to the City's Project Manager for review. Meet with the City, SCCLD, and TAC to discuss.
8. Address City's comments and assist City staff in presenting the updated building and site concept alternatives to key stakeholders and the community to obtain feedback and approval on the one preferred option.
9. Assist City staff present concept design alternatives to the NCLA and City Council for approval on one preferred option.
10. Compile findings and design documents from Phase 1 tasks into a Feasibility Study Report for review and comments by the City.

Deliverables:

1. Summary of meetings/meeting minutes.
2. Minimum two (2) Building and Site Concept Design Alternatives with ROM cost estimate for each alternative.
3. Community workshop materials with certain presentation materials to be on foam boards.
4. Revised Building and Site Concept Design Alternatives per community and stakeholder feedback and as directed by the City.
5. Presentation material (PowerPoint) for the NCLA and City Council.

Los Altos Library Draft RFP, page 7

6. Updated Work Plan, Cost Plan, and Project Schedule as necessary.
7. Feasibility Study Report.

XI. RFP Timeline

This is an estimated schedule for the RFP and commencement of services, and subject to change.

Activity	Estimated Date
RFP Issued	August 28, 2023
Proposals due	October 2, 2023
Proposals evaluated	October 30, 2021
Interviews conducted (if necessary)	November 13, 2023
Negotiations Concluded	December 4, 2023
NCLA Approval	December 18, 2023
Authorization to Proceed	January 8, 2024

XII. Proposal Format and Submission Requirements

The Proposal and Fee Proposal must be received by the NCLA no later than Monday, October 2, 2023, by 4:00 p.m. Pacific Time. The NCLA requires that all Proposals and Fee Proposals be submitted in an electronic format (e.g., PDF) via a CD/DVD or flash drive. The Fee Proposal shall be submitted in a single sealed envelope separate from other Proposal documentation. Both the Proposal and Fee Proposal shall be clearly marked "NCLA Feasibility Study" and delivered or mailed to:

Lisa Schmidt, NCLA President
c/o City Clerk
Los Altos City Hall
1 N. San Antonio Road, Los Altos, CA 94022

All Proposal documents shall be delivered in sealed packaging. The sealed packaging must note the Proposer's name, address, contact person(s), and phone number.

Receipt of a Proposal by any other City office will not constitute "delivery" as required by this RFP. Each Proposer assumes full responsibility for timely delivery of its Proposal at the required location. Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the consultant. Oral, telephone, facsimile, telegraph, or email Proposals are invalid and will not receive consideration. No Proposer may submit more than one Proposal for the Project.

Proposals must include the following information:

Cover Letter (Maximum 2 pages) - Cover letter giving an overview of the consultant's general expertise, experience, and approach to perform the scope of services described in this RFP. The cover letter shall be signed by an authorized representative of the firm and bind the firm to all commitments made in the submittal.

Los Altos Library Draft RFP, page 8

Certification Forms – Complete and sign the following certification forms:

Attachment 2 – Certification of Proposer

Attachment 3 – Conflict of Interest Statement

Attachment 4 – Non-Collusion Declaration

Attachment 7 – Statement Regarding Insurance Coverage and Worker's Compensation Insurance Acknowledgment Certificate

Review of Scope of Services/Project Approach (Maximum 3 pages) – Proposers must comment on the firm's ability to realistically provide the services listed in the Scope of Services as outlined. Provide comments, and suggest modifications, changes and/or additions as appropriate. Indicate how your firm/team would approach the project and what specialized services or unique insights your team would bring to the project. Provide examples of your team's vision and approach for this project.

Related Project Experience and Expertise – Discuss prior related project experience satisfying Minimum Qualifications for the Project and what would make the firm the best qualified for this Project. Emphasize projects of similar scope and magnitude. Discuss the firm's capabilities and experience in facilitation of public meetings and consensus building. Emphasize the firm's experience in ranking/prioritizing needs versus construction budget constraint. Discuss the firm's experience in the accurate coordination of trades and subconsultants, and the quality control process. Discuss the firm's ability to meet schedules and budget and ability to control costs.

Qualifications of Key Personnel – Identify the project manager and key individuals on the consultant team and their resumes highlighting relevant qualifications and experiences. State projects that they were assigned to and their specific roles and responsibilities. Provide a statement regarding the firm's commitment to keep the same personnel throughout the Project. Indicate how your firm's resources will work together to complete this Project. Identify additional resources available in your firm.

Sub-Consultants – Identify any sub-consultants your firm will utilize. Include resumes of key individuals who will be directly involved in this Project, and briefly describe any past involvement in joint projects with these sub-consultants. Indicate why the subconsultant has been selected to work on the Project team. Indicate how the prime firm will ensure quality control and coordination of documents between the prime and the various sub consultants.

Preliminary Project Schedule – Provide a detailed preliminary project timeline schedule. Add any significant milestone dates necessary to complete all tasks. Indicate resources that will be allocated to each major task category to meet this schedule and discuss your firm's flexibility to "catch up" if milestone dates are not met. Discuss your firm's commitments to other projects in the time frame coinciding with this Project.

References (complete Attachment 6) – A minimum of three (3) current references from past projects (of similar size and scope) completed by the proposed project manager and/or project team should be provided. All references must contain relevant projects

Los Altos Library Draft RFP, page 9

completed within the past five (5) years. Provide the following information for each reference:

Firm, Owner, or Agency Name

Address, Telephone Number

Email Address

Project Description

List of Services Provided

Engineer's cost estimate vs actual construction cost

Insurance Coverage (Attachment 7) - Identify carriers, A.M. Best ratings, and types and limits of insurance carried by your firm. If a consultant is selected by the NCLA, the consultant shall maintain minimum coverage requirements for commercial general liability, automobile liability, professional liability, and workers' compensation. The consultant may achieve the required limits and coverage through a combination of primary and excess or umbrella liability insurance provided such policies result in the same or greater coverage as the coverages required by the NCLA, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. If consultant is selected by the NCLA, consultant shall cause the insurance policies required herein to include the NCLA and SCCLD, and their respective officials, officers, employees, and volunteers as additional insureds for claims caused in whole or in part by consultant's negligent acts or omissions. Consultant shall provide certificates of insurance to the NCLA that evidence compliance with the above.

Fee Proposal –Submit a Fee Proposal in a separate sealed envelope that provides a guaranteed maximum price to perform consultant's services. The guaranteed maximum price shall be inclusive of all work and labor from notice to proceed through completion of the Scope of Services, including but not limited to consultant's costs for site visits and travel expenses. The Fee Proposal should itemize the fee for each task, showing the estimated hours of each staff member assigned and the associated fee for that staff member or sub-consultant. Also, provide hourly rate schedules for all key project staff, including sub-consultants. All price and cost information shall be included only in the Fee Proposal. No price information shall be included in the other parts of the Proposal.

XIII. Evaluation Process

All Proposals will be evaluated by the TAC. The TAC will review the submittals and will rank the Proposers. The evaluation of the Proposals shall be within the sole judgment and discretion of the TAC. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

Los Altos Library Draft RFP, page 10

During the Proposal evaluation process, written questions or requests for clarification may be submitted by the City to a Proposer regarding its Proposal or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of the Proposer from further consideration.

The TAC will evaluate each Proposal meeting the qualification requirements set forth in this RFP. After the review of proposals, the highest-ranked Proposers may be invited for oral interviews as part of the selection process. The Proposer will be notified of the time and place of oral interviews and if any additional information may be required to be submitted. Upon completion of the evaluation and selection process, only the Fee Proposal from the most qualified consultant will be opened to begin cost negotiations.

The NCLA shall be the sole judge of the evaluation of all Proposals. The NCLA's decision(s) shall be final. The NCLA reserves the right to reject all Proposals and waive any irregularity or minor defects in any Proposal received.