

NORTH COUNTY LIBRARY AUTHORITY



October 2, 2023 Meeting Packet

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**NORTH COUNTY LIBRARY
AUTHORITY AGENDA
SPECIAL MEETING
5:00 PM - Monday, October 2, 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: October 2, 2023 5:00 PM

Link:

<https://us06web.zoom.us/j/82290989386?pwd=d4ObCvfe3yCT4qqVRahnMwvoiWN1aI.1&from=addon>

Meeting ID: 822 9098 9386

Passcode: 729712

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. 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

FOR CONSIDERATION/ACTION

1. Discussion of proposed steps for an NCLA RFP for Library Consultant Services to prioritize needed improvements and determine best course of action given NCLA funds available. Possible approval of the RFP document.
2. Discussion of NCLA outside cost sharing with member entities and approval of annual cost share invoices for the City of Los Altos and the Town of Los Altos Hills.
(NCLA JPA Agreement, Section 12)
3. Approval of Minutes for Special Meeting of 8/28/23
4. Approval of Current Invoices for Payment
 - a. Meyers Nave September Invoice
 - b. MRG August Invoice
 - c. NBS Invoices for 2023 Collection and Senior Exemption services

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.

North County Library Authority
 Budget Projection and Year-To-Date Totals
 Fiscal Year 2023 - 2024

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2023/24
	Actual	Actual	Actual	Actual	Actual	Budget	YTD
Rate per Parcel	\$76	\$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	\$8,430,682

OPERATING EXPENDITURES

County Staffing	753,421	289,834	0	0	0	0	0
Other Library Costs							
Administrative Costs	29,445	109,860	17,058	18,397	50,458	84,500	16,747
Refundable							
Tax (NBS)	6,313	6,606	6,663	6,976	7,178	10,000	8,191
Legal (BBK/MN)	9,989	3,748	425	2,775	15,781	18,000	3,896
Election (TBWB)		76,423	3,205				
Audit (MAZE/CHAVAN)	2,744		2,965	3,046	8,500	8,500	
Non-refundable							
Admin (MRG)	10,400	7,800	3,800	5,600	19,000	48,000	4,661
Total Operating Expenditures	782,866	399,694	17,058	18,397	50,458	84,500	16,747

REVENUES

Tax Revenue	1,048,695	1,051,404	1,091,433	1,072,157	1,051,404	1,053,059	
Interest Income	118,213	118,779	60,052	51,366	129,577	149,644	63,555
Other Revenues	30,000						
Total Revenues	1,196,908	1,170,183	1,151,485	1,123,523	1,180,981	1,202,703	63,555

OPERATING SURPLUS/(DEFICIT)	414,042	770,489	1,134,427	1,105,126	1,130,523	1,118,203	46,808
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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	\$9,548,885	\$8,477,490
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Updated figures are highlighted

**Administrative Cost Projections
North County Library Authority
FY 2023-2024**

	Date	Actual Invoice	Contracted Amount	Add'l Services	Budgeted	Actual Total YTD
NBS	9/1/2023	\$ 8,190.57	\$ 7,500.00	\$ 2,500.00	\$ 10,000	\$ 10,690.57
	9/21/2023	\$ 2,500.00				
MRG	7/11/2023	\$ 3,704.88	\$ 62,500.00		\$ 48,000	\$ 8,591.01
	8/16/2023	\$ 956.25				
	9/7/2023	\$ 3,929.88				
Meyers Nave	7/13/2023	\$ 3,895.50	not set		\$ 18,000	\$ 7,313.67
	9/18/2023	\$ 3,418.17				
Chavan			\$ 8,500.00		\$ 8,500	
				Total	\$ 84,500	\$ 26,595

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	Post DT	Cost Date	Internal Cntr	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	
	104867258	SA	08/01/23				Int Alloc-FY23 Qtr 4 Adva			38,826.20	
	104925312	SA	08/25/23				Int Alloc-FY23 Qtr 4 Fina			24,729.12	
									Doc Type Subtotal	63,555.32	0.00
									Total Period Activity	63,555.32	0.00
1100000	Cash-Clearing								Ending Balance	8,494,237.20	
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	63,555.32	
	104867258	SA	08/01/23	T8210			Int Alloc-FY23 Qtr 4 Adva	8210	Int Alloc - FY 2023 QTR 4 Advance		38,826.20-
	104925312	SA	08/25/23	T8210			Int Alloc-FY23 Qtr 4 Fina	8210	Int Alloc - FY 2023 QTR 4 Final		24,729.12-
									Doc Type Subtotal	0.00	63,555.32-
									Total Period Activity	0.00	63,555.32-
4301100	Interest - Deposits and Investments								Ending Balance	0.00	
*TOTAL FUND	N County Library Authority Pool Deposit								Ending Balance	0.00	0.00

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	63,555.32		8,494,237.20	63,555.32	
* Unrestricted	8,430,681.88	63,555.32		8,494,237.20	63,555.32	
** Cash & Investments	8,430,681.88	63,555.32		8,494,237.20	63,555.32	
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			8,494,237.20		
**** Total Assets-Full	8,494,237.20			8,494,237.20		
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-		
***** 8210 N Cty Library Author						
***** FUND TOTAL						
* Total Equities	8,494,237.20-			8,494,237.20-		
* Total Assets	8,494,237.20			8,494,237.20		

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 - Confirm programming and space needs
- Task C - Develop Work Plan, Cost Plan, and Project Schedule
- 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 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. 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,

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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

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 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 part of the 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 of the Library, Los Altos Library Endowment, 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 Orchard Room's 100-person capacity, no dedicated children's story time space, use of staff conference room for programs). Note: conference 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 ad display shelving (i.e., current shelves are 7.5 feet high)
10. Reconfigure the workroom for efficiency and to allow staff to collaborate better.

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11. Inadequate space for Friends of the Library-operated book sale, café, and sorting area

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

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

The study looked at expanding the current building by 9,000 or 11,000 sq. ft. These numbers were based upon numbers included in the 2008 Needs Assessment.

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 and accommodates. Key challenges at the Library include but are not limited to, ADA access, a children's restroom for the safety of our children, suitability for the implementation of services like Open + that are of great benefit to the community, general building code compliance, seismic and fire safety, building security, insufficient daylight, 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

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spaces for small groups, energy efficiency, outdated electrical and communication systems, and age of the building.

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 increase in population, and
- Respond to changes in technology and accessibility.

Counselor Lai further found 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.

VII. Project Description

The consultant shall work with the City and SCCLD to review existing documents and conditions and confirm programming and space needs. The consultant shall then provide a cost benefit analysis as to whether we can achieve the services and safety goals discussed in the previous section around two scenarios:

- renovating within the existing building envelope, or
- demolishing and rebuilding parts of the current library or adding a second-story overhang as suggested in the 2018 study.

The consultant then shall develop a minimum of three (3) viable and feasible concept design alternatives for improvements to the Library that address key programming deficiencies and building challenges and ensure alignment with the use of Measure L funds as specified by 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.
- Daylight is a key quality of library spaces and activities.
- Build a sustainable and resilient building.
- Consider all-electric powered buildings with electric vehicle charging stations.

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- Minimum impacts to the Library and existing programs and activities.

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:

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

Task B: Programming and Space Needs:

1. Review previous Feasibility Studies and work with the City and SCCLD to identify current initiatives (e.g. planned roof replacement) that may impact scope of work.
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, and space requirements. 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.

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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 library construction if needed.
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 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.

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.

Task C: 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.
3. 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

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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 (3) Building and Site Concept Design Alternatives with ROM cost estimates.
3. for each alternative.
4. Community workshop materials with certain presentation materials to be on foam boards.
5. Revised Building and Site Concept Design Alternatives per community and stakeholder
6. feedback and as directed by the City.
7. Presentation material (PowerPoint) for the NCLA and City Council.
8. Updated Work Plan, Cost Plan, and Project Schedule as necessary.
9. 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	
Proposals due	
Proposals evaluated	
Interviews conducted (if necessary)	
Negotiations Concluded	

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NCLA Approval	
Authorization to Proceed	

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
City of Los Altos
70 N. First Street, Campbell, CA 95008

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.

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

Los Altos Library Draft RFP, page 9

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 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

Los Altos Library Draft RFP, page 10

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.

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.

**NCLA Cost Sharing
Invoice and Payment Record**

	FY19-20 & FY20-21	FY21-22	FY22-23	FY23-24
Invoice date	10/19/2021	7/18/2022	9/14/2023	
Total Due	LAH:\$2806.40 LA:\$16101.40	\$7,929.22 each	LA: \$24,852.18 LAH: \$6,606.27	
Share Calculation Method	50-50 with LA only also paying MRG for admin support	50-50; Meyers Nave & NBS only, no MRG or auditor invoices paid	Population proportion 79/21 NCLA pays all MRG costs	
Payment date	LAH: 11/15/21 LA: 1/18/22	LAH: 6/20/23 LA: outstanding		



August 30, 2023

Mr. Peter Pirnejad
City Manager
Town of Los Altos Hills

Via Email: ppirnejad@losaltoshills.ca.gov

RE: Invoice for Reimbursement of Costs to North County Library Authority

Dear Mr. Pirnejad ,

The North County Library Authority (NCLA) Joint Exercise of Powers Agreement describes in Section 12 the manner in which specific costs shall be allocated between the two Member Entities. Section 12 of the Agreement states:

“The City of Los Altos shall provide staff and basic services at no cost to the Agency. All costs and expenses of an outside nature such as auditing, legal, consultants or the like, shall be apportioned equally among the Member Entities.”

The North County Library Authority (NCLA) has identified costs for FY 2022-2023 that fall within the description above. At their August 28, 2023 special meeting, the NCLA Commission directed me to submit the following costs for reimbursement from each Member Entity for the period of July 1, 2022 through June 30, 2023.

Thank you for the prompt payment of last year’s invoice. We anticipate this process will occur following each fiscal year, consistent with the JPA language.

The share of costs attributed to the Town of Los Altos Hills is as follows:

Fiscal Year 2022-2023

	Audit: \$ 8,500.00
	Legal: \$15,780.75
	NBS: \$ 7,177.70
<hr/>	
Total	
Non-Administrative	\$31,458.45
Costs:	

Per the agreement between the City Managers of Los Altos Hills and the City of Los Altos, these expenses are split by population proportion with Los Altos Hills responsible for 21% of the Non-Administrative Cost total.

2023 Share Owed by Los Altos Hills: \$31,459 x 21% = \$6,606.27

The amount currently due for reimbursement to NCLA for the Fiscal Year 22/23 is \$6,606.27. If you have any questions about these costs please direct them to me via the contact information below.

For payment by check, address to payee: **County of Santa Clara**

And mail to: [Controller-Treasurer Department](#)
Attn: GAU-Bank Desk
70 W. Hedding St, 2 Floor East Wing
San Jose, CA 95110

Please note on check the payment is for NCLA Fund 8210.

For ACH deposit, use the following routing information:

[ACH/Wire Routing Number: 121000248](#)

[Account Number: 4566868238](#)

Please note payment is for NCLA Fund 8210.

Thank you for your attention to this request.

Best Regards,



Christi Mansel
Administrative Officer, North County Library Authority
cmansel@solutions-mrg.com

cc: NCLA Commissioners

Attachment: Meyers Nave, Chavan and NBS Billing Summaries



September 14, 2023

Mr. Gabriel Engeland
City Manager
City of Los Altos

Via Email: gengeland@losaltosca.gov

RE: Invoice for Reimbursement of Costs to North County Library Authority

Dear Mr. Engeland,

The North County Library Authority (NCLA) Joint Exercise of Powers Agreement describes in Section 12 the manner in which specific costs shall be allocated between the two Member Entities. Section 12 of the Agreement states:

“The City of Los Altos shall provide staff and basic services at no cost to the Agency. All costs and expenses of an outside nature such as auditing, legal, consultants or the like, shall be apportioned equally among the Member Entities.”

The North County Library Authority (NCLA) has identified costs for FY 2022-2023 that fall within the description above. At their August 28, 2023 special meeting, the NCLA Commission directed me to submit the following costs for reimbursement from each Member Entity for the period of July 1, 2022 through June 30, 2023.

Thank you for the prompt payment of last year’s invoice. We anticipate this process will occur following each fiscal year, consistent with the JPA language.

The share of costs attributed to the City of Los Altos is as follows:

Fiscal Year 2022-2023

	Audit: \$ 8,500.00
	Legal: \$15,780.75
	NBS: \$ 7,177.70
<hr/>	
Total	
Non-Administrative	\$31,458.45
Costs:	

Per the agreement between the City Managers of Los Altos Hills and the City of Los Altos, these expenses are split by population proportion with Los Altos responsible for 79% of the Non-Administrative Cost total.

2023 Share Owed by the City of Los Altos: \$31,458.45 x 79% = \$24,852.18

The amount currently due for reimbursement to NCLA for the Fiscal Year 22/23 is \$24,852.18. If you have any questions about these costs, please direct them to me via the contact information below.

For payment by check, address to payee: **County of Santa Clara**

And mail to: [Controller-Treasurer Department](#)
Attn: GAU-Bank Desk
70 W. Hedding St, 2 Floor East Wing
San Jose, CA 95110

Please note on check the payment is for NCLA Fund 8210.

For ACH deposit, use the following routing information:

[ACH/Wire Routing Number: 121000248](#)

[Account Number: 4566868238](#)

Please note payment is for NCLA Fund 8210.

Thank you for your attention to this request.

Best Regards,



Christi Mansel
Administrative Officer, North County Library Authority
cmansel@solutions-mrg.com

cc: NCLA Commissioners

Attachment: Meyers Nave, Chavan and NBS Billing Summaries

Chavan & Associates, LLP
CPAs
15105 Concord Cir Ste 130
Morgan Hill, CA 95037
+1 4087762401
sheldon@cnallp.com
www.cnallp.com



BILL TO
Suzanne Epstein
North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

INVOICE C&A-17795

DATE 05/14/2023

DUE DATE 05/24/2023

ACTIVITY	AMOUNT
Nonprofit Audit Services - SDC This is our invoice for professional services rendered during the Authority's June 30, 2022 financial statement audit.	8,500.00

Please make checks payable to:
Chavan & Associates, LLP
15105 Concord Circle, Suite 130
Morgan Hill, CA 95037

Please note that there is a 3% processing fee for credit card payments.

TOTAL DUE

\$8,500.00



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

April 14, 2023

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

Invoice No. 205817
 Client No. 1579
 Matter No. 003

REVISED INVOICE

This invoice is to replace Invoice #203885

INVOICE SUMMARY

For Professional Services Rendered Through March 31, 2023

CLIENT: North County Library Authority
MATTER: General Counsel Services

Total Professional Services	\$ 1,092.00
Total Costs	<u>\$ 54.60</u>
TOTAL THIS INVOICE	\$ 1,146.60
Outstanding Balance	<u>\$ 12,436.21</u>
TOTAL BALANCE DUE	<u>\$ 13,582.81</u>



A Professional Corporation

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

June 15, 2023

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

Invoice No. 205907
Client No. 1579
Matter No. 003

INVOICE SUMMARY

For Professional Services Rendered Through May 31, 2023

CLIENT: North County Library Authority
MATTER: General Counsel Services

Total Professional Services	\$ 2,080.00
Total Costs	<u>\$ 117.94</u>
TOTAL THIS INVOICE	\$ 2,197.94
Outstanding Balance	<u>\$ 4,014.15</u>
TOTAL BALANCE DUE	<u>\$ 6,212.09</u>

NBS
32605 Temecula Pkwy
Suite 100
Temecula CA 92592

INVOICE



Bill To:

North County Library Authority/NCLA
E mail to arodriguez@losaltosca.gov

Invoice # 202209-2082
Invoice Date 9/1/2022
Due Date 10/1/2022
Terms Net 30
Project # NORTHCOUNTYLIBR.PTAX
PO #

Amount Due: \$7,177.70

Annual Invoice
District Administration Services
Prior Year Fee of \$6,792.22 increased by CPI of 5.00%
= Current Annual Fee of \$7,131.83, Invoiced \$7,131.83 once per year

Professional Services from July 1, 2022 through June 30, 2023

Fees

Item	Description	Amount
District Administration - CFD/Special Tax	Library Tax	\$7,131.83

Expenses

Item	Amount
Phone	\$7.00
Property Data	\$38.87

Amount Due: \$7,177.70



**NORTH COUNTY LIBRARY AUTHORITY
MINUTES
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)

CALL MEETING TO ORDER

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

ESTABLISH QUORUM

PRESENT: President Lisa Schmidt, Vice President Sally Meadows, Secretary Cindy Hill, Boardmember Pete Dailey, Boardmember Aarti 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. Financial Update

The Board reviewed the End of Year fiscal statements from the County Controller's Office. There were no questions or comments.

2. Report from the Library Commission Futures Committee by Julie Crane and Pierre Bedard

Julie Crane reported that the committee reviewed information from other cities and found the appropriate next step to be issuing an RFP for a subject matter expert to review the 2008 study, the 2018 study update, and the current projects in the pipeline for the Los Altos Library which include the patio project, consideration of roof design changes and trenching projects. The goal is to have the subject matter expert synthesize these into a prioritized list of items including necessary upgrades such as ADA compliance items and improved bathroom safety for children along with desired items for the modernization of library services and use patterns.

The Committee proposed issuing an RFP for the subject matter expert services with a one-month timeline to collect responses. They proposed formation of a Technical Advisory Committee comprised of all interested parties including Los Altos Staff and County Library personnel. Julie Crane prepared a draft RFP document that was circulated to the NCLA Board prior to the meeting (Attachment A).

3. **Presentation by Meyers Nave on Futures Committee Proposal compliance with NCLA Charter** by Claire Lai

Counsel Lai reported that she found the RFP Project consistent with NCLA Bylaws. She reminded the body that NCLA does have the power to enter into contracts. She stated that when authorizing the RFP and contracting with the selected providers, NCLA must simply explain how each component is in line with the Charter. She gave the example of how the 2019 Architectural Study demonstrated how the action taken would uphold the level of services provided by the library.

Vice President Meadows pointed out that the City of Los Altos owns the library building, so regardless of funding, the City will have a role. She also noted that the Charter uses the word “augment” as a descriptor of the NCLA’s role. She noted that this word means “adding onto”. Counsel Lai noted that this does refer to “augmenting library services” so NCLA funds are not limited to just augmenting staffing. Secretary Hill reinforced this idea by reminding the group that NCLA funds had formerly been used to purchase books when SCCL funds were insufficient to allow for this.

Boardmember Dailey asked what the benchmark was for the library services that NCLA is charged to uphold? – is it what library services were when the charter was written? Is it what standard services are throughout the Santa Clara County Library system? He noted that spaces for Zoom meetings would seem to be “the new normal”, but could those be justified under the NCLA Charter?

Counsel Lai reiterated her point that whatever scope of work is called for in the RFP, NCLA should include an explanation that ties this work to an existing service or base requirement. Boardmember Dailey asked if square footage could be increased using the increase in population as a rationale since a decrease in the square footage per resident ratio results in a lower level of service to current residents. Secretary Hill stated that child-safe bathrooms and ADA mandates require additional square footage.

At this point, President Schmidt asked for public comments. Suzanne Epstein noted that services offered by the County Library System should be used as a benchmark since some services have never been offered in Los Altos due to space limitations. She noted that tutoring programs are very popular with patrons and could be greatly expanded if not for the limited space.

It was noted that not all potential library funds fall under the NCLA Charter restrictions. It was suggested that the RFP could include these and have the actual improvements paid for using non-NCLA funds. Counsel Lai advised against this as a case could be made for NCLA funding of the RFP process as supporting the non-conforming projects.

ITEMS FOR CONSIDERATION/ACTION

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

The Board reviewed the Proposed FY23-24 Budget which had been amended with actual prior year figures since the June meeting. In public comments, Suzanne Epstein noted that new figures have been made available by the tax consultant for the actual FY23-24 revenues. Vice President Meadows felt that since the budget is actually a May/June timeframe document, the

included numbers which were best estimates for the time were sufficient. Improved estimates can be provided during the course of the year as informational items. Ms. Epstein noted that the projected interest rate on the budget is now far below the current rate and should be increased. Vice President Meadows stated that she felt more comfortable with the more conservative actual interest rate from the prior year.

With that, Vice President Meadows made a motion to approve the budget as presented. The motion was seconded by Secretary Hill. The budget was unanimously approved.

2. Approval of Reserve Fund for Continuance of Library Services through FY29-30

Chuck Griffen of the County Library System responded to the Board's request for a figure to set aside funds to support current levels of staffing in the event that ERAF funds are no longer available. Mr. Griffen reported that the County Library has already developed five years of reserve funds through existing contributions. Therefore, only the last year of the current ballot measure would need to be covered. He advises keeping \$1.5 million in reserves for FY29-30.

Boardmember Dailey stated that this should be just taken under advisement without Board action as that would be unprecedented. The Board agreed and no formal action was taken.

3. Action in support of Library Commission Futures Committee

The Board considered what action steps needed to be taken to support the issuance of an RFP. Julie Crane offered that her draft RFP was a starting point. She felt that NCLA could ask the Futures Committee to finalize the draft, have that approved by NCLA, and then forward the document to the City of Los Altos for review. The rationale being that the library building is the property of Los Altos, and Los Altos would have the staff to manage the RFP process.

Vice President Meadows offered that the RFP needs to define its goals in terms of services and not square footage. She further added that the RFP will tell us what needs to be done. The question will then become can this be done with \$15 million dollars (or whatever the total is among the various contributing parties). If the answer is no, then NCLA should work to provide options to grow the funds until the reserves match what is needed to meet the goals. Secretary Hill noted that even if ultimately NCLA chooses to move forward with smaller projects, it will be able to state that it did its due diligence to investigate the needs fully.

Suzanne Epstein added that prior RFPs were issued by the City via the NCLA staff liaison. Boardmember Dailey recommended that the desired items for the RFP should be given to the City and then the City should issue the RFP. Counsel Lai clarified that the RFP issuer is who enters into the contract with the awarded provider. She offered that the RFP could be issued jointly by the City of Los Altos and NCLA. Boardmember Dailey said that NCLA needs to ensure that nothing in the RFP would be a non-starter for the City AND that the City was willing to jointly issue the RFP and manage the responses.

The question was brought up that if NCLA contracts with the consultant, who would manage the consultant? Secretary Hill offered that the 2018 process worked very well because the City's staff liaison was involved from the very start of the process.

The Board agreed that the process should be as follows:

- i. The Futures Committee and NCLA work together to revise the RFP.
- ii. The City input would be gathered and agreement obtained for the staff time required to manage the RFP response and the resulting consulting engagement.
- iii. After those are complete, the RFP would be brought to NCLA for approval.

It was noted that the NCLA's new staff liaison is Anthony Carnesecca who is Assistant to the City Manager.

No formal action was required to move forward with the process as laid out.

4. **Approval of Minutes** for Regular Meeting of 6/26/23

Vice President Meadows made a motion to approve the minutes from the June 26, 2023 NCLA Meeting as presented. Secretary Hill seconded the motion. The minutes were approved unanimously.

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

- a. Meyers Nave June Invoice
- b. MRG June & July Invoices

Vice President Meadows made a motion to approve invoices presented for payment. Secretary Hill seconded the motion. The invoices were approved for payment unanimously.

6. **Approval of Future Meeting Date**

- a. October 2, 2023 – Revised RFP with City-inputs brought to NCLA for approval
- b. December 4, 2023 – Review and update of the Overage Alternatives Document

BOARD MEMBER REPORTS AND COMMENTS

There were no reports nor comments.

ADJOURNMENT

President Schmidt adjourned the meeting at 6:50 p.m.

ATTACHMENT A



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

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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:

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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

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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.

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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.

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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

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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.

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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.



A Professional Corporation

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

September 18, 2023

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

Invoice No. 208890
Client No. 1579
Matter No. 003

INVOICE SUMMARY

For Professional Services Rendered Through August 31, 2023

CLIENT: North County Library Authority
MATTER: General Counsel Services

Total Professional Services	\$ 3,255.40
Total Costs	<u>\$ 162.77</u>
TOTAL THIS INVOICE	\$ 3,418.17

Client No. 1579
 Matter No. 003

September 18, 2023
 Invoice No. 208890

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Title	Hours	Rate	Total
Claire S. Lai	CSL	Of Counsel	5.30	369.00	1,955.70
Alexandra I. Wolf	AIW	Mid Associate	4.10	317.00	1,299.70
Total			9.40		\$ 3,255.40

COSTS

Date	Description	Amount
8/31/23	5% In-House Costs	162.77
	TOTAL COSTS	\$ 162.77
	TOTAL THIS INVOICE	\$ 3,418.17



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: 9/7/2023
INVOICE NO: 03-23-803
BILLING THROUGH: 8/31/2023

NCLA - Library Consulting Services 23108-NCL

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
8/14/2023	Revise budget	2.00	\$225.000	\$450.00
8/15/2023	Email SCC Controller, President & SCC Library	0.25	\$225.000	\$56.25
8/23/2023	Reconstruct Financial Records and Budget Preparation	3.50	\$225.000	\$787.50
8/24/2023	Prepare agenda packet. Email President, SCC Lib, City Clerks	2.00	\$225.000	\$450.00
8/27/2023	Email communications with Board & Counsel. Prepare share letters	1.00	\$225.000	\$225.00
8/28/2023	On-site meeting including preparation and travel	7.50	\$225.000	\$1,687.50
8/30/2023	Send payment requests. Email SCC Controller's Office	0.50	\$225.000	\$112.50
TOTAL SERVICES		16.75		\$3,768.75

EXPENSES

DESCRIPTION	AMOUNT
Mileage	\$161.13
TOTAL EXPENSES	\$161.13

SUBTOTAL \$3,929.88

AMOUNT DUE THIS INVOICE \$3,929.88

This invoice is due on 10/7/2023

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

NBS
32605 Temecula Pkwy
Suite 100
Temecula CA 92592

INVOICE



Bill To:

North County Library Authority/NCLA
E mail to arodriguez@losaltosca.gov

Invoice # 202309-2709
Invoice Date 9/1/2023
Due Date 10/1/2023
Terms Net 30
Project # NORTHCOUNTYLIBR.PTAX
PO #

Amount Due: \$8,190.57

Annual Invoice
District Administration Services
Prior Year Fee of \$7,131.83 increased by CPI of 4.20%
Current Annual Fee of \$7,431.37

Professional Services from July 1, 2022 through June 30, 2023

Fees

Item	Description	Amount
District Administration - CFD/Special Tax	Library Tax	\$7,431.37

Expenses

Item	Amount
Property data expense Library Tax	\$612.00
Telephone expenses Library Tax	\$116.00
Postage - Sr. Exemptions	\$31.20

Amount Due: \$8,190.57

NBS
32605 Temecula Pkwy
Suite 100
Temecula CA 92592

INVOICE



Bill To:

North County Library Authority/NCLA
cmansel@solutions-mrg.com

Invoice # 202309-3129
Invoice Date 9/21/2023
Due Date 10/21/2023
Terms Net 30
Project # NORTHCOUNTYLIBR.PTAX
PO #

Amount Due: \$2,500.00

Senior Exemption Application Processing
Fees Per Agreement dated 3/15/2023

Fees

Item	Description	Amount
Exemption and/or Appeals Processing	Senior Exemption Application Processing 1-50	\$2,500.00
Amount Due:		\$2,500.00
