



## **REQUEST FOR PROPOSALS: LAW FIRM TO SERVE AS GENERAL COUNSEL**

**October 15, 2021**

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### **Purpose of the RFP:**

This request for proposals is for the purpose of selecting a law firm to serve as general counsel for the Albany Public Library.

The Board of Trustees of the Albany Public Library requests sealed proposals for general counsel to commence on January 1, 2022, for a three-year term to end on December 31, 2025.

Written responses to this request for proposals must be received no later than Wednesday, November 3, 2021, at 5:30 p.m. Interviews with a Committee of the Board of Trustees will be held in November with the intent to appoint a firm at the regular Board of Trustees meeting to be held on Tuesday, December 14, 2021.

### **A Description of the Library:**

Number of Employees:	140
# of Libraries:	Seven branch libraries
Board of Trustees:	Nine-member Board elected to rotating five-year terms
Library 2021-2022 FY Budget:	\$ 10,047,446

**Nature of Services:**

The Library's general counsel will provide the following services:

1. Serve as Chief Spokesperson for the Library when negotiating labor contracts negotiations, mediation, and fact-finding with the collective bargaining unit.
2. To meet with the Executive Director on a regularly scheduled basis to review the status of any negotiations, and to review legal issues confronting the Library. Meet with the Executive Director as the situation warrants to review the status of any negotiations, and to review legal issues confronting the Library.
3. To offer advice on public relations, including the text of public statements on any aspect of labor relations, or other legal issues facing the Library.
4. Provide continuing advice throughout the term of any agreement entered into concerning the implementation and administration of any labor relations matters.
5. Analyze grievances and suggest and/or draft responses to grievances. Attend grievance hearings as requested by the Board.
6. Conduct in-service training programs as requested by the Board or Director on an agreed-upon topic.
7. Review Building contracts, Maintenance contracts, leases, bidding documents or other Agreements requiring Board approval.
8. Act as liaison between the Board and State agencies assisting with the Library's public improvement project, as needed.
9. Render legal opinions on any matter facing the Board or the Library.
10. Attend all regular and called meetings of the Board of Trustees; attend meetings of the Board committees as requested and to provide advice at these meetings.

**Term of Engagement:**

A three (3) year engagement is contemplated subject to annual review by the Board of Trustees: This agreement may be terminated upon 30 days' notice by the Board of Trustees subject solely to payment of fees and disbursements as of the date of termination.

**Qualifications and Experience of the Firm and the Firm’s Staff:**

Proposals should detail the firm’s/individual’s experience in Education and Municipal Law and representing public libraries including information on specific personnel to be assigned to the Library.

Proposals must include a list of current Library clients including contact name, title, address, phone, and email address.

**Selection Process:**

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.

Original copies of all the proposals will be kept on file in the Library’s Office.

Proposals will be reviewed and evaluated by the Board of Trustees at which time, any clarifying information will be requested from those individuals/firms submitting proposals.

Interviews will be conducted with a Committee of the Board of Trustees and will be held in November.

**The selection criteria will include but not be limited to evaluation of:**

1. Fee structure
2. Size of firm
3. Years of experience in representing Libraries, (particularly Public Libraries)
4. References

**Requirements for Proposals:**

All proposals must be submitted to Rebecca Del Gaizo, Administrative Assistant, no later than Wednesday, November 3, 2021, at 5:30 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

Please submit one original, one copy, and one digital copy to Rebecca Del Gaizo, Administrative Assistant at: 161 Washington Avenue, Albany, New York 12210 and [delgaizor@albanypubliclibrary.org](mailto:delgaizor@albanypubliclibrary.org)

Proposals should be submitted in a sealed envelope clearly labeled “Library General Counsel Proposal”.

All proposals and accompanying documentation will become the property of the Albany Public Library. The Library shall not divulge any information presented in the RFP to anyone outside the Library.

Fees:

The proposal will clearly state the fees to be charged to the Library. If an annual retainer is charged, the number of hours included in that fee should be stated in addition to the fee per hour in excess of the retainer.

Personnel:

Names and resumes of personnel to be assigned to the Library including the supervising partner, if appropriate, must be disclosed.

Experience:

Include a list of experience representing Libraries, particularly Public Libraries in New York State, and the years of such experience.

Conflicts:

All individuals/firms responding to this proposal must include an affirmation that there are no conflicts of interest between the individual/firm and the Albany Public Library.

Signatures:

Proposals should include the individual/firm name, address, telephone number, signature of official, and date.

**Inquiries:**

Scott Jarzombek, Executive Director  
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Albany, New York 12210  
(518) 427-4300