



## Information and General Services Department

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*Information Systems  
Geographic Information Systems  
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## NEVADA COUNTY BOARD OF SUPERVISORS

### Board Agenda Memo

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**MEETING DATE:** April 27, 2021

**TO:** Board of Supervisors

**FROM:** Steve Monaghan, Chief Information Officer

**SUBJECT:** Resolution approving the Request for Proposals (RFP) and Scope of Work for Consulting Services for Truckee Regional Library Joint Powers Authority (JPA) and authorizing the Purchasing Division to advertise for qualified proposals.

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** Not Applicable

**BACKGROUND:**

The Truckee community and specifically the Friends of the Truckee Library (FOTL) have desired and championed the development of a new larger library facility for many years. This need and project were discussed in detail at your Board's 2020 annual workshop and has been an identified need in the County's capital facilities master plan since 2012. The County has been working closely with the FOTL, Town of Truckee, and other community stakeholders to move this project forward. Together, it was determined that no single agency can accomplish this project alone and thus a Joint Powers Authority would need to be created to leverage capabilities, build community support, and to facilitate a new facility's financing and construction.

An outline of the proposed RFP Scope of Services is outlined below:

**Scope of Work**

- The Firm selected will facilitate the community process to develop a joint powers agreement and authority to accomplish these tasks.
- Working closely with a Truckee Regional Library Construction Committee, the selected Firm will be responsible for providing the services listed below. The County will use the RFP responses to craft a "best fit" of the suppliers to the anticipated needs.
- Conduct one 2 hr. education session with the Truckee Regional Library Construction Committee and other local agency stakeholders regarding JPA formation, structure, functions, nuances, pros and cons, and other relevant aspects. Share examples of other JPA's that facilitated library construction projects.

- Individual stakeholder interviews with Friends Of The Library (FOTL), County, and Town, to fully understand each agencies interest.
- Develop a JPA visioning and strategy document that describes the JPA’s purpose, goals, and functions for achieving the stated JPA goal of constructing a new Truckee Regional Library facility. The document should recommend the best option of forming and structuring the JPA to achieve the goal, as well as partner agency roles and responsibilities in the JPA. Identify major functions and issues the JPA will need to address and perform. This would include items such as land and facility ownership, annual maintenance budgeting and execution, administrative support functions, etc.
- Facilitate the process to identify and engage local agencies to participate in the Joint Powers Authority. Facilitate a process with the agencies to develop the formal joint powers agreement that defines the member agencies’ intentions, the powers that they will share, and other mutually acceptable conditions that define the intergovernmental arrangement. Develop a process for enabling other agencies to participate in the JPA at varying levels.
- Develop the final Joint Powers Agreement and identification of JPA treasurer and auditor.
- Develop a document that describes the recommended high-level processes for JPA partner fiscal and labor contributions, equity considerations, expense processing, and other account/fiscal matters as they would be required for the JPA to function and achieve the stated goal.
- Prepare a Notice of Joint Powers Agreement to be filed with the Secretary of State.
- Develop a strategy and planning document for the JPA to issue revenue bonds to cover the facility’s estimated construction and lifecycle maintenance costs (\$25 million). Provide options and recommendation on best course of action for revenue bond approach and type. E.g. Marks-Roos Bonds, etc.
- Develop a strategy and procedure document that describes the steps and a timetable to issue revenue bonds for the facility’s construction. Prepare agency ordinance documents if applicable.
- Develop an initial JPA Board Administrative Actions “to do” list.
- Define the process to bring in other partners into JPA.

#### **Awards Process and Timeline:**

The solicitation process will open in begin upon Board approval and include a pre-proposal conference pursuant to the RFP and selection procedures, which are attached for the Board’s review and approval, an evaluation panel of County staff and stakeholder partners will

review and score responses in order to select the top ranked firm based on the weighted evaluation criteria in the RFP. Award recommendations will be brought before the Board of Supervisors for approval

Therefore, staff recommends the Board adopt the attached resolution approving the Request for Proposal (RFP) and Scope of Services for Consulting Services for Truckee Regional Library Joint Powers Authority (JPA) and authorizing the Purchasing Division to advertise for qualified proposals.

**Item Initiated by:** Steve Monaghan  
**Approved by:** Alison Lehman  
**Submittal Date:** April 16, 2021