



Albany **Public** Library

[www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)

# **REQUEST FOR PROPOSALS: LEGAL SERVICES**

**Proposals Due:**

**JANUARY 17, 2025**

**ALBANY PUBLIC LIBRARY**

**161 Washington Avenue | Albany, NY 12210**

**Phone (518) 427-4300 | Fax (518) 449-3386**

## **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 for a term ending on December 31, 2027.

Written responses to this request for proposals must be received no later than January 17, 2025. Interviews with a Committee of the Board of Trustees will be held during the week of January 27, 2025 with the intent to appoint a firm at the regular Board of Trustees meeting to be held on Tuesday, February 11, 2025.

## **DESCRIPTION OF ALBANY PUBLIC LIBRARY**

Number of employees: 118

Number of library branches: Seven

Board of Trustees: Nine-member elected Board of Trustees serving staggered 5-year terms

2024-2025 Budget: \$9,519,634

## **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, mediation, and fact-finding with the collective bargaining unit.
2. Meet with the Executive Director as needed to review the status of any negotiations, and to review legal issues confronting the Library.
3. 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 Executive 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 projects, 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 provide advice at these meetings.

## **TERM OF ENGAGEMENT**

A term of 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**

Proposals should detail the firm's/individual's experience in Education and General Municipal Law and representing public libraries, including information on specific personnel to be assigned to the Library per the Requirements for Proposals.

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 by the Executive Committee of the Board of Trustees, to be scheduled on a date and time as determined by the Board of Trustees.

**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 Erica Catalano, Administrative Assistant, no later than January 17, 2025 at 4:00 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

Please submit one original and one digital copy to Administrative Assistant, Erica Catalano, at: 161 Washington Avenue, Albany, NY 12210, and [catalanoe@albanypubliclibrary.org](mailto:catalanoe@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 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**

Andrea Nicolay, Executive Director  
(518) 427-4300 x0379  
[nicolaya@albanypubliclibrary.org](mailto:nicolaya@albanypubliclibrary.org)