

STAFF REPORT



MEETING DATE:	June 28, 2016
SUBJECT:	Authorize the Executive Director to Re-Enter into a Technical Service Agreement with Kenny, Snowden & Norine for Legal Services
AGENDA ITEM:	5-10
STAFF CONTACT:	Daniel Little, Executive Director

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to re-enter into a technical services agreement with Kenny, Snowden & Norine for five-year maximum term not to exceed \$150,000 (based on \$30,000 annually).

DISCUSSION:

SRTA requires legal services for activities such as reviewing agreements and policies. John Kenny, with Kenny, Snowden & Norine, has ably served as legal counsel to SRTA for the past seven years at a rate of \$150 per hour with a typical average cost of \$5,000 annually. His contract expires at the end of June. In April, 2016, the board of directors authorized a new request for proposals for legal services to provide opportunities for other interested firms.

A Request for Qualifications (RFQ) was sent to five qualified firms (see attached listing) and posted on the SRTA website. Kenny, Snowden & Norine was the sole respondent. Two of the firms declined due to workload and two did not respond. All responses are available upon request.

The proposal from Kenny, Snowden & Norine was reviewed by staff and the SRTA Human Resources Committee. It was determined to be responsive and the firm's rates remain competitive at \$160 per hour for Mr. Kenny's time. Staff recommends re-entering into an agreement with the firm.

As in the past, the maximum \$30,000 contract amount – aggregated to \$150,000 over five years – covers any unforeseen legal needs, such as a lawsuit. The maximum five-year term is recommended in light of SRTA staff's satisfaction with the firm, a lack of interest from other firms, and SRTA's ability to terminate the agreement at any time.

ALTERNATIVES:

The board of directors may reduce the five-year contract term or \$150,000 maximum amount. The staff-recommended terms and amounts are consistent with those specified in the RFQ.

FINANCING:

SRTA legal services typically average \$5,000 annually. SRTA contracts for up to an average of \$30,000 annually. This allows a rapid response to any unforeseen legal needs.

A blue ink signature of Daniel S. Little, written in a cursive style.

Daniel S. Little, AICP, Executive Director

Attachments: Request for Qualifications Distribution List, May 17, 2016

The Request for Qualifications for legal services was emailed on Monday, May 16, 2016, and sent U.S. Mail on Tuesday, May 17, 2016, to the following:

Jim Underwood
Underwood & Wetzel Law
Courthouse Square
121 Forest Avenue, Suite A
Weaverville, CA 96093

Douglas A Wright
Douglas Wright Law
250 Hemsted Drive, Suite 330
Redding, CA 96002

John Kenny
Kenny, Snowden & Norine
2701 Park Marina Drive
Redding, CA 96001

Jody Burgess
Burgess & Boegener
1615 East Street
Redding, CA 96001

An email with the RFQ attached was sent on May 18, 2016, to Kimberly Voigtlander at Kimberly.voigtlander@bbklaw.com.