

STAFF REPORT



MEETING DATE:	June 28, 2021
SUBJECT:	Approve New Agreement for Legal Services
AGENDA ITEM:	5-8
STAFF CONTACT:	Daniel Little, Executive Director

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to enter into a technical services agreement with Kenny & Norine for up to a five-year maximum term not to exceed \$100,000 (based on up to \$20,000 annually).

DISCUSSION:

SRTA requires legal services for activities such as reviewing agreements, policies, and training, as needed. The current contract with John Kenny of Kenny & Norine expires June 30, 2021.

A Request for Qualifications (RFQ) was sent to seven qualified firms and posted on the SRTA website on May 18, 2021. Four firms responded (two evidently from the SRTA web posting, as they were not included on the original distribution list), one of the firms formally declined to respond, and four did not respond. The responding firms are shown in the attachment. All of the respondents were well qualified, and their responses are available upon request.

Kenny & Norine is recommended due to experience, knowledge, and value. Although current annual legal services expenses tend to be small (under \$10,000 annually), staff recommends that the contract include additional authorization to cover any unforeseen legal needs that may arise. Accordingly, staff recommends providing for up to a \$20,000/year contract amount – aggregated to \$100,000 over five years.

In addition to this recommendation, staff is evaluating the remaining three firms to make a subsequent recommendation to the board of directors later this year for any special projects that may be time consuming or may require more immediate assistance if the primary firm is not available.

ALTERNATIVES:

The board of directors may reduce the up to five-year contract term or \$100,000 maximum amount. The staff-recommended terms and amounts are consistent with those specified in the RFQ.

FINANCING:

SRTA legal services typically average under \$10,000 annually. The 2021-22 budget includes legal services up to \$19,000 for the year to address any unforeseen legal needs.

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director

Attachment: Request for Qualifications Respondents

SRTA Legal Services RFQ Respondents

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