

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, MARCH 9, 2023**

Central Library
89-11 Merrick Boulevard, Jamaica, NY 11432

AGENDA

6:15 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - January 19, 2023 (ID # 2834)

III. COMMITTEE REPORT(S)

1. Approval of Labor Relations Committee Report - March 9, 2023 (ID # 2850)

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of January 2023 (ID # 2831)
2. Acceptance of Financial Reports for the Period Ending January 2023 (ID # 2833)
3. Committee Assignments (ID # 2848)
4. Letter of Credit Agreement with TD Bank Contract Authorization (ID # 2847)
5. Contract Amendment Authorization for Additional Programming for the Fiftieth Anniversary of Hip Hop (ID # 2846)
6. Audit Services - Contract Authorization (ID # 2842)
7. Architectural Design Services Requirements Contracts Contract Authorization (ID # 2845)
8. Engineering Design Services Requirements Contracts Contract Authorization (ID # 2844)

B. Report Item(s)

1. Operating Agreement with the Queens Library Foundation, Inc. (ID # 2851)

2. Payroll for the Month of January 2023 (ID # 2832)
3. Purchases Over \$50K - January 2023 (ID # 2843)
4. Personnel Report - January 2023 (ID # 2840)
5. Personnel Report - February 2023 (ID # 2841)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - January 2023 (ID # 2835)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2839)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2834

AGENDA: Approval of Minutes of the Board - January 19, 2023

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting be approved as submitted.

Attachments:

BOT MINUTES - January 19, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2850

AGENDA: Approval of Labor Relations Committee Report - March 9, 2023

Recommended Motion for Consideration for the Board of Trustees:

I move that the report item(s) of the Labor Relations Committee meeting be accepted and action item(s) be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2831

AGENDA: Approval of Bills for the Month of January 2023

Background:

In accordance with New York State Law, the Board of Trustees has sole authority over the expenditure of funds appropriated for library purposes and must have a method in place for the review and approval of all expenditures.

Current Status:

The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,994,696 being the amount of January 2023 bills vouchered and paid consisting of \$45,046 in Fines and Fees Funds, \$830,205 in City Funds, \$453,599 in Federal & State Funds, \$2,623,953 in Trust & Agency Funds, \$12,018 in Board-Designated & Private Grants Funds, and \$29,875 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the January 2023 bills in the aggregate sum of \$3,994,696.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2833

AGENDA: Acceptance of Financial Reports for the Period Ending January 2023

Background:

In accordance with Library By-Laws, the Library's financial statements shall be reviewed on a regular basis.

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of January 31, 2023.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of January 31, 2023.

Attachments:

01_23 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JANUARY 31, 2023

BOARD OF TRUSTEES MEETING

MARCH 9, 2023

City General Fund
Budget Report as of January 31, 2023

In thousands

	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Perce Remair
Estimated Revenues						
City Appropriations	\$ 115,107	\$ 111,998	\$ 59,548	-	\$ 52,450	
Adult Literacy	1,992	1,992	1,992	-	-	
City Council (One-Time)	4,380	4,380	4,380	-	-	
City Funded Programs	5,200	4,362	4,362	-	-	
Heat, Light, & Power	3,399	3,687	28	-	3,659	
Interest Income/ Sundry Revenues	1	7	5	-	2	
Total Revenues	\$ 130,079	\$ 126,426	\$ 70,315	\$ -	\$ 56,111	
Appropriations						
Personal Services	\$ 71,053	\$ 66,312	\$ 35,866	-	\$ 30,446	
Health & Welfare Fund	20,651	20,651	12,424	-	8,227	
Other Fringe Benefits	5,111	5,111	2,458	-	2,653	
Training	221	231	20	24	187	
General Supplies	907	834	390	133	311	
Maintenance & Custodial Supplies	528	523	153	89	281	
Equipment	553	454	128	122	204	
Furniture	-	423	46	377	-	
Library Materials	5,052	5,058	1,283	713	3,062	
Contractual Services	2,604	3,746	1,336	551	1,859	
Postage	90	90	53	8	29	
Telecommunications	719	626	244	11	371	
Carfare, Travel & Mileage	41	42	10	-	32	
Maintenance & Repairs - Vehicles	146	146	57	-	89	
Maintenance & Repairs - Buildings	3,122	3,513	1,191	1,664	658	
Information Systems Services	1,432	1,543	970	508	65	
Rentals - Land/Buildings	1,505	1,405	858	-	547	
Heat, Light, and Power	3,412	3,651	5	-	3,646	1
P & C Insurance Premiums	1,360	1,333	1,328	4	1	
Adult Literacy	1,992	1,992	962	25	1,005	
City Council (One-Time)	4,380	4,380	957	2,809	614	
City Funded Programs	5,200	4,362	609	533	3,220	
Total Appropriations	\$ 130,079	\$ 126,426	\$ 61,348	\$ 7,571	\$ 57,507	
Net Income/(Loss)	\$ -	\$ -	\$ 8,967	\$ -	\$ (1,396)	

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

Fines and Fees Fund
Budget Report as of January 31, 2023

In thousands

	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Fines on Overdue Items	\$ 303	\$ 303	\$ 103	-	\$ 200	66%
Lost Library Cards	20	20	13	-	7	35%
Lost & Damaged Items Fees	128	128	51	-	77	60%
Interest Income- Fines/Fees	5	5	5	-	-	0%
Scanstation	17	17	9	-	8	47%
Total Revenues	\$ 473	\$ 473	\$ 181	-	\$ 292	62%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	103	63	-	0%
Contractual Services	307	307	83	22	202	66%
Total Appropriations	\$ 473	\$ 473	\$ 181	\$ 91	\$ 201	42%
Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ 91	

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

**Federal General Fund
Budget Report as of January 31, 2023**

In thousands

	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Federal USDF Program Refunds	\$ 644	\$ 682	319	-	\$ 363	53%
Total Revenues	\$ 644	\$ 682	319	-	\$ 363	53%
<u>Appropriations</u>						
Telecommunications	644	682	402	-	280	41%
Total Appropriations	\$ 644	\$ 682	\$ 402	\$ -	\$ 280	41%
Net Income/(Loss)	\$ -	\$ -	\$ (83)	\$ -	\$ 83	

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

**State General Fund
Budget Report as of January 31, 2023**

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Percent Remainin
Basic Grant Revenues	\$ 3,865	\$ 3,865	-	-	3,865	100
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84
<u>Appropriations</u>						
Personal Services	\$ 1,205	\$ 1,205	\$ 627	\$ -	\$ 578	48
Health & Welfare Fund	132	132	74	-	58	44
Other Fringe Benefits	92	92	46	-	46	50
Training	29	29	4	-	25	86
General Supplies	20	25	10	4	11	44
Equipment	673	629	287	66	276	44
Furniture	55	55	2	17	36	65
Library Materials	1,419	1,419	306	-	1,113	78
Contractual Services	110	152	74	30	48	32
Maintenance & Repairs - Buildings	1,096	1,096	419	545	132	12
Information Systems Services	2,872	2,869	1,210	445	1,214	42
Total Appropriations	\$ 7,703	\$ 7,703	\$ 3,059	\$ 1,107	\$ 3,537	46
Net Income/(Loss)	\$ -	\$ -	\$ (1,861)	\$ -	\$ 2,968	

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

Board-Designated Fund
Budget Report as of January 31, 2023
In thousands

	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 327	-	\$ (77)	-31%
Gains (Losses) on Investments	209	209	692	-	(483)	-231%
Total Revenues	\$ 459	\$ 459	\$ 1,019	-	\$ (560)	-122%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 4	\$ -	\$ 5	56%
General Supplies	13	14	3	2	9	64%
Contractual Services	386	383	131	18	234	61%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	13	-	8	38%
Information Systems Services	26	26	13	9	4	15%
Total Appropriations	\$ 459	\$ 459	\$ 164	\$ 29	\$ 266	58%
Net Income/(Loss)	\$ -	\$ -	\$ 855	\$ -	\$ (826)	

Workers' Comp Fund
Budget Report as of January 31, 2023

In thousands

Estimated Revenues	Adopted Budget	Current Budget	Unaudited Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
Appropriations						
Personal Services	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	134	-	216	62%
Training	3	3	-	-	3	100%
Contractual Services	123	123	38	12	73	59%
P & C Insurance Premiums	122	122	80	-	42	34%
Total Appropriations	\$ 700	\$ 700	\$ 252	12	\$ 436	62%
Net Income/(Loss)	\$ -	\$ -	\$ (252)	\$ -	\$ 264	

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET – CITY FUNDS GROUP*At January 31, 2023*

Assets	Unaudited
Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 11,663,862
Money Market Accounts	17,632,473
Repurchase Agreements	-
On Hand	(48)
Accounts Receivable	
Accounts Receivable and Employee Advances	19,285
Grants and Contracts Receivable	
New York City	1,902,374
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(2,384,215)
From Individuals, Corporations and Foundations	29
Prepaid Expenses	
Prepaid Other	-
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,762,435
TOTAL ASSETS	\$ 34,596,195
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 554,034
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	5,214,053
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	29,586,310
Restricted - Other	(758,202)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 34,596,195

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET – FINES & FEES FUND GROUP*At January 31, 2023*Assets Unaudited

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 625,637
Money Market Accounts	2,818,437
Repurchase Agreements	-
On Hand	26,993
Accounts Receivable	
Accounts Receivable and Employee Advances	10,122
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Others	-
Other Assets	
Interfund Receivables	24,105
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	31,867
TOTAL ASSETS	\$ 3,537,161

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (128)
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	3,537,289
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,537,161

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP*At January 31, 2023*

Assets	Unaudited
Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,205,168
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	-
New York State	769,374
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,004,936
Certificates of Deposit	-
Investments	13,722,426
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,341,558
TOTAL ASSETS	\$ 60,083,257
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 289,673
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	7,544,073
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,293
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	47,263,513
Restricted - Other	4,960,705
TOTAL LIABILITIES AND FUND BALANCES	\$ 60,083,257

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET – TRUST & AGENCY FUND

At January 31, 2023

Assets	Unaudited
Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 947,817
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	1,384,740
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,332,557
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 135,016
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,079,512
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	1,118,029
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,332,557

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At January 31, 2023

Assets	Unaudited
Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 891,484
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	17,591
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	-
Certificates of Deposit	-
Investments	9,289,922
Property & Equipment (net of depreciation)	883,341
	-
TOTAL ASSETS	\$ 11,082,338
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 6,386
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,472,171
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	9,276,314
Unrestricted - Other	-
Restricted - Other	327,467
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,082,338

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At January 31, 2023

Assets	Unaudited
Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,294,000
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	5,240
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,299,240
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 5,572
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,611,067
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,299,240

Attachment: 01_23 Financial Statements (2833 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2848

AGENDA: Committee Assignments

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2023 as presented.

Attachments:

Committee Assignments (proposed 3.9.23) (PDF)

QUEENS BOROUGH PUBLIC LIBRARY BOARD OF TRUSTEES - PROPOSED COMMITTEE ASSIGNMENTS FOR 2023			
<u>Executive Committee</u> (at least 7 members; 2 selected by BOT)	<u>Audit Committee</u> (at least 3 members)	<u>Buildings and Grounds Committee</u> (at least 3 members)	<u>Programming Committee</u> BOT Approved on 9/9/2021
Earl G. Simons, Ed. D., Committee Chair <i>[Current Chair of BOT]</i> Eli Shapiro, Ed. D., LCSW <i>[Current Officer of BOT]</i> Pauline Healy <i>[Current Officer of BOT]</i> Terri Thomson <i>[Current Officer of BOT]</i> Matthew Gorton <i>[Current Officer of BOT]</i> Carl Koerner, Esq. <i>[Selected by BOT]</i> Cloyette Harris-Stoute <i>[Selected by BOT]</i> Quorum: 4	Peter Kauffmann, Committee Chair Carl Koerner, Esq. George Russo, Esq. Lydon Sleeper-O'Connell	Guillermo Patino, Committee Chair James Haddad, Esq. Andrew Jackson Terri Thomson	Andrew Jackson, Committee Chair Cloyette Harris-Stoute Eli Shapiro, Ed.D., LCSW Peter Kauffmann Julissa Gutierrez Eve Cho Guillergan, Esq. (<i>non-voting</i>) Quorum: 3
<u>Finance & Investments Committee</u> (at least 3 members)	<u>Labor Relations Committee</u> (at least 3 members)	<u>Nominating Committee</u> (5 members selected no later than November)	
Pauline Healy, Committee Chair <i>[Current Treasurer of BOT]</i> Terri Thomson Matthew Gorton James Haddad, Esq. Earl G. Simons, Ed.D. Quorum: 3	George Russo, Esq., Committee Chair Matthew Gorton Pauline Healy Cloyette Harris-Stoute Julissa Gutierrez	[_____], Committee Chair [_____] [_____] [_____] [_____] Quorum: 3	

Attachment: Committee Assignments (proposed 3.9.23) (2848 : Committee Assignments)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2847

AGENDA: Letter of Credit Agreement with TD Bank - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into an Amended and Restated Loan and Security Agreement ("Renewal Agreement") with TD Bank, N.A. ("TD Bank") for access to up to \$10 million in a revolving line of credit ("Line of Credit").

The Library has maintained a secured line of credit for many years, for the purpose of (1) supporting operating cash flow as needed, and (2) meeting its obligation as a self-insured employer under the New York State Workers' Compensation Regulations to have funds available to draw upon if needed to pay out claims.

The original Board-authorized Loan and Security Agreement with TD Bank, entered into on December 22, 2009 ("Original Agreement"), established the \$10 million Line of Credit secured by the Library's investment portfolios, with an interest rate based on the 30-day LIBOR rate plus 150 basis points and a floor of 2.50%. The Original Agreement was amended on June 30, 2010, March 30, 2012, March 30, 2013, and October 6, 2015, and then extended by letter agreements. Pursuant to the most recent extension letter, the Library's access to the Line of Credit was extended to October 31, 2022.

The portion of the Line of Credit required by the New York Workers' Compensation Board, in the amount of \$2,096,476 ("Workers' Compensation Line of Credit"), was extended by TD Bank to July 1, 2023.

Current Status:

The Renewal Agreement proposed by TD Bank re-establishes the \$10 million Line of Credit, including the Workers Compensation Line of Credit amount, with an interest rate that shall be the Library's choice of either (1) the Term SOFR Reference Rate for the Interest Period therefor plus one hundred fifty (150) basis points, or (2) a "Base Rate" equal to the greater of zero (0%) percent and then current rate of interest published by *The Wall Street Journal* from time to time as the U.S. "Prime Rate" less one (1.0%) percent.

The Renewal Agreement requires that the Library provide a copy of the Board's action authorizing the execution, delivery, and performance of this Agreement, in the form of a signed

Secretary's Certificate, the form for which has been provided by TD Bank.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President & CEO to execute an agreement with TD Bank for a line of credit in the amount of ten million dollars, secured by the Library's investment portfolios, with the terms as set forth above, and that the Board of Trustees authorize the Secretary to execute the Secretary's Certificate, attached hereto.

Loan Number: 1361517631

SECRETARY'S CERTIFICATE

THE QUEENS BOROUGH PUBLIC LIBRARY

The undersigned, Secretary of **THE QUEENS BOROUGH PUBLIC LIBRARY**, a Not-For-Profit corporation duly organized and existing under the laws of the State of New York (the "**Corporation**"), hereby certifies to **TD Bank, N.A.** (together with its successors and/or assigns, "**Lender**") that a meeting of the Board of Trustees of the Corporation was duly called and held at its office on March 9, 2023 (the "**Approval Date**"), that at said meeting a quorum of the Board of Directors was present and voting throughout and that on motion duly made and seconded the following resolutions were adopted and are now in full force and effect:

WHEREAS, Lender has agreed to extend its existing revolving credit loan to the Corporation (the "**Loan**") in the original principal amount of up to **\$10,000,000.00** (the "**Principal Amount**"), which loan will be evidenced by a Loan and Security Agreement dated December 22, 2009 and a Revolving Credit Note made by the Corporation in favor of Lender in the Principal Amount and will be secured by, among other things, security pledged by the Corporation to Lender the aforesaid Loan Agreement as it has been amended and extended previously (as the same may be hereafter amended, modified, restated, renewed, replaced, supplemented or extended, the "**Loan Agreement**"); and

WHEREAS, the extension of the Loan will include the amendment of the interest rate provisions of the Loan Agreement so that LIBOR ceases to be an option for advances under the Loan and instead the Corporation may choose between Base Rate advances (based on the Prime Rate) and SOFR advances (based on Term SOFR), and the Board of Directors has reviewed and considered a draft of the Fifth Amendment to the Loan Agreement which includes, inter alia, the amended interest rate terms (the "**Fifth Amendment**");

WHEREAS, the Board of Directors and Shareholders desire to approve the Fifth Amendment.

NOW, THEREFORE, BE IT:

RESOLVED, the Loan is hereby approved in all respects;

RESOLVED, all the acts of the officers of the Corporation in connection with the Fifth Amendment heretofore taken are hereby ratified and approved in all respects;

RESOLVED, that in connection with the Loan and the Fifth Amendment, and/or any other extensions of credit entered into with Lender, the **President** of the Corporation be and the **President** hereby is authorized, directed and empowered on behalf of the Corporation to:

- **borrow money and obtain credit from Lender on such terms and conditions as the President of the Corporation shall negotiate with Lender;**

- grant a security interest in or lien upon and pledge or assign and deliver, as security for money borrowed or credit obtained by the Corporation or by another party at the request, or for the benefit, of the Corporation, all or any portion of the assets and personal property now owned or hereafter acquired or created by the Corporation on such terms and conditions as the President of the Corporation shall negotiate with Lender for itself and as agent for any affiliate of the Lender;
- apply for, receive and amend letters of credit, and instruct and advise Lender with regard to all transactions in connection therewith, giving indemnification or other agreements to Lender in connection therewith;
- consent to extensions, renewals, changes in terms regarding credit given by Lender to the Corporation, and to waive any right to notices of any kind; and
- grant a security interest in or lien upon and pledge or assign and deliver, as security for the Corporation's obligations, all or any portion of the assets and personal property now owned or hereafter acquired or created by the Corporation on such terms and conditions as the President of the Corporation shall negotiate with Lender;

RESOLVED, that the **President** of the Corporation be, and he hereby is, authorized, directed and empowered to take all such further action and to execute and deliver the Fifth Amendment and such instruments, agreements and documents in the name and on behalf of the Corporation and under its corporate seal or otherwise, including, without limitation, applications, statements, notes, drafts, security agreements, hypothecation agreements, financial statements, financing statements, mortgages, pledges, subordination agreements, letter of credit agreements, acceptance agreements, assignments and other instruments for the transfer of title (the foregoing shall be collectively referred to herein as the "**Loan Documents**"), in such form or forms, and containing such terms, provisions and conditions, as may be required by Lender, and to perform any and all other acts, including (without limitation) the delivery of collateral, and to pay all such fees and expenses as in their judgment shall be necessary, proper or advisable in order to fully carry out the intent and to accomplish the purpose of the foregoing resolutions; and be it further

RESOLVED, that any and all acts, instruments, and other writings heretofore or hereafter performed and/or executed and delivered by the **President** of said Corporation, pursuant to the several foregoing resolutions, for and on behalf of and in the name of the Corporation, in connection with the transactions contemplated thereby, be and the same hereby are, in all respects ratified, affirmed and approved.

I FURTHER CERTIFY that there is no provision in the certificate of incorporation, by-laws or other organizational documents of the Corporation limiting the power of the directors to pass the foregoing resolutions, and that the same is in conformity with the provisions of said certificate of incorporation, by-laws and other organizational documents.

I FURTHER CERTIFY that the execution, delivery and performance of the Loan Documents by the Corporation will not violate any provision of any existing law or regulation, or any order or decree of any court, arbitrator, governmental authority, bureau or agency, and will not violate, or cause the default under, any provision of any mortgage, indenture, note, instrument, contract, shareholder agreement or other agreement to which the Corporation is a party or which is or

purports to be binding upon the Corporation, or any of its property or assets, and will not result in the creation or imposition of any lien, charge or encumbrance on, or security interest in, any of such properties pursuant to the provisions of such mortgage, indenture, note, instrument, contract, shareholder agreement or other agreement.

I FURTHER CERTIFY that the individuals below now hold the offices in the Corporation set forth opposite his name:

Name	Title
Dennis M. Walcott	President
Matthew Gorton	Secretary

I FURTHER CERTIFY that (i) annexed hereto as Exhibit A is a true and correct copy of Section 3 of Chapter 164 of the Laws of 1907, enacted by the New York State legislature on April 17, 1907, which set forth the Act of Incorporation for Queens Borough Public Library, (ii) annexed hereto as Exhibit B is a true and correct copy of the By-Laws of the Corporation in effect as of the date hereof; (iii) annexed hereto as Exhibit C is a currently dated Certificate of Good Standing for the Corporation issued by the New York Secretary of State.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Secretary's Certificate in his or her capacity as Secretary of the Corporation on the Approval Date.

Name: Matthew Gorton
Title: Secretary,
Queens Borough Public Library Board of Trustees

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2846

AGENDA: Contract Amendment - Authorization for Additional Programming for the Fiftieth Anniversary of Hip Hop

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to approve a contract amendment with The Gates Preserve LLC for additional programming for the Fiftieth Anniversary of Hip Hop. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

At the October 19, 2022 Library Board of Trustees meeting, the Board approved a contract with The Gates Preserve LLC (“Gates Preserve”) for \$95,000 to create hip hop programming and digital archives for the Fiftieth Anniversary of Hip Hop. Funding for the contract was from the Institute of Museum and Library Services (“IMLS”), an independent agency of the federal government, and a sub-agency of the National Foundation on the Arts. At the time of approval, IMLS funding was \$267,760 and to be used by the Library and its partner organizations throughout the country--including libraries, museums, colleges, and universities--to commemorate this anniversary.

Participating institutions include the three New York City library systems, the Universal Hip Hop Museum, the Black Caucus of the American Library Association, Las Vegas-Clark County Library District, LA County Library, the Free Library of Philadelphia, Oak Park Public Library, Great Plains Black History Museum, Trap Music Museum, The Auburn Avenue Research Library on African American Culture and History, Museum of Graffiti, Black Beauty Archives, and the Black Women Writers Project. Recently added partners include Bottom Archives, Black Fashion Archive, Georgia State University Library, HTX Hip-Hop Museum, Mixtape Museum, Mount Vernon Public Library, Museum at the Fashion Institute of Technology, Museum of Pop Culture (“MoPOP”), Paul Robeson House & Museum, Roosevelt Public Library, SCREWED UP HQ via Contemporary Arts Museum Houston, VTDITC: Hip Hop Studies at Virginia Tech, William & Mary Hip Hop Collection, Wyandanch Public Library, and the National Museum of African American Music.

The Gates Preserve was founded by Syreeta Gates, who produces “Yo Stay Hungry,” a live

culinary competition that bridges hip hop with food and beverage, and is co-owner of Most Incredible Studio which celebrates and commemorates the artists and moments that continue to elevate and define hip hop culture using LEGOs. Syreeta Gates recently teamed up with founder of Professional Black Girl, Yaba Blay, author and organizer Tarana Burke, and Karen Good Marable to create #ToMaryWithLove, a multimedia celebration honoring the life and legacy of Mary J. Blige on her 50th birthday.

Syreeta Gates has been featured in Forbes, RedBull, Black Enterprise, and many other outlets. She holds a Bachelor's degree in Urban Youth Culture from Hunter College and a Master's degree in Moving Image Archiving and Preservation from New York University. She is a native New Yorker and is based in Queens.

Current Status:

Library staff have requested additional funding from IMLS in the amount of \$75,000 as described below. The Library has received verbal approval of this additional funding from IMLS and has been informed that formal approval will be forthcoming by the end of the month.

Library staff have budgeted \$25,000 for a venue space at LaGuardia Community College. The venue will be used to expand the space for the two-day live Hip Hop Summit from a library setting to a community college. The Library's branch sites could only hold a maximum of two hundred (200) individuals, while the new proposed site of LaGuardia Community College will accommodate seven hundred fifty (750) participants. Lobby space will be utilized for exhibits, bringing in artifacts from our museum counterparts, as well as from the college's archives division. There is also a classroom space that will be used for in-person interviews and oral histories to be captured for the Hip Hop Digital Archives, as well as an area for a DJ set up.

Library staff have budgeted \$50,000 for expanded and additional services to be provided by the Gates Preserve at the event at LaGuardia Community College. The Gates Preserve would provide: additional special guest speakers and performances (e.g., DJ sets, panels, film screenings, and workshops) beyond the previously agreed-upon panelists; additional artifacts and media on display in the expanded venue; recreated spaces in hip hop history (e.g., studios where hits were made, record label offices, video sets); and additional interactive exhibits, some of which will employ augmented reality activation technology. The services also include a six-person audiovisual team to capture summit and testimonial videos and photographs that will be shared with partners and become a part of the Digital Hip Hop Archives. Content from the event would stream to augmented reality web and mobile applications to put rotating archival content up in each space to match with the changing themes of the panels and activities. Services also include archival photo-booths, which will use current archival content to allow guests to recreate iconic photos in hip hop history; permit guests to search through hip hop print media history; and to create archiving content. The combined cost for these new services, with the previously authorized services from the Gates Preserve, is \$145,000.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to amend the Library's contract with The Gates Preserve LLC for the additional services described at a cost of \$50,000, for a total contract value of \$145,000, with such authorization being contingent upon securing promised funding for this additional cost from the Institute of Museum and Library Services.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2842

AGENDA: Audit Services - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with BDO USA, LLP, to provide audit services. The Board's approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that the Library President and CEO and the Board of Trustees must approve contracts for professional services with an annual cost in excess of \$50,000.

The Library and its affiliate, the Queens Public Library Foundation ("Foundation") require annual audit services. Specifically, the Library requires an audit of the consolidated statement of financial position of the Library and the Foundation each fiscal year beginning July 1 and ending June 30; the related consolidated statements of activities and cash flows for the year then ending; and the related notes to the consolidated financial statements. The annual audit also includes a schedule of expenditures of federal awards.

Current Status:

The Library issued an RFP # 0922-4 on September 23, 2022 for audit services, which was advertised in the New York City Record, BidNet, and New York State Contract Reporter, and posted on the Library's website. Notification of the RFP was emailed to over one-hundred and fifty (150) firms, including the New York City Comptroller's pre-qualified list of auditors, New York City Minority and Women Owned Business Enterprises, and New York State Certified Service Disabled Veterans Owned Businesses ("SDVOB").

The RFP stated it required audit services for the Library and its affiliate, the Foundation, and that the term of the awarded contract would be for five (5) years, starting with an audit of fiscal year 2023, which begins July 1, 2022 and ends June 30, 2023. The objectives of each annual audit is to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes an opinion in accordance with generally accepted auditing standards in the U.S. ("GAAS"). The selected auditing firm would also communicate with the respective Audit Committees of the Library and Foundation boards, in writing, concerning any significant deficiencies or material weaknesses in internal control relevant to the annual audit of the consolidated financial statements.

The RFP also stated that the selected auditing firm would evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. Also, the selected auditing firm would evaluate the overall presentation of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation. In addition, the selected auditing firm would perform all the required services listed in the RFP and for each annual audit year provide all-inclusive lump sum pricing that includes all fees, travel, subcontractors, technology fees and all other fees and out-of-pocket expenses. Any printing or reproduction required by the Library from the selected audit firm would be reimbursed at cost. For additional services that the Library may require, the selected auditing firm would perform services at all-inclusive hourly rate pricing. In response to the RFP, the following eleven (11) firms submitted proposals:

Firm
A. F. Paredes & CO. CPAs LLP
BDO USA, LLP
Cerini & Associates, LLP
Citrin Cooperman Advisors LLC
Crowe LLP
EFPR Group, CPA's, PLLC
FORVIS, LLP
Marcum LLP
Mayer Hoffman McCann CPA's
PKF O'Connor Davies, LLP
UHY LLP

After it submitted a proposal, EFPR Group, CPA's, PLLC (“EFPR”) informed the Library that it needed to withdraw its proposal due to staffing challenges. The Library notified EFPR that its information was appreciated, that the RFP did not contain a withdrawal provision and as such, the proposal was deemed non-responsive. The proposal from Marcum LLP detailed out-of-pocket expenses, and since the RFP specifically prohibited these charges, Marcum LLP was notified that its proposal was also non-responsive.

A selection committee comprised of Finance and Procurement staff scored the remaining nine (9) proposals on a technical basis, and separate Procurement staff scored the cost proposals in accordance with evaluation criteria set forth in the RFP. The results of the scoring is as follows:

Technical & Cost Rank:	Technical & Cost Score:	Firm	5 Year Total Costs	Highest Hourly Rate
1	81.87	BDO USA, LLP	\$879,750	\$818.81
2	72.81	UHY LLP	\$520,000	\$525.00
3	70.08	PKF O'Connor Davies, LLP	\$773,100	\$680.00
4	66.40	Citrin Cooperman Advisors LLC	\$663,205	\$656.00
5	61.74	Cerini & Associates, LLP	\$599,000	\$385.00
6	58.80	A. F. Paredes & CO. CPAs LLP	\$583,000	\$137.50
7	58.69	Mayer Hoffman McCann CPA's	\$575,000	\$515.00
8	56.58	FORVIS, LLP	\$884,000	\$790.00
9	54.06	Crowe LLP	\$ 934,700	\$1,050.00

The selection committee made the determination to proceed with competitive interviews with the top scoring firms. The results of the interview are as follows:

Firm	Technical & Cost Score:	Interview Score:	Total Score:
BDO USA, LLP	81.87	25.20	107.07
UHY LLP	72.81	12.80	85.61
PKF O'Connor Davies, LLP	70.08	22.95	93.03

BDO USA, LLP (“BDO”) had the highest combined technical, cost, and interview score. BDO demonstrated in its proposal and interview that it is a highly competent firm able to provide services at best value to the Library. BDO has been providing the Library with auditing services and it has performed well. As the incumbent provider of auditing services, BDO representatives were asked how it would perform the same level of scrutiny and “fresh eyes” in completing the required audit services. BDO representatives indicated that BDO rotates the staff and seniors from time to time as needed. BDO also indicated that, at the request of the Audit Committee, it could also rotate a new partner.

BDO’s proposal was thoroughly reviewed for vendor experience, financial stability, references, background, and a completed vendor responsibility questionnaire in assessing its responsibility. BDO did disclose in its Vendor Responsibility Questionnaire that the firm has been subject to civil complaints and that the volume of claims and suits represents a normal level of litigation for a national accounting practice, and that sometimes BDO settles claims. BDO also stated that it carries professional liability insurance to protect costs associated with claims. BDO also indicated that none of the disclosed matters involved not-for-profit clients. The Library’s CFO, Deputy General Counsel, and Vice President of Procurement discussed the information and agreed that the litigation disclosures did not equate to an adverse finding that should prohibit an award to the firm. In addition, BDO has performed well for the Library.

References for the firm were positive and indicated that BDO was professional and capable of providing services. A reference from Park Avenue Armory stated that it recommends BDO. A reference from Colonial Williamsburg stated that BDO’s work was outstanding. This reference also stated that they were completely satisfied with their work and efficiency and that the firm addresses the issues head on. In addition, this reference stated that BDO’s staff is highly trained and that prior to BDO they used the Big Four firms. In using the Big Four firms, the reference stated that it felt burdened by training new staff each year and that BDO did not present this challenge.

The Library’s Chief Financial Officer requested that BDO provide a best and final offer (“BAFO”) to the Library. BDO responded to this request and provided a BAFO by reducing its fee by \$10,000 per year for a total savings of \$50,000 during the term of the agreement as detailed in the table below:

Not-to-Exceed fee	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Original Pricing:	\$153,750	\$165,250	\$175,750	\$188,250	\$196,750	\$879,750
BAFO:	\$143,750	\$155,250	\$165,750	\$178,250	\$186,750	\$829,750
Savings:	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

Attached is BDO’s annual lump sum fees and hourly rates for additional work that the Library may require.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with BDO USA, LLP, LLC, to provide audit services at the annual lump sum fees and hourly rates attached herein, for a five year term.

Not-to-Exceed fee	FY2023	FY2024	FY2025	FY2026	FY2027
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1	Annual audit of the consolidated financial statements of the Library and Foundation for the year ending June 30th.	\$110,500	\$120,500	\$130,500	\$142,500	\$150,500
2	Annual audit in accordance with the Uniformed Guidance of the Library for the year ending June 30th.	\$23,000	\$24,000	\$24,000	\$24,000	\$24,000
3	Prepare Annual Form 990 tax return of the Library and Foundation for the year ending June 30th, including CHAR500 for the Foundation.	\$10,250	\$10,750	\$11,250	\$11,750	\$12,250
4	Meetings throughout the year to discuss important industry development and strategic issues with management. Provide advice and guidance on financial accounting and reporting issues.	Included	Included	Included	Included	Included
5	Meetings with the Library to present our audit plan before commencement of the audits and to review our audit findings upon completion of our audits. Presentation of all financial statements management letters and from 990 to the Audit Committees of both the Library and Foundation.	Included	Included	Included	Included	Included
6	Annual review of the Information Systems environment, internal controls, cybersecurity protocols and issue of a management letter with best practice recommendations.	Included	Included	Included	Included	Included
7	Annual review of the Information Systems environment, internal controls, cybersecurity protocols and issue of a management letter with best practice recommendations.	Included	Included	Included	Included	Included
8	Inclusive of all future required GAAP and FASB updates, revisions, pronouncements for non-profit entities to the audited financial statements and notes.	Included	Included	Included	Included	Included
	Total for each Fiscal Year	\$143,750	\$155,250	\$165,750	\$178,250	\$186,750

Title	Hourly Rates FY 2023	Hourly Rates FY 2024	Hourly Rates FY 2025	Hourly Rates FY 2026	Hourly Rates FY 2027
Partners	\$500 – \$650	\$500 – \$650	\$520 - \$700	\$520 - \$700	\$540 - \$750
Directors/ Senior Managers/ Managers	\$300 - \$450	\$300 - \$450	\$310 - \$485	\$310 - \$485	\$325 - \$525
Seniors/Staff	\$195 - \$275	\$195 - \$275	\$200 - \$295	\$200 - \$295	\$210 - \$320

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2845

AGENDA: Architectural Design Services Requirements Contracts -
Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into contracts with Applied Design Initiative, LLC, Garrison Architects, BKSK Architects LLP, LiRo Architects + Planners, P.C., Rice+Lipka Architects, Andrew Berman Architect PLLC, Ronnette Riley Architect, and Skolnick Architecture + Design Partnership, for architectural design services requirements contracts. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The NYC Department of Design and Construction (“DDC”) contracts with engineering, architectural, and construction firms for large-scale Library capital construction projects. For projects that are outside of DDC’s purview—typically smaller in size and lower-cost—the Library procures engineering, architectural, and construction firms as required. The Library last issued a Request for Proposals (“RFP”) for architectural design requirements contracts in 2017 and the awarded contracts will expire this year.

Current Status:

On September 16, 2022, the Library issued an RFP for architectural design services requirements contracts. RFP # 0922-2 was advertised in the New York City Record, BidNet, and the New York State Contract Reporter, and posted on the Library’s website. Notification of the RFP was emailed to over one-thousand (1,000) firms, including New York State and New York City Minority and Women Owned Business Enterprises (“M/WBE”), and New York State Certified Service Disabled Veterans Owned Businesses (“SDVOB”).

The RFP stated that the Library was seeking a broad range of architectural services that the Library may require and that awards would be made to multiple firms. The RFP also stated that contracts would be for a three (3) year term with two (2) one-year options to renew at the Library’s sole discretion. Additionally, the RFP instructed firms that met the stated threshold criteria to submit proposals detailing the firm’s experience and qualifications in accordance with the RFP’s instructions, and for firms to provide a maximum design fee as a

percent of total construction cost as well as maximum hourly rates. The RFP also stated that selected firms may be required to include up to thirty-seven (37) percent minority- and women-owned business participation goals (e.g., as a result of external funding requirement). The RFP specified that a firm’s maximum design fee would not increase during the contract period and that a firm’s maximum hourly rates would not increase for the first two years of the contract. In addition, the RFP stated that hourly rate increases for years three, four, and five of the contract shall be subject to any annual increases (not-to-exceed five percent) in the Consumer Price Index for New York, Northern New Jersey, and Long Island. Forty-eight (48) firms submitted proposals as detailed in the table below. However, thirteen (13) firms were deemed non-responsive as described below.

Belmont Freeman Architects was notified that its proposal was non-responsive because it did not respond to a section of the RFP that requires proposers to respond to the Library’s General Terms and Conditions and insurance requirements. Building Studio Architects did not provide a Vendor Responsibility Questionnaire and, as such, was notified that its proposal was non-responsive. Gerner Kronick + Valcarcel, Architects, DPC did not provide alternative language as required by the RFP to an exception that it had to the Library’s General Terms and Conditions and was notified that its proposal was non-responsive. Insite Architect (DBA Insite Design Studio) did not provide financial information and did not respond to a section of the RFP that requires proposers to respond to the Library’s General Terms and Conditions and insurance requirements. Integrated Design Group, Inc. was notified that its proposal was non-responsive because it did not respond to a section of the RFP requiring proposers to respond to the Library’s General Terms and Conditions and insurance requirements. Kugler Ning Lighting Design, Inc. submitted non-conforming pricing, did not provide financial information, and asserted that it would negotiate an agreement with the Library instead of conforming to the requirement to identify contract exceptions to the Library’s General Terms and Conditions and provide alternative language. Lu Ning Architecture PLLC was notified that its proposal was non-responsive because it did not respond to a section of the RFP requiring proposers to respond to the Library’s General Terms and Conditions and insurance requirements. Margaret Sullivan Studio, LLC did not provide three years of financial information within the last five years and, as such, the firm was notified that its proposal was non-responsive. Sage and Coombe Architects LLP was notified that its proposal was non-responsive because it did not provide financial information. Velocity Architecture & Engineering Group, DPC did not respond to a section of the RFP requiring proposers to respond to the Library’s General Terms and Conditions. Verona Carpenter Architects PLLC was notified that its proposal was non-responsive because it did not provide financial information about the firm.

	Firm	M/WBE	
1	Andrew Berman Architect PLLC		
2	Applied Design Initiative, LLC		
3	Architecture Outfit PLLC	NYC WBE	
4	Belmont Freeman Architects	NYC MBE	Non-responsive

5	BKSK Architects LLP		
6	Building Studio Architects		Non-responsive
7	Calvert Wright Architecture PC		
8	Christoff: Finio Architecture LLP		
9	CIARDULLO ARCHITECTURE & ENGINEERING, PC		
10	CSA Group NY Architects and Engineers P.C.	NYS & NYC MBE	
11	CTA Architects P.C.		
12	Edelman Sultan Knox Wood / Architects (ESKW/Architects)		
13	Garrison Architects		
14	GERALD J. CALIENDO ARCHITECTS PC		
15	Gerner Kronick + Valcarcel, Architects, DPC		Non-responsive
16	Graf & Lewent Architects LLP		
17	H2M Architects, Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects+ engineers		
18	IBI Group Architects, Engineers and Landscape Architects, a New York General Partnership		
19	Insite Architect (DBA Insite Design Studio)	NYC MBE	Non-responsive
20	Integrated Design Group, Inc		Non-responsive
21	JACK L. GORDON ARCHITECTS		
22	Jordan Parnass Digital Architecture LLC DBA Circular		
23	Kugler Ning Lighting Design, Inc.	NYC MBE	Non-responsive
24	La Rocca Greene Architects LLC		
25	LHP Architects PLLC	NYS & NYC MBE	
26	LiRo Architects + Planners, P.C.		
27	Loci Architecture PLLC		
28	Lothrop Associates LLP Architects,		
29	Lu Ning Architecture PLLC	NYS & NYC M/WBE	Non-responsive

30	LUBRANO CIAVARRA Architects, PLLC	NYC WBE	
31	Margaret Sullivan Studio, LLC	NYS & NYC WBE	Non-responsive
32	Michielli + Wyetzner Architects		
33	Murphy Burnham & Buttrick Architects LLP	NYC WBE	
34	Nelligan White Architects, PLLC		
35	O'Neill Rose Architects PC	NYC WBE	
36	Peterson Rich Office, LLC	NYC WBE	Non-responsive
37	PRAXES PLLC	NYC M/WBE	
38	PSF Projects Architecture D.P.C.	NYS & NYC M/WBE	
39	Purcell Everett Architects, P.C.		
40	Rice Architecture PC, dba Rice+Lipka Architects		
41	Ronnette Riley Architect	NYS & NYC WBE	
42	Sage and Coombe Architects LLP	NYS & NYC WBE	Non-responsive
43	Shakespeare, Gordon, Vlado: Architects, PLLC	NYS & NYC WBE	
44	Skolnick Architecture + Design Partnership		
45	Slade Architecture PLLC	NYS & NYC MBE	
46	Velocity Architecture & Engineering Group, DPC		Non-responsive
47	Verona Carpenter Architects PLLC	NYS & NYC WBE	Non-responsive
48	Wendy Evans Joseph Architect P.C. dba Studio Joseph	NYS WBE	

The remaining thirty-six (36) proposals were responsive to the requirements of the RFP and met the RFP threshold criteria of:

1. Proposer must have a minimum of five (5) years of experience in providing architectural design services as described in the scope of services.
2. Proposer's principal officers must have a minimum of ten (10) years of experience in providing architectural design services.
3. Proposer must have worked with public sector and/ or not-for-profit entities within the last three (3) years.
4. Proposer must have annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000) for three (3) years within

the last five (5) years. Provide copies of the audited financial statements for each of the three years demonstrating annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000). If audited financial statements are not available, please explain why, identify how the Library can assess the financial condition of your firm and provide alternative documentation subject to the Library's sole discretion to accept.

A selection committee comprised of Capital Projects Management staff evaluated the proposals, utilizing the technical evaluation criteria set forth in the RFP, and also determined that all maximum design fees as a percent of total construction cost and maximum hourly rates were fair and reasonable. The overall scores were as follows:

	Firm	Scores	Maximum Design Fee as a Percent of Total Construction Cost	Average Maximum Hourly Rate	M/WBE
1	Applied Design Initiative, LLC	92.80	18.00%	\$181.65	
2	Garrison Architects	84.40	20.00%	\$158.33	
3	BKSK Architects LLP	82.40	35.00%	\$317.31	
4	LiRo Architects + Planners, P.C.	80.60	20.00%	\$179.45	
5	Rice+Lipka Architects	75.20	31.00%	\$175.37	
6	Andrew Berman Architect PLLC	72.60	16.00%	\$198.56	
7	Ronnette Riley Architect	69.20	9.75%	\$179.69	NYS & NYC WBE
8	Skolnick Architecture + Design Partnership	69.00	20.00%	\$169.33	
9	H2M Architects, Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects+ engineers	67.00	12.00%	\$157.14	
10	Loci Architecture PLLC	66.40	25.00%	\$187.19	
11	O'Neill Rose Architects	66.00	20.00%	\$209.44	NYC WBE
12	Murphy Burnham & Buttrick Architects LLP	65.20	17.00%	\$186.68	NYC WBE
13	Wendy Evans Joseph Architect P.C. dba Studio Joseph	64.80	20.00%	\$175.38	NYC WBE
14	Lothrop Associates LLP Architects,	64.20	7.75%	\$168.33	
15	Shakespeare, Gordon, Vlado: Architects. PLLC	64.20	25.00%	\$183.93	NYS & NYC WBE
16	La Rocca Greene Architects LLC	63.60	13.00%	\$171.67	
17	GERALD J. CALIENDO ARCHITECTS PC	63.40	7.00%	\$210.00	
18	IBI Group Architects, Engineers and Landscape Architects, a New York General	63.40	10.00%	\$204.46	

	Partnership				
19	LUBRANO CIAVARRA Architects, pllc	62.60	15.00%	\$177.85	NYS & NYC WBE
20	PSF Projects Architecture D.P.C.	62.60	15.00%	\$178.79	NYS & NYC M/WBE
21	Calvert Wright Architecture PC	62.40	15.00%	\$172.27	
22	Slade Architecture	62.40	19.00%	\$174.19	NYS & NYC MBE
23	Christoff: Finio Architecture	62.00	20.00%	\$199.95	
24	CIARDULLO ARCHITECTURE & ENGINEERING, PC	62.00	9.79%	\$163.69	
25	CSA Group NY Architects and Engineers P.C.	62.00	8.00%	\$196.69	NYS & NYC MBE
26	JACK L. GORDON ARCHITECTS	61.80	23.00%	\$208.46	
27	Purcell Everett Architects, P.C.	61.60	10.00%	\$147.43	
28	Michielli + Wyetzner Architects	61.20	11.00%	\$162.94	
29	PRAXES PLLC	61.20	17.00%	\$137.50	NYC M/WBE
30	Jordan Parnass Digital Architecture LLC DBA Circular	61.20	23.00%	\$186.46	
31	Architecture Outfit PLLC	60.80	19.00%	\$207.90	
32	CTA Architects P.C.	60.60	40.00%	\$219.01	
33	LHP Architects PLLC	59.60	15.00%	\$164.62	NYS & NYC MBE
34	Edelman Sultan Knox Wood / Architects (ESKW/Architects)	59.00	19.22%	\$183.95	
35	Graf& Lewent Architects LLP	58.60	12.00%	\$168.50	
36	Nelligan White Architects, PLLC	57.40	6.94%	\$182.18	

The selection committee determined that the top eight (8) firms should be awarded architectural design requirements contracts. The awarding of projects will be within the Library's sole discretion or through competition among the selected firms. The Library will also determine if projects will be based on design fees, lump sum (competition required if over \$50,000), or hourly rates. At the direction of the Library, firms would submit proposals for a project at or below their maximum design fees, lump sum, or their maximum hourly rates. Additionally, during the contract term the Library will reserve the right to negotiate lower fees with firms for specific projects.

In the review of proposals, the Library thoroughly reviewed each vendor's experience, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor's responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to a firm. Applied Design Initiative, LLC ("Applied") has been an incumbent provider of services and has performed well. A reference from DYLC Consulting LLC, an owner's representative for a large-scale jewelry store project stated that Applied successfully completed the project and performed for over twenty years and that they were very satisfied with Applied's work.

Applied has identified several M/WBE firms as its subcontractors. They include E4 - LEED consultant (WBE), and T-Square Design - signage consultant (WBE).

Garrison Architects (“Garrison”) has been awarded over \$3 million in contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A former Commissioner of the NYC Department of Design and Construction stated that Garrison is one of the most creative and technically innovative architects that they ever worked with and that they recommend the firm. A reference from the Irish Repertory Theatre stated that Garrison worked on a theatre project managed by DDC and that Garrison exceeded expectations and that they recommend the firm. Garrison has identified several M/WBE firms as its subcontractors. They include Setty & Associates – engineering (MBE), LERA – structural engineer (M/WBE), Matrix New World – civil engineer (WBE), Cline Bettridge Bernstein – lighting design (WBE), dlandStudio-architecture and landscape architecture (WBE), Ellana- cost estimating (WBE), and Gumus Design Group - multidisciplinary design firm (WBE).

BKSK Architects LLP (BKSK”) has been awarded over \$100 million in contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from the Center for Fiction located in Brooklyn stated that BKSK worked on a 16,000 square foot project and the reference stated that they were very satisfied with the work. BKSK has identified several M/WBE firms as its subcontractors. They include Lera Consulting- structural engineer- (W/MBE), JFK&M- MEP engineer (WBE), Entech - civil engineering (WBE), Shen Milsom & Wilke - acoustical, audiovisual, IT, and security consulting services (MBE), HLB Lighting Design (WBE), Assemblage Landscape Architecture (WBE), and Stuart-Lynn Company – cost estimator (M/WBE).

LiRo Architects + Planners, P.C. (“LiRo”) has been awarded over \$9 million in contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from the NYC Department of Design and Construction recommend LiRo and stated that LiRo transformed the aging High Bridge Library, a building erected in 1976, into a welcoming space permeated by daylight. A reference from NYPL stated that LiRo, in a joint venture with Tishman Construction, provided service for the renovation of NYPL’s flagship branch. Seven stories of book stacks supporting the Rose Reading Room were systematically dismantled and reinforced with a new structure. The LiRo VDC Team provided 3D scanning, modelling, visualizations as well as 4D sequencing, scheduling, and site utilization. Under contract directly with the NYPL, LiRo provided certified inspectors to conduct a full asbestos and universal waste/ hazardous material assessment of the Stephen A. Schwarzman Building (“SASB”) in connection with the proposed phased retrofitting of the main library. In follow- up work, LiRo also conducted a space-by-space asbestos investigation of the SASB to access all interior finishes to determine the impact of fire alarm system upgrades. LiRo has identified several M/WBE firms as its subcontractors. They include Cost Concepts, Inc.- cost estimating (WBE), Domingo Gonzalez Associates, Inc.- lighting design (MBE), Setty & Associates, Ltd. – engineering (MBE), Ysrael A. Seinuk, P.C.- structural engineering (MBE), and YU & Associates, Inc.- site, civil, planning, geotechnical (MBE).

Rice+Lipka Architects (“Rice”) has been awarded over \$22 million in contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference who used to work at The New School recommended Rice and stated that the work performed by Rice was thoughtful, responsive to needs, innovative, practical, economic and mindful of ecological concerns. A reference from Krannert Art Museum, College of Fine and Applied Arts, University of Illinois at Urbana-Champaign, stated that Rice exceeded expectations and that they have worked with Rice across three art museums, for a total of seventeen exhibition design, vision planning, and building construction projects. A reference from NYC DDC stated that they were very satisfied with the work that Rice performed for Arverne Library and a project for the NYPD Bomb Squad. Rice has identified several M/WBE firms as its subcontractors. They include JFK&M Consulting Group - engineering (WBE), Tillotson Design Associates - lighting design (WBE), Starr Whitehouse Landscape Architects & Planners - landscape design (M/WBE), and Nasco Construction Services- cost estimating (WBE).

Andrew Berman Architect PLLC (“Andrew Berman”) has been an incumbent provider of services and has performed well. According to the NYS Comptroller webpage “Open Book,” Andrew Berman was awarded a contract from the State University Construction fund valued at over \$2 million. A reference from Skokie Public Library stated that Andrew Berman was the architect on a full renovation of the library’s first and second floor, which is approximately 90,000 square feet, and that they were pleased with their work and stated that it was an excellent experience working with the firm. A reference from Library Development Solutions stated that they hired Andrew Berman to reimagine the adult services space at the Princeton Public Library and that Andrew Berman was excellent on synthesizing thoughts to develop an exciting and innovative design and equally excellent during the construction phase. Andrew Berman has identified several M/WBE firms as its subcontractors. They include L. Naoum, P.E., P.C. Consulting Engineers- MEP engineering (WBE), Cline Bettridge Bernstein Lighting Design- lighting design services (WBE), Cerami and Associates- AV, IT security and acoustic design services (WBE), Nancy Owens Studio Landscape Architecture + Urban Design- landscape design services (WBE), Watts Architects & Engineers - environmental design services (MBE), Nasco Construction Services Inc.- cost estimate services (WBE) and CBA Elevator Consultants LLC - vertical conveyance systems design services (MBE).

Ronnette Riley Architect (“Ronnette Riley”) has been awarded over \$22 million in contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from NYC Department of Citywide Administrative Services stated that Ronnette Riley is a requirements architectural consultant for ADA compliance and design upgrades on existing Court Buildings and the reference stated that they were very satisfied with their work. A reference from Purchase University stated that Ronnette Riley worked on several projects including roofs and ADA accessibility and that Ronnette Riley is an exceptional design firm that has the client’s best interests at heart. Ronnette Riley, a NYC and NYC WBE firm, has identified several M/WBE firms as its subcontractors. They include Setty & Associates, Ltd. – engineering (MBE), Project Cost Associates - cost estimators (MBE), Shen Milsom & Wilke - acoustics/AV, IT, security consultants (MBE), Ysrael A. Seinuk, PC - structural engineers (MBE), and YU & Associates - environmental and hazmat engineers (MBE).

Skolnick Architecture + Design Partnership (“Skolnick”) worked on the Central Library’s Children’s Library Discovery Center (CLDC) and created all the environmental graphics, wayfinding, and interior design enhancements to support the message, “Mapping Our World.” A reference from Downtown Community Television stated that they have worked with Skolnick for their newly constructed FIREHOUSE: DCTV’s Cinema for Documentary Film. The project was a unique build inside a landmark firehouse building at 87 Lafayette Street in Manhattan. The reference also recommend Skolnick. A reference from the Rye Free Reading Room stated that Skolnick was exceptional for their flood solutions, space, and program-planning project. Skolnick has identified several M/WBE firms as its subcontractors. They include Ai Alt-structural engineer (MBE), Athenica Environmental Services, Inc. - site remediation (WBE), Athenica - environmental engineering (WBE), Cerami & Associates, Inc.- acoustical and technology consulting firm (WBE), Collectif – commissioning (MBE), Conversano Associates code consultant (WBE), Elizabeth Kennedy Landscape Architect, PLLC- landscape design (MWBE), Ellana, Inc.- cost estimation (WBE), Hirani Group- civil engineering and land surveying (MBE), Lakhani & Jordan Engineers, PC – MEP engineer (MBE), Spear Studio- graphic design and wayfinding (WBE) and The SEED- lighting design (WBE).

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Applied Design Initiative, LLC, Garrison Architects, BKSK Architects LLP, LiRo Architects + Planners, P.C., Rice+Lipka Architects, Andrew Berman Architect PLLC, Ronnette Riley Architect, and Skolnick Architecture + Design Partnership for architectural design requirements contracts for a three-year term with two one- year options to renew at the Library’s sole discretion, at the rates proposed herein.

Applied Design Initiative, LLC		Andrew Berman Architect PLLC		BKSK Architects LLP	
Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs	
18.00%		16.00%		35.00%	
Average Hourly Rate		Average Hourly Rate		Average Hourly Rate	
\$181.65		\$198.56		\$317.31	
Applied Design Initiative, LLC		Andrew Berman Architect PLLC		BKSK Architects LLP	
Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates
Applied Design Initiative, Principal-in-Charge	\$225.00	Andrew Berman Architect Principal	\$315.00	Partners	\$400
Applied Design Initiative, Architect of Record	\$225.00	Andrew Berman Architect Project Manager	\$210.00	Principal	\$350
Applied Design Initiative, Senior Project Manager	\$150.00	Andrew Berman Architect Project Architect	\$210.00	Senior Associate	\$300
Applied Design Initiative, Intermediate Project Manager	\$100.00	Andrew Berman Architect Junior Architect	\$130.00	Associate	\$300
Applied Design Initiative, Junior Project Manager	\$80.00	GMS Senior Partner	\$400.00	Sr. Project Managers	\$275
Applied Design Initiative, Senior Designer	\$150.00	GMS Partner/ Principal/ Senior Consultant	\$375.00	Project Managers	\$250
Applied Design Initiative, Intermediate Designer	\$100.00	GMS Associate Partner	\$310.00	Employees	\$225
Applied Design Initiative, Junior Designer	\$80.00	GMS Associate	\$250.00	Director of Sustainability	\$350
Applied Design Initiative, Sr. Project Architect	\$150.00	GMS Project Manager / Project Engineer	\$200.00	Sr. Interior Designer	\$350
Applied Design Initiative, Intermediate Project Architect	\$100.00	GMS Senior Building Envelope Consultant	\$190.00	Interior Design Services	\$275
Applied Design Initiative, Junior Project Architect	\$80.00	GMS Senior Engineer	\$190.00	LPC Consultation	\$450

Applied Design Initiative, LEED Specifier	\$150.00	GMS BIM Coordinator	\$180.00	LPC Consultation Staff	\$350
Robert Derector Associates, President - Robert Derector	\$375.00	GMS Senior Drafter	\$175.00	LPC Research	\$250
Robert Derector Associates, Managing Partner/Managing Principal	\$325.00	GMS Senior Inspector	\$170.00	Day rate for Partners	\$2,750/day
Robert Derector Associates, Partner/Principal	\$275.00	GMS Engineer / Building Envelope Consultant	\$165.00		
Robert Derector Associates, Senior Associate	\$225.00	GMS Drafter/ Inspector	\$135.00		
Robert Derector Associates, Associate	\$205.00	GMS Administrative	\$130.00		
Robert Derector Associates, Senior Project Engineer	\$195.00	GMS Intern	\$85.00		
Robert Derector Associates, Project Engineer	\$175.00	LNPC Principal	\$175.00		
Robert Derector Associates, Engineer	\$150.00	LNPC Senior Engineer	\$130.00		
Robert Derector Associates, Design Engineer	\$140.00	LNPC Engineer	\$110.00		
Robert Derector Associates, Designer	\$110.00	CBBLD Principal- in-Charge	\$250.00		
Robert Derector Associates, CADD Operator	\$95.00	CBBLD Associate Principal	\$225.00		

Robert Derector Associates, Technical Support	\$85.00	CBBLD Senior Associate	\$190.00		
E4, Principal	\$225.00	CBBLD Associate	\$165.00		
E4, Associate	\$125.00	CBBLD Staff Designer	\$110.00		
E4, Analyst	\$115.00	Cerami Partner	\$500.00		
Marpillero Pollask Architects, Principal	\$210.00	Cerami Principal	\$ 400.00		
Marpillero Pollask Architects, Project Architect/Manager	\$140.00	Cerami Associate Principal	\$300.00		
Marpillero Pollask Architects, Associate	\$115.00	Cerami Senior Associate	\$220.00		
The Office of James Ruderman, Managing Partner	\$375.00	Cerami Associate	\$180.00		
The Office of James Ruderman, Associate Partner	\$350.00	Cerami Junior Associate	\$150.00		
The Office of James Ruderman, Senior Associate	\$285.00	Cerami Administrative	\$75.00		
The Office of James Ruderman, Associate	\$260.00	Nancy Owens Studio Principal	\$260.00		
The Office of James Ruderman, Senior Engineer	\$235.00	Nancy Owens Studio Senior Landscape Architect	\$180.00		
The Office of James Ruderman, Engineer	\$200.00	Nancy Owens Studio Project Manager/ Landscape Designer	\$150.00		
The Office of James Ruderman, CAD Manager	\$200.00	Nancy Owens Studio Landscape Architect	\$165.00		

The Office of James Ruderman, Senior Drafter	\$180.00	Nancy Owens Studio Junior Landscape Architect	\$110.00		
The Office of James Ruderman, Junior Drafter	\$160.00	Watts Principal	\$244.00		
The Office of James Ruderman, Clerical	\$120.00	Watts Environmental Scientist	\$137.00		
Green Light Expediting, Principal	\$200.00	Watts Environmental Consultant	\$135.00		
Green Light Expediting, Senior Project Manager	\$175.00	Watts Project Monitor	\$110.00		
Green Light Expediting, Project Manager	\$150.00	Watts Senior Environmental Manager	\$248.00		
Green Light Expediting, Field Representative	\$125.00	Watts Senior Environmental Consultant	\$204.00		
BOCA, Principal and Vice Presidents	\$518.00	Watts Senior Environmental Scientist	\$153.00		
BOCA, Sr. Project Managers and Sr. Engineers	\$388.00	Nasco Chief Estimator	\$256.40		
BOCA, Project Managers and Engineers	\$362.00	Nasco Senior Consultant	\$200.00		
BOCA, Field Inspectors	\$362.00	Nasco Senior Estimator - Mech/Elec	\$225.00		
Bohler Engineering, Principal	\$325.00	Nasco Senior Estimator - GC	\$198.73		
Bohler Engineering, Associate	\$295.00	Nasco Estimator	\$128.20		

Bohler Engineering, Senior Project Manager	\$275.00	CBA Principal	\$295.00		
Bohler Engineering, Professional Architect	\$190.00	CBA Senior Project Manager/ Spec Writer	\$223.00		
Bohler Engineering, Chief Engineer	\$235.00	CBA Engineer/ Project Manager	\$108.00		
Bohler Engineering, Project Manager	\$210.00	CBA Senior Engineer	\$194.00		
Bohler Engineering, Assistant Project Manager	\$185.00	CBA Vertical Consultant	\$229.00		
Bohler Engineering, Senior Project Engineer	\$185.00	CBA Technical Administrator	\$119.00		
Bohler Engineering, Project Engineer	\$185.00	CBA Senior Inspector	\$150.00		
Bohler Engineering, Senior Design Engineer	\$170.00	CBA Draftsman	\$94.00		
Bohler Engineering, Design Engineer	\$160.00				
Bohler Engineering, Staff Engineer	\$135.00				
Bohler Engineering, Landscape Architect Director	\$115.00				
Bohler Engineering, Sr. Prof. Landscape Architect Manager	\$225.00				
Bohler Engineering, Professional Landscape Architect Mgr	\$205.00				
Bohler Engineering, Sr. Landscape Architect Project Mgr.	\$170.00				
Bohler Engineering, Sr. Professional Landscape Architect	\$180.00				
Bohler Engineering, Professional Landscape Architect	\$160.00				
Bohler Engineering, Senior Landscape Designer	\$135.00				

Bohler Engineering, Landscape Designer	\$110.00				
Bohler Engineering, Fire Prevention Specialist	\$100.00				
Bohler Engineering, Construction Engineer/Observer	\$230.00				
Bohler Engineering, Senior Permit Manager	\$100.00				
Bohler Engineering, Permit Manager	\$225.00				
Bohler Engineering, Assistant Permit Manager	\$205.00				
Bohler Engineering, Senior Permit Expeditor	\$155.00				
Bohler Engineering, Permit Expeditor	\$165.00				
Bohler Engineering, Permitting Assistant	\$130.00				
Bohler Engineering, Assistant CAD Manager	\$100.00				
Bohler Engineering, CAD Manager	\$150.00				
Bohler Engineering, Senior CAD Designer	\$200.00				
Bohler Engineering, CAD Designer	\$140.00				
Bohler Engineering, Senior CAD Operator/Drafter	\$120.00				
Bohler Engineering, CAD Operator	\$105.00				

Bohler Engineering, Program Manager	\$100.00				
Bohler Engineering, Senior Project Coordinator	\$180.00				
Bohler Engineering, Project Coordinator	\$155.00				
Bohler Engineering, Senior Technical Assistant	\$130.00				
Bohler Engineering, Technical Assistant	\$110.00				
Bohler Engineering, Office Administration/Clerical	\$95.00				
T-Square Design, Art Director/Principal	\$85.00				
T-Square Design, Senior Project Manager	\$190.00				
T-Square Design, Project Designer	\$150.00				
T-Square Design, Designer	\$125.00				
Synergy, Principal	\$95.00				
Hartland Engineering , Principal	\$187.50				
Hartland Engineering , Senior Project Manager	\$ 250.00				
Hartland Engineering , Project Manager	\$200.00				
Hartland Engineering , Senior Engineer	\$175.00				
Hartland Engineering , Engineer	\$150.00				
Hartland Engineering , Administration	\$125.00				
Accu-Cost - Project Manager	\$50.00				
Accu-Cost - Sr. Structural Estimator	\$175.00				
Accu-Cost - Sr. Architectural / Struct. Estimator	\$120.00				

Accu-Cost - Construction / Mechanical Estimator	\$125.00				
Accu-Cost - Chief Mechanical Estimator	\$105.00				
Accu-Cost - Sr. Mechanical Estimator	\$150.00				
Accu-Cost - Chief Electrical Estimator	\$132.50				
Accu-Cost - Sr. Electrical Estimator	\$150.00				
Milrose Consultants, Executive Management Consulting	\$145.00				
Milrose Consultants, Project Strategy Consulting	\$300.00				
Milrose Consultants, Account Management Consulting	\$250.00				
Milrose Consultants, Code and Zoning Consulting	\$225.00				
Milrose Consultants, FDNY Consulting	\$300.00				
Milrose Consultants, Certificate of Occupancy Consulting	\$200.00				
Milrose Consultants, Violations Coordinator Consulting	\$250.00				
MEP Inspections, Principal	\$200.00				
MEP Inspections, Inspectors	\$175.00				
MEP Inspections, Project Manager	\$245.00				
MEP Inspections, Project Engineer	\$190.00				
MEP Inspections, Administrative	\$190.00				

Garrison Architects	LiRo Architects + Planners, P.C.	Rice+Lipka Architects
Maximum Design Fee as a Percent of Construction Costs	Maximum Design Fee as a Percent of Construction Costs	Maximum Design Fee as a Percent of Construction Costs

20.00%		20.00%		31.00%	
Average Hourly Rate		Average Hourly Rate		Average Hourly Rate	
\$158.33		\$179.45		\$178.37	
Garrison Architects		LiRo Architects + Planners, P.C.		Rice+Lipka Architects	
Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates
Administrative	\$93.73	Project Executive	\$265.00	Rice+Lipka Architects - principal	\$210.00
Administrative Support	\$ 80.19	Principal In Charge	\$265.00	Rice+Lipka Architects - associate principal	\$180.00
Administrator	\$104.14	Technical Director - QA/QC	\$192.00	Rice+Lipka Architects - project architect	\$150.00
Associate	\$128.30	Sr. Project Manager	\$220.00	Rice+Lipka Architects - architect	\$120.00
Associate Partner	\$209.95	Project Manager	\$170.00	Rice+Lipka Architects - designer	\$110.00
AutoCAD Technician	\$114.55	Senior Project Architect	\$190.00	Rice+Lipka Architects - draftsman	\$90.00
Commissioning Agent	\$156.21	Project Architect	\$125.00	Silman - principal	\$300.00
Designer	\$130.18	Jr. Project Architect	\$95.00	Silman - associate	\$210.00
Direction, Historic Preservation Services	\$182.25	Sr. Designer	\$120.00	Silman - senior engineer	\$150.00
Director, Technical Services	\$208.28	Designer	\$90.00	Silman - engineer	\$130.00
Drafter	\$98.93	MEP		Silman - drafter	\$110.00
Drafter	\$81.65	Project Manager	\$185.00	JFK&M - partner-in-charge	\$240.00

Electrical Engineer	\$161.42	Senior Mechanical Engineer	\$195.00	JFK&M - project manager	\$220.00
Engineer	\$100.60	Mechanical Engineer	\$155.00	JFK&M - mechanical engineer	\$200.00
Estimator	\$128.09	Senior Electrical Engineer	\$195.00	JFK&M - electrical engineer	\$200.00
Inspector	\$114.55	Electrical Engineer	\$155.00	JFK&M - plumbing/fire protection engineer	\$200.00
Junior Architectural Designer	\$114.55	Sr. Plumbing/FP Engineer	\$195.00	JFK&M - CADD/BIM manager	\$110.00
Junior Landscape Architect	\$114.55	Plumbing/FP Engineer	\$155.00	Tillotson - partner	\$260.00
Junior Project Engineer	\$130.18	Structural/Civil		Tillotson - principal/associate principal	\$220.00
Landscape Architect	\$145.80	Senior Structural Engineer	\$195.00	Tillotson - senior associate/associate	\$190.00
LEED Specialist	\$208.28	Structural Engineer	\$155.00	Tillotson - senior designer	\$165.00
Partner	\$156.21	Environmental		Tillotson - designer	\$130.00
Partner	\$156.21	Environmental Engineer	\$155.00	Tillotson - draftsman	\$75.00
Plumbing Engineer	\$161.42	Environmental Inspector	\$120.00	Starr Whitehouse - principal	\$325.00

Principal	\$312.42	Virtual Design/BIM/CA DD		Starr Whitehouse - senior associate	\$225.00
Principal	\$312.42	Principal	\$200.00	Starr Whitehouse - associate	\$200.00
Principal	\$312.42	Project Manager	\$155.00	Starr Whitehouse - landscape architect	\$180.00
Principal	\$286.39	CADD/BIM Operator	\$115.00	Starr Whitehouse - sr. landscape designer	\$160.00
Principal	\$234.32	Construction Management		Starr Whitehouse - landscape designer II	\$150.00
Principal	\$182.25	Project Manager	\$220.00	Starr Whitehouse - landscape designer I	\$130.00
Principal	\$171.83	Resident Engineer	\$155.00	Starr Whitehouse - administration	\$100.00
Principal-in-Charge	\$156.21	Inspector	\$120.00	Starr Whitehouse - administration	\$100.00
Production Artist	\$114.55			IROS Elevator - managing partner	\$250.00
Project Architect	\$177.04	Setty & Associates, LTD. PC		Nasco - chief estimator	\$256.40
Project Engineer	\$156.21	MEP/FP Resource Manager	\$307.00	Nasco - senior estimator MEP	\$225.00
Project Manager	\$192.66	Project Executive	\$225.00	Nasco - senior estimator GC	\$200.00
Project Manager	\$192.66	Mechanical Engineer	\$193.00	Nasco - estimator	\$128.20

Project Manager	\$187.45	Electrical Engineer	\$203.00		
Project Manager	\$130.18	Plumbing Engineer	\$167.00		
Project Manager	\$110.39				
Project Professional	\$156.21	Cost Concepts, Inc			
QA/QC	\$234.32	Chief Estimator	\$225.00		
Senior Architectural Designer	\$145.80	Chief Mech/Elec Estimator	\$225.00		
Senior Associate	\$156.00	Sr. Estimator	\$169.00		
Senior Cost Manager	\$171.83	Estimator	\$155.00		
Senior Designer	\$137.46				
Senior Drafter	\$141.42	Construction Specifications Inc.			
Senior Electrical Engineer	\$187.45	Specifications Writer	\$150.00		
Senior Engineer	\$122.47	Administrator	\$60.00		
Senior Estimator	\$147.88				

Senior Mechanical Engineer	\$187.45	Studio HIP			
Senior Project Architect	\$208.28	Principal Landscape Architect	\$200.00		
Senior Project Engineer	\$192.66	Senior Landscape Architect	\$191.00		
Senior Project Professional	\$192.66	Jr. Landscape Designer	\$107.00		
Senior Project Surveyor	\$192.66	Production Technician	\$75.00		
Staff Designer	\$46.86				
Survey Crew Chief	\$130.18	NY Engineers			
Survey Crew Member	\$104.14	Principal in Charge	\$175.00		
Technical Assistant	\$78.11	Project Manager	\$150.00		
Technical Professional	\$130.18	Lead Engineer	\$120.00		
Technical Specialist	\$114.55				
Technical Staff I	\$156.21	YU & Associates			
Technical Staff II	\$130.18	Project Manager	\$287.00		
		Project Engineer	\$156.40		
		Senior Staff Engineer	\$129.30		
		Staff Engineer	\$112.12		
		AKRF, Inc.			

		Senior Officer	\$335.00		
		Technical Director	\$285.00		
		Senior Professional	\$245.00		
		Van Deusen & Associates, Inc.			
		Principal	\$400.00		
		VP/Area Manager	\$325.00		
		Staff	\$275.00		
		CAD Operator	\$205.00		
		Clerical	\$105.00		
		YAS			
		Principal-in-Charge	\$220.00		
		Project Manager	\$165.00		
		Sr. Structural Engineer	\$150.00		
		Project Engineer	\$135.00		
		Sr. Inspector	\$125.00		

		Sr. CADD	\$125.00		
		CADD	\$110.00		
		Domingo Gonzalez Associates			
		Principal	\$253.01		
		Vice President	\$196.34		
		Director	\$176.12		
		Senior Associate	\$152.65		
		BIM/Architectur al Drafter	\$105.87		
		Designer II	\$113.00		
		Designer	\$101.90		
		Building Conservation Associates			
		Principal	\$300.00		
		Project Manager	\$175.00		
		Senior Conservator	\$200.00		
		Draftsperson	\$175.00		
		Historic Preservationist	\$175.00		
		Conservator	\$150.00		

Ronnette Riley Architect	Skolnick Architecture + Design Partnership
Maximum Design Fee as a Percent of Construction Costs	Maximum Design Fee as a Percent of Construction Costs
9.75%	20.00%

Average Hourly Rate		Average Hourly Rate	
\$179.69		\$169.33	
Ronnette Riley Architect		Skolnick Architecture + Design Partnership	
Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates
Ronnette Riley Architect, Principal	\$295.00	Skolnick Architecture + Design Partnership, Principal	\$295.00
Ronnette Riley Architect, Associate	\$252.00	Skolnick Architecture + Design Partnership, Project Manager	\$185.00
Ronnette Riley Architect, Sr. Architect / Sr. Project Manager	\$230.00	Skolnick Architecture + Design Partnership, Senior Architect Level III	\$165.00
Ronnette Riley Architect, Project Architect / Manager	\$200.00	Skolnick Architecture + Design Partnership, Designer Level II	\$135.00
Ronnette Riley Architect, Senior Designer / Senior Technical	\$184.00	Skolnick Architecture + Design Partnership, Designer Level I	\$115.00
Ronnette Riley Architect, Designer / Technical	\$162.00	Skolnick Architecture + Design Partnership, Jr. Architectural Designer	\$95.00
Ronnette Riley Architect, Junior Designer / Technical	\$130.00	Ai-Alt, Principal	\$185.00
Ronnette Riley Architect, Intern	\$108.00	Ai-Alt, Project Manager	\$165.00
Cameron Engineering, Principal	\$240.00	Ai-Alt, Senior Engineer	\$145.00
Cameron Engineering, Senior Engineer	\$220.00	Ai-Alt, Junior Engineer	\$105.00
Cameron Engineering, Intermediate Engineer	\$185.00	Athenica Environmental Services, Inc., Principal	\$250.00
Cameron Engineering, Junior Engineer	\$150.00	Athenica Environmental Services, Inc., Professional Engineer	\$250.00
Setty & Associates, MEP/FP Resource Manager	\$307.00	Athenica Environmental Services, Inc., Professional Geologist	\$225.00
Setty & Associates, Project Executive	\$225.00	Athenica Environmental Services, Inc., Senior Project Manager	\$125.00

Setty & Associates, Sr. Mechanical Engineer	\$193.00	Athenica Environmental Services, Inc., Project Manager	\$95.00
Setty & Associates, Sr. Electrical Engineer	\$ 203.00	Athenica Environmental Services, Inc., Asbestos Investigator	\$95.00
Setty & Associates, Plumbing Engineer/FP Engineer	\$167.00	Athenica Environmental Services, Inc., Asbestos Inspector	\$85.00
Ysrael A. Seinuk, Principal	\$220.00	Athenica Environmental Services, Inc., PLM Sample Analysis	\$20.00
Ysrael A. Seinuk, Project Manager	\$165.00	Athenica Environmental Services, Inc., NOB- PLM Sample Analysis	\$45.00
Ysrael A. Seinuk, Sr. Structural Engineer	\$150.00	Athenica Environmental Services, Inc., NOB- TEM Sample Analysis	\$85.00
Ysrael A. Seinuk, Project Engineer	\$135.00	Cerami & Associates, Partners	\$500.00
Ysrael A. Seinuk, Senior Inspector	\$125.00	Cerami & Associates, Principals	\$400.00
Ysrael A. Seinuk, Sr. CADD	\$125.00	Cerami & Associates, Associate Principals	\$300.00
Ysrael A. Seinuk, CADD	\$110.00	Cerami & Associates, Senior Associates	\$220.00
YU & Associates, Project Manager	\$242.55	Cerami & Associates, Associates	\$180.00
YU & Associates, Senior Staff II	\$146.00	Cerami & Associates, Junior Associates	\$150.00
YU & Associates, Staff II	\$121.00	Cerami & Associates, Administrative Fees	\$75.00
YU & Associates, Staff I	\$100.00	COLLECTIF Engineering PLLC, Principal	\$250.00
Project Cost Associates, Chief Estimator	\$185.00	COLLECTIF Engineering PLLC, Senior Engineer/Project Manager	\$185.00
Project Cost Associates, Estimator	\$150.00	COLLECTIF Engineering PLLC, Engineer	\$160.00
Shen Milsom & Wilke, Partner	\$273.00	COLLECTIF Engineering PLLC, Designer	\$135.00
Shen Milsom & Wilke, Principal	\$206.00	COLLECTIF Engineering PLLC, CADD Operator	\$100.00

Shen Milsom & Wilke, Senior Associate	\$166.00	Conversano Associates, Inc., Principal	\$250.00
Shen Milsom & Wilke, Associate	\$125.00	Conversano Associates, Inc., Project Manager	\$150.00
Shen Milsom & Wilke, Consultant	\$111.00	Conversano Associates, Inc., Expeditor/Field Reps.	\$100.00
Shen Milsom & Wilke, CADD	\$92.00	Elizabeth Kennedy Landscape Architect, PLLC, Principal Landscape Architect	\$225.00
Iros, Elevator Consultant	\$250.00	Elizabeth Kennedy Landscape Architect, PLLC, Landscape Architect Manager/PM	\$176.50
		Elizabeth Kennedy Landscape Architect, PLLC, Landscape Architect & ISA Certified Arborist	\$176.50
		Elizabeth Kennedy Landscape Architect, PLLC, Landscape Architect	\$115.00
		Elizabeth Kennedy Landscape Architect, PLLC, Sr. Landscape Designer/BIM Modeler	\$115.00
		Elizabeth Kennedy Landscape Architect, PLLC, Landscape Designer/BIM Modeler	\$80.00
		Ellana, Inc., Senior Cost Manager	\$176.00
		Ellana, Inc., Senior Estimator	\$159.00
		Ellana, Inc., Estimator	\$133.00
		Greensulate, LLC, Principal/Owner	\$125.00
		Greensulate, LLC, Project Manager	\$75.00
		Greensulate, LLC, Executive Assistant	\$75.00
		Hirani Group, Director of Engineering	\$79.32

		Hirani Group, Director of Construction Survey	\$75.00
		Hirani Group, Senior Office Surveyor & Technician	\$48.93
		Hirani Group, Senior Office Surveyor & Party Chief	\$46.13
		Hirani Group, Civil Engineer III & Project Manager	\$38.93
		Hirani Group, Civil Engineer	\$33.65
		Lakhani & Jordan Engineers, P.C., Principal	\$250.00
		Lakhani & Jordan Engineers, P.C., Project Manager	\$222.50
		Lakhani & Jordan Engineers, P.C., MEP/FP Engineer	\$200.00
		Lakhani & Jordan Engineers, P.C., MEP/FP Designer	\$150.00
		Lakhani & Jordan Engineers, P.C., Technician	\$115.00
		Spear Studio, Principal	\$250.00
		Spear Studio, Design Director	\$160.00
		Spear Studio, Project Manager	\$111.00
		Spear Studio, Designer	\$80.00
		Steven Winter Associates, Exec Management II	\$450.00
		Steven Winter Associates, Exec Management I	\$400.00
		Steven Winter Associates, Project Manager IV	\$350.00
		Steven Winter Associates, Project Manager III	\$300.00

		Steven Winter Associates, Project Manager II	\$275.00
		Steven Winter Associates, Project Manager I	\$250.00
		Steven Winter Associates, Senior Eng/Arch/Tech Consultant IV	\$225.00
		Steven Winter Associates, Senior Eng/Arch/Tech Consultant III	\$200.00
		Steven Winter Associates, Senior Eng/Arch/Tech Consultant II	\$175.00
		Steven Winter Associates, Senior Eng/Arch/Tech Consultant I	\$150.00
		Steven Winter Associates, Eng/Arch/Tech Consultant IV	\$125.00
		Steven Winter Associates, Eng/Arch/Tech Consultant III	\$110.00
		Steven Winter Associates, Eng/Arch/Tech Consultant II	\$100.00
		Steven Winter Associates, Eng/Arch/Tech Consultant I	\$85.00
		The SEED, Principal	\$200.00
		The SEED, Project Manager	\$160.00
		The SEED, Designer	\$120.00
		The SEED, Junior Designer	\$100.00
		Walter B. Melvin Architects, LLC, Principal	\$365.00

		Walter B. Melvin Architects, LLC, Associate	\$260.00
		Walter B. Melvin Architects, LLC, Architect	\$200.00
		Walter B. Melvin Architects, LLC, Technical Director	\$190.00
		Walter B. Melvin Architects, LLC, Project Manager	\$175.00
		Walter B. Melvin Architects, LLC, Technical Personnel	\$145.00
		Walter B. Melvin Architects, LLC, Assistant	\$110.00

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2844

AGENDA: Engineering Design Services Requirements Contracts -
Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into contracts with Cameron Engineering & Associates, LLP, LiRo Engineers, Inc, Lizardos Engineering Associates, D.P.C., MG Engineering D.P.C., H2M Architects. Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers, and Collado Engineering for engineering design services requirements contracts. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The NYC Department of Design and Construction (“DDC”) contracts with engineering, architectural, and construction firms for large-scale Library capital construction projects. For projects that are outside of DDC’s purview—typically smaller in size and lower in cost—the Library procures engineering, architectural, and construction firms as required. The Library last issued a Request for Proposals (“RFP”) for engineering design requirements contracts in 2017 and the awarded contracts will expire this year.

Current Status:

On September 15, 2022, the Library issued an RFP for engineering design services requirements contracts. RFP # 0922-1 was advertised in the New York City Record, BidNet, and the New York State Contract Reporter, and posted on the Library’s website. Notification of the RFP was emailed to over four hundred (400) firms, including New York State and New York City Minority and Women Owned Business Enterprises (“M/WBE”), and New York State Certified Service Disabled Veterans Owned Businesses (“SDVOB”).

The RFP stated that the Library was seeking a broad range of engineering services that the Library may require, and that awards would be made to multiple firms. The RFP also stated that contracts would be for a three (3) year term with two (2) one-year options to renew at the Library’s sole discretion. Additionally, the RFP instructed firms that met the stated threshold criteria to submit proposals detailing the firm’s experience and qualifications in accordance with the

RFP's instructions, and for firms to provide a maximum design fee as a percent of total construction cost as well as maximum hourly rates. The RFP also stated that selected firms may be required to include up to thirty-seven (37) percent minority- and women-owned business participation goals (e.g., as a result of external funding requirements). The RFP specified that a firm's maximum design fee would not increase during the contract period and that a firm's maximum hourly rates would not increase for the first two years of the contract. In addition, the RFP stated that hourly rate increases for years three, four, and five of the contract shall be subject to any annual increases (not-to-exceed five percent) in the Consumer Price Index for New York, Northern New Jersey, and Long Island.

Fourteen (14) firms submitted proposals as detailed in the table below. However, six (6) firms were deemed non-responsive as described below.

Ensign Engineering P.C. was notified that its proposal was non-responsive because it did not respond to a section of the RFP that requires proposers to respond to the Library's General Terms and Conditions and insurance requirements. Goldman Copeland Associates, Engineers, PC did not provide alternative language as required by the RFP to an exception that it had to the Library's General Terms and Conditions and was notified that its proposal was non-responsive. Lilker Associates Consulting Engineers, P.C. was notified that its proposal was non-responsive because it did not provide financial information about the firm. NV5 New York - Engineers, Architects, Landscape Architects and Surveyors did not respond to the Library's General Terms and Conditions and insurance requirements and provided non-conforming pricing and as such was notified that its proposal was non-responsive. Velocity Architecture & Engineering Group, DPC did not respond to the Library's General Terms and Conditions, nor did it provide a Vendor Responsibility Questionnaire, and as such was notified that its proposal was non-responsive. The proposal by Robert Derector, PE, PC d/b/a Robert Derector Associates was not submitted in accordance with the RFP instructions, was submitted late, and did not include the required cost information; the firm was notified that its proposal was non-responsive.

	Firm	M/WBE	
1	Cameron Engineering & Associates, LLP	no	
2	Collado Engineering	NYS & NYC MBE	
3	DM Engineers, PLLC	NYS & NYC MBE	
4	Ensign Engineering P.C.	NYS & NYC WBE	Non-Responsive
5	Goldman Copeland Associates, Engineers, PC		Non-Responsive
6	H2M Architects. Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers		
7	Jacob Feinberg Katz & Michaeli Consulting Group	NYS & NYC WBE	
8	Lilker Associates Consulting Engineers, P.C.		Non-

			Responsive
9	LiRo Engineers, Inc		
10	Lizardos Engineering Associates, D.P.C.		
11	MG Engineering D.P.C.		
12	NV5 New York - Engineers, Architects, Landscape Architects and Surveyors	NYS & NYC MBE	Non-Responsive
13	Robert Derector, PE, PC d/b/a Robert Derector Associates		Non-Responsive
14	Velocity Architecture & Engineering Group, DPC	No	Non-Responsive

The remaining eight (8) proposals were responsive to the requirements of the RFP and met the RFP threshold criteria of:

1. Proposer must have a minimum of five (5) years of experience in providing engineering design services as described in the scope of services.
2. Proposer’s principal officers must have a minimum of ten (10) years of experience in providing engineering design services.
3. Proposer must have worked with public sector and/ or not-for-profit entities within the last three (3) years.
4. Proposer must have annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000) for three (3) years within the last five (5) years. Provide copies of the audited financial statements for each of the three years demonstrating annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000). If audited financial statements are not available, please explain why, identify how the Library can assess the financial condition of your firm, and provide alternative documentation subject to the Library’s sole discretion to accept.

As such, a selection committee comprised of Capital Projects Management staff evaluated the proposals, utilizing the technical evaluation criteria set forth in the RFP, and also determined that all maximum design fees as a percent of total construction cost and maximum hourly rates were fair and reasonable. The overall scores were as follows:

	Firm	Scores	Maximum Design Fee as a Percent of Total Construction Cost	Average Maximum Hourly Rate	M/WBE
1	Cameron Engineering &	87.67	13%	\$170.13	

	Associates, LLP.				
2	LiRo Engineers, Inc.	83.67	17%	\$175.16	
3	Lizardos Engineering Associates, D.P.C.	76.67	10%	\$155.71	
4	MG Engineering D.P.C.	76.33	25%	\$149.15	
5	H2M Architects. Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers	75.67	12%	\$177.36	
6	Collado Engineering	75.00	9%	\$163.09	NYS & NYC MBE
7	DM Engineers, PLLC	72.67	7%	\$173.00	NYS & NYC MBE
8	Jacob Feinberg Katz & Michaeli Consulting Group	69.67	15%	\$196.89	NYS & NYC WBE

The selection committee determined that the top six (6) firms should be awarded engineering design requirements contracts. The awarding of projects will be within the Library's sole discretion or through competition among the selected firms. The Library will also determine if projects will be based on design fees, lump sum, with competition required if over \$50,000, or hourly rates. At the direction of the Library, firms would submit proposals for a project at or below their maximum design fees, lump sum, or their maximum hourly rates. Additionally, during the contract term the Library will reserve the right to negotiate lower fees with firms for specific projects.

In the review of proposals, the Library thoroughly reviewed each vendor's experience, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor's responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to a firm.

Cameron Engineering & Associates, LLP. ("Cameron") has been a provider of engineering services to the Library and has performed well. According to the NYC Comptroller's webpage "Checkbook NYC," Cameron has been awarded over \$90 million in contracts. A reference from NYC Parks stated that Cameron is presently working on designs for the Flushing Meadows Corona Park Electrical Vault Reconstruction project and that Cameron has exceeded expectations. A reference from FDNY stated that Cameron has been they have been extremely reliable. Cameron has identified several M/WBE firms as its subcontractors. They include Ellana, Inc. – cost estimating (WBE), JLC Environmental Consulting– hazmat/asbestos survey (WBE), YU & Associates – geotechnical services (MBE), Domingo Gonzalez Associates – lighting design (MBE), Heidecker Land Surveying –land surveying (MBE), Noel Building Consultants – expediting (MBE), Metric Consulting - probing (MBE), and Ronnette Riley Architect – architecture (WBE).

LiRo Engineers, Inc. ("LiRo") has been a provider of engineering services to the Library and it has performed well. According to the NYC Comptroller's webpage "Checkbook NYC," LiRo

has been awarded over \$700 million in contracts. A reference from the Nassau County Department of Public Works stated that LiRo has worked on many projects for the county including engineering projects for police precincts and that they recommend LiRo. LiRo has identified several M/WBE firms as its subcontractors. They include Agarabi Engineering, PLLC-commissioning (MBE), Hirani Engineering and Land Surveying P.C.- structural engineering (MBE), Nasco Construction Services, Inc. cost estimating (WBE), PL Engineering electrical engineering (MBE), and W. Allen Engineering, PLLC- plumbing and fire Protection (WBE).

Lizardos Engineering Associates, D.P.C. (“Lizardos”) has been awarded over \$11 million in City contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from Suffolk County Community College stated that Lizardos performed mechanical engineering work and that the firm performed well and that they recommend the firm. Lizardos has identified several M/WBE firms as its subcontractors. They include Ysrael Seinuk, PC- structural engineer (MBE), Shen Milsom Wilke- audio/visual/IT/security (MBE), Domingo Gonzalez Lighting – lighting design (MBE), Construction Permit Services- expediting (WBE), DM Engineers- electrical commissioning (MBE), Lohrius- printing and reproduction (WBE), Ellana, Inc.- cost estimating (WBE), and Quality Environmental Hazardous Materials (WBE).

MG Engineering D.P.C. (“MG”) has been awarded over \$11 million in City contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from the Fashion Institute of Technology indicated that MG has performed several engineering projects and that they were satisfied with MG’s work and that they recommend the firm. A reference from NYC Health and Hospitals Corporation stated that MG has worked on several projects for many years and that MG is one of their strongest consultants and that they are very responsive and have great solutions. MG has identified several M/WBE firms as its subcontractors. They include Ysrael A. Seinuk, PC (MBE) - Structural Engineer, Accu-Cost Construction Consultants, Inc. (WBE) - Cost Estimating Consultant, Adelaide Environmental Health Associates, Inc. (WBE) - HazMat Consultant, and Ahuja Partnership Architects (MBE) - Architecture.

H2M Architects. Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers (“H2M”) has been awarded over \$50 million in City contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from Gold Coast Public Library, located in Glen Head, New York, stated that H2M is presently working as the library’s engineer, construction management, and construction administrator, and the reference so far is satisfied with H2M’s work and recommends the firm. H2M has identified several M/WBE firms as its subcontractors. They include LERA Consulting Engineers- structural engineering (M/WBE), Mechanical Testing, Inc.- commissioning services (WBE), Domingo Gonzalez Associates- lighting design (MBE), SRW - plumbing and fire protection engineering (M/WBE), and Ellana Cost Estimating - cost estimating (WBE).

Collado Engineering (“Collado”) has been awarded over \$600,000 in City contracts according to the NYC Comptroller’s webpage “Checkbook NYC.” A reference from the Intrepid Sea, Air and Space Museum stated that Collado has been the museum’s MEP and Fire Suppression Engineering firm for over 18 years and that the firm has exceeded expectations. A reference from Purchase University stated that Collado has performed several projects over several years and that they found Collado to be extremely professional, responsive, work easily with the other team

consultants, and always have the college's best interests in mind. Collado is an MBE firm and has identified several M/WBE firms as its subcontractors. They include Ysrael A. Seinuk - structural engineering (MBE), Ellana, Inc. - cost estimating (WBE), and NY Environmental - hazmat/asbestos specialists (MBE).

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Cameron Engineering & Associates, LLP., LiRo Engineers, Inc., Lizardos Engineering Associates, D.P.C., MG Engineering D.P.C., H2M Architects, Engineers, Land surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers and Collado Engineering for engineering design requirements contracts for a three-year term with two one-year options to renew at the Library's sole discretion, at the rates proposed herein.

Cameron Engineering & Associates, LLP		Collado Engineering		H2M architects + engineers	
Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs	
13%		8.50%		12%	
Average Hourly Rate		Average Hourly Rate		Average Hourly Rate	
\$170.13		\$163.09		\$177.36	
Cameron Engineering & Associates, LLP		Collado Engineering		H2M architects + engineers	
Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates
Cameron Engineering - Principal	\$240.00	Collado Engineering - Principal	\$325.00	H2M, Principal	\$375.00
Cameron Engineering - Senior Engineer	\$220.00	Collado Engineering - Associate	\$275.00	H2M, Engagement Leader	\$250.00
Cameron Engineering - Intermediate Engineer	\$185.00	Collado Engineering - Sr. Engineer	\$250.00	H2M, Practice Leader - Engineering	\$280.00
Cameron Engineering - Junior Engineer	\$150.00	Collado Engineering - Engineer	\$190.00	H2M, Department Manager - Engineering	\$265.00
bld Architecture - Principal	\$255.00	Collado Engineering - Jr. Engineer	\$140.00	H2M, Senior Project Engineer	\$200.00
bld Architecture - Director of Operations	\$185.00	Collado Engineering - Cadd Operator	\$90.00	H2M, Project Engineer	\$165.00

bld Architecture - Design Director	\$185.00	YAS - Principal in Charge	\$220.00	H2M, Staff Engineer	\$130.00
bld Architecture - Project Architect	\$140.00	YAS - Project Manager	\$165.00	H2M, Practice Leader - Env.	\$250.00
bld Architecture - Intermediate Designer	\$125.00	YAS - Sr. Structural Engineer	\$150.00	H2M, Senior Environmental Scientist	\$210.00
Ellana Inc. - Senior Cost Manager	\$176.00	YAS - Project Engineer	\$135.00	H2M, Project Scientist	\$135.00
Ellana Inc. - Senior Cost Estimator	\$159.00	YAS - Sr. Inspector	\$125.00	H2M, Market Specialist	\$225.00
Ellana Inc. - Cost Estimator	\$133.00	YAS - Sr. Cadd Operator	\$125.00	H2M, Admin. Support Professional	\$90.00
Ronnette Riley Architect-Principal	\$295.00	YAS - Cadd Operator	\$110.00	Ellana, Senior Cost Manager	\$176.00
Ronnette Riley Architect-Associate	\$252.00	Ellana - Sr. Cost Manager	\$176.00	Ellana, Senior Estimator	\$159.00
Ronnette Riley Architect-Senior Architect / Senior Project Manager	\$230.00	Ellana - Sr. Cost Estimator	\$159.00	Ellana, Estimator	\$133.00
Ronnette Riley Architect-Project Architect / Manager	\$200.00	Ellana - Cost Estimator	\$133.00	LERA, Partner	\$250.00
Ronnette Riley Architect-Senior Designer / Senior Technical	\$184.00	NYE - NYS DOL Asbestos Project Designer	\$155.00	LERA, Associate Partner	\$205.00
Ronnette Riley Architect-Designer / Technical	\$162.00	NYE - NYC DEP Asbestos Investigator	\$145.00	LERA, Senior Associate	\$175.00
Ronnette Riley Architect-Junior Designer / Technical	\$130.00	NYE - NYS DOL Asbestos Inspector	\$127.00	LERA, Associate	\$150.00
Ronnette Riley Architect-Intern	\$108.00	NYE - NYS DOL Project Monitor	\$121.00	LERA, Senior Engineer	\$120.00
YU - Geotechnical Project Manager	\$287.00	NYE - EPA Lead Inspector	\$127.00	LERA, Engineer	\$115.00

YU - Geotechnical Project Engineer	\$156.40	NYE - EPA Risk Assessor	\$145.00	LERA, Senior Drafter/BIM	\$120.00
YU - Geotechnical Senior Staff Engineer	\$129.30			LERA, Drafter/BIM	\$95.00
YU - Geotechnical Staff Engineer	\$112.12			LERA, Administrative Support	\$80.00
Domingo Gonzalez Associates, Inc. - Principal	\$253.01			SRW, Principal	\$280.00
Domingo Gonzalez Associates, Inc. - Vice President	\$196.34			SRW, Associate Principal	\$240.00
Domingo Gonzalez Associates, Inc. - Director	\$176.12			SRW, Project Manager	\$210.00
Domingo Gonzalez Associates, Inc. - Sr. Associate	\$152.65			SRW, Engineer	\$185.00
Domingo Gonzalez Associates, Inc. - BIM / Architectural Drafter	\$105.87			SRW, CAD Draftsperson	\$120.00
Domingo Gonzalez Associates, Inc. - Designer II	\$113.00			SRW, Administrative	\$100.00
Domingo Gonzalez Associates, Inc. - Designer I	\$101.90			Mechanical Testing, Certified CxA	\$180.00
Noel Building Consulting - Principal	\$150.00			Mechanical Testing, Cx Assistant	\$150.00
Noel Building Consulting - Project Manager	\$120.00			Domingo Gonzalez, Principal	\$253.01
Noel Building Consulting - Expeditor	\$95.00			Domingo Gonzalez, Vice President	\$196.34

Noel Building Consulting - Administration	\$60.00			Domingo Gonzalez, Director	\$176.12
SGM Engineering-Principal	\$225.00			Domingo Gonzalez, Sr. Associate	\$152.65
SGM Engineering-Professional Engineer	\$200.00			Domingo Gonzalez, BIM / Arch. Drafter	\$105.87
SGM Engineering-Field Tech Eng - Level 1	\$175.00			Domingo Gonzalez, Designer II	\$113.00
SGM Engineering-Field Tech Eng - Level 2	\$125.00			Domingo Gonzalez, Designer II	\$101.90
SGM Engineering-Administrative	\$90.00				
JLC - Principal	\$250.00				
JLC - Professional Engineer	\$250.00				
JLC - Certified Industrial Hygienist (CIH)	\$200.00				
JLC - Geologist	\$160.00				
JLC - Environmental Scientist	\$150.00				
JLC - Debris Monitor	\$125.00				
JLC - Senior Technician/Debris Monitoring Field Supervisor	\$150.00				
JLC - Hazardous Materials Consultant	\$150.00				
JLC - NYS DOL Asbestos Project Designer	\$160.00				
JLC - NYC DEP Certified Asbestos Investigator	\$160.00				

JLC - Project Manager	\$175.00				
JLC - ACP 5 or Report	\$375.00				
JLC - CADD Draftsperson	\$85.00				
JLC - NYS DOL Mold Assessor/Certified Microbial Consultant (CMC)	\$150.00				
JLC - NYS DOL Asbestos Inspector	\$140.00				
JLC - Microbiological Inspector	\$150.00				
JLC - US EPA Certified Lead Inspector	\$140.00				
JLC - USA EPA Lead Risk Assessor	\$160.00				

LiRo Engineers, Inc		Lizardos Engineering Associates, D.P.C.		MG Engineering D.P.C.	
Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs		Maximum Design Fee as a Percent of Construction Costs	
17%		10%		25%	
Average Hourly Rate		Average Hourly Rate		Average Hourly Rate	
\$175.16		\$155.71		\$149.15	
LiRo Engineers, Inc		Lizardos Engineering Associates, D.P.C.		MG Engineering D.P.C.	
Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates	Firm and Firm's Subcontractor's Titles	Firm and Firm's Subcontractor's Hourly Rates
Principal In Charge	\$265.00	Principal	\$275.00	MGE - Associate Principal/Engagement Leader	\$137.00
QA / QC	\$240.00	Project Manager/Associate	\$205.00	MGE - Project Manager/Senior Executive Director	\$133.00

Senior Project Manager	\$215.00	Senior Engineer/Architect	\$175.00	MGE - Lead Mechanical Engineer	\$60.00
Project Manager	\$185.00	Engineer/Architect	\$150.00	MGE - Lead Electrical Engineer	\$60.00
Senior Mechanical Engineer	\$195.00	Designer	\$110.00	MGE - Lead Plumbing & Fire Protection Engineer	\$133.00
Mechanical Engineer	\$155.00	Draftsperson (CADD)	\$95.00	MGE - Associate Director of Sustainability & Commissioning Services	\$60.00
Senior Electrical Engineer	\$195.00	Technical Aide	\$80.00	MGE - Lead Sustainability & Commissioning Services Consultant	\$137.00
Electrical Engineer	\$155.00			MGE UTC - Managing Principal, IT/Audio-Visual/Security	\$133.00
Senior Plumbing / Fire Protection Engineer	\$195.00			MGE UTC - Project Manager, IT/Audio-Visual/Security	\$220.00
Plumbing / Fire Protection Engineer	\$155.00			Ysrael A. Seinuk - Principal in Charge	\$165.00
Senior Structural Engineer	\$195.00			Ysrael A. Seinuk - Project Manager	\$150.00
Structural Engineer	\$155.00			Ysrael A. Seinuk - Sr. Structural Engineer	\$135.00
Environmental Engineer	\$155.00			Ysrael A. Seinuk - Project Engineer	\$125.00
Environmental Inspector	\$120.00			Ysrael A. Seinuk - Sr. Inspector	\$125.00
Senior Telecom Engineer	\$195.00			Ysrael A. Seinuk - Sr. CADD	\$125.00
Telecom Engineer	\$160.00			Ysrael A. Seinuk - CADD	\$110.00

AutoCAD / BIM Manager	\$105.00			Adelaide - Principal	\$175.00
Principal (Agarabi)	\$225.00			Adelaide - Registered Architect/Professional Engineer	\$175.00
Senior Mechanical Engineer/Energy Consultant III (Agarabi)	\$195.00			Adelaide - Project Manager	\$175.00
Senior Mechanical Engineer/Energy Consultant II (Agarabi)	\$175.00			Adelaide - NYS/NYC Asbestos Inspector/Investigator	\$95.00
Senior Mechanical Engineer/Energy Consultant I (Agarabi)	\$150.00			Adelaide - EPA Certified Lead Inspector	\$85.00
Mechanical Engineer/Energy Consultant III(Agarabi)	\$125.00			Adelaide - Clerical	\$45.00
Mechanical Engineer/Energy Consultant II (Agarabi)	\$105.00			Accu-Cost - Project Manager	\$175.00
Mechanical Engineer/Energy Consultant I (Agarabi)	\$95.00			Accu-Cost - Sr. Structural Estimator	\$120.00
Admin (Agarabi)	\$75.00			Accu-Cost - Sr. Architectural / Struct. Estimator	\$120.00
Special Inspector (Crosscheck)	\$175.00			Accu-Cost - Construction / Mechanical Estimator	\$105.00
Director of Engineering (Hirani)	\$249.86			Accu-Cost - Chief Mechanical Estimator	\$150.00
Senior Structural Engineer (Hirani)	\$223.37			Accu-Cost - Sr. Mechanical Estimator	\$132.50

Structural Engineer III (Hirani)	\$209.25			Accu-Cost - Chief Electrical Estimator	\$150.00
Project Manager (Hirani)	\$196.88			Accu-Cost - Sr. Electrical Estimator	\$145.00
Structural Engineer (Hirani)	\$143.86			Ahuja Partship Architects - Principal	\$250.00
CAD Designer (Hirani)	\$109.21			Ahuja Partship Architects - Sr. Architect	\$210.00
Chief Estimator (NASCO)	\$256.40			Ahuja Partship Architects - Project Manager	\$150.00
Senior Consultant (NASCO)	\$200.00			Ahuja Partship Architects - Jr. Architect	\$124.00
Senior Estimator - Mechanical / Electrical (NASCO)	\$255.00			Ahuja Partship Architects - CADD Tech	\$75.00
Senior Estimator - GC (NASCO)	\$198.73				
Estimator (NASCO)	\$128.20				
Principal (PL Engineering)	\$200.00				
Electrical Engineer (PL Engineering)	\$113.00				
Plumbing / Fire Protection Engineer (W. Allen)	\$162.50				

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2851

AGENDA: Operating Agreement with the Queens Library Foundation, Inc.

Background:

Verbal report about the attached draft to be provided at meeting.

Attachments:

QPL-QLF Operating Agreement (3.9.23 BOT) (PDF)

**AGREEMENT
BETWEEN
THE QUEENS BOROUGH PUBLIC LIBRARY
AND THE QUEENS LIBRARY FOUNDATION, INC.**

THIS MASTER AGREEMENT (“Agreement”) is by and between THE QUEENS BOROUGH PUBLIC LIBRARY (“Library”) and THE QUEENS LIBRARY FOUNDATION, INC. (“Foundation”), separate not-for-profit corporations organized under the laws of the State of New York (collectively, “Parties”).

Whereas, the Library was incorporated in 1907 and is among the most highly admired and heavily utilized library systems in the United States; and

Whereas, the Foundation was incorporated in 1988 with its sole purpose being to “aid, assist, enhance, benefit, promote, support and encourage the Queens Public Library” and is a successful non-profit organization that raises private funds and provides all government grant-related services to the Library; and

Whereas, the relationship between the Library and the Foundation has been consistently mutually productive and successful but has not previously been documented in a formal manner, and the Parties have determined that the best practice is to document the relationship formally;

Now therefore, the Parties hereby agree as follows:

**ARTICLE I
PURPOSE, TERM, AND TERMINATION**

Section 1.1 Purpose. The purpose of this Agreement is to state the current relationship between the Parties and establish a method for sharing costs between the Parties. This Agreement is not intended to be legally binding on either Party, and neither Party may bring a cause of action against the other with respect to this Agreement for breach or otherwise.

Section 1.2 Effective Date. This Agreement will be effective upon the date when the following conditions are satisfied: (a) the Library’s Board of Trustees has authorized its execution by resolution; (b) the Foundation’s Board of Directors has authorized its execution by resolution; and (c) this Agreement has been executed by authorized representatives of the Library and the Foundation.

Section 1.3 Term and Termination. The term of this Agreement (“Term”) shall be for a period of five (5) years, commencing on the Effective Date and expiring one day before the day marking the fifth anniversary of the Effective Date (“Termination Date”), and shall be automatically extended for additional consecutive periods of five (5) years, unless either Party, for any reason, notifies the other of its intent to terminate this Agreement by thirty (30) days’ written notice.

ARTICLE II MANAGEMENT AND RESPONSIBILITIES

Section 2.1 Basic Relationship

- (a) **Separate entities.** The Library and Foundation are separate, independent New York not-for-profit corporations recognized by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code. The Library is governed by a Board of Trustees appointed by the Mayor of the City of New York and the Queens Borough President, while the Foundation is governed by an elected Board of Directors.
- (b) **Library responsibilities.** The Library's Board of Trustees is responsible for setting the priorities and direction of the Library, including its programs, services, collections, and activities.
- (c) **Foundation responsibilities.** The Foundation serves as the fundraising entity for the Library, with its sole purpose being the support of the Library through raising funds. The Foundation solicits and accepts private donations from individuals, foundations, and corporations to support the programs, services, collections, and capital needs of the Library; and provides grant writing, reporting, and grants management for city, state, and federal funds awarded to the Library. The Library does not maintain its own internal fundraising staff, and the Library is the sole beneficiary of any fundraising by the Foundation. The Library, in turn, provides administrative personnel and infrastructure to support the operations of the Foundation.
- (d) **Governance.** Pursuant to the Foundation's current By-Laws:
 - (1) The President and CEO of the Library, the Chairperson of the Library's Board of Trustees, and the Chairperson of the Board of Trustees' Finance & Investment Committee shall be voting members of the Foundation's Board of Directors, with all of the rights and responsibilities of members of the Board of Directors.
 - (2) The Library's Board of Trustees must approve the following actions concerning the Foundation: (i) election of new directors to the Foundation's Board of Directors; (ii) appointment of an Executive Director of the Foundation by its Board of Directors; (iii) the Foundation's annual operating budget, as submitted to it by the Foundation's Board of Directors; and (iv) donor gift agreements for naming opportunities for facilities or endowed programs approved by the Board of Directors.

Section 2.2 Operating Funds; Invested Funds

- (a) **Operating Funds.**
 - (1) **Defined.** In the course of its fundraising activities on behalf of the Library, the Foundation receives private funds intended for expenditure, and not for investment ("Operating Funds"). These Operating Funds include, but are not limited to, restricted and unrestricted donations, and grants for Library programming, collections, and services.
 - (2) **Distribution of Operating Funds to Library.** The Foundation will make Operating Funds available to the Library on an ongoing basis throughout the year. The Foundation will work with the Library to determine Library needs; raise funds for these needs; and provide for the active engagement of relevant Library staff at appropriate stages in the grant making, distribution, and reporting process.
- (b) **Invested Funds.** The Library and Foundation each possess funds not intended for expenditure on Library operations, and instead are invested ("Invested Funds").

- (1) **Foundation.** The Foundation receives and maintains private funds donated to create permanent endowments, which are invested to provide perpetual support for programs, as per donor intent. The Foundation's Board of Directors is responsible for the management of the Foundation's Invested Funds, which it conducts in accordance with the Foundation's Investment Policy and Endowment Policy.
- (2) **Library.** The Library separately maintains Invested Funds. The Library's Board of Trustees is responsible for management of the Library's Invested Funds, which it conducts in accordance with the Library's Investment Policy.
- (c) **Donor Intent.** Consistent with the Gift Acceptance Policy adopted by both Parties, the Library and Foundation will honor clear donor direction, including, but not limited to, how any gift is to be used and the rate at which it is to be expended, which shall be set forth in the donor's gift agreement.

ARTICLE III SHARED EXPENSES

Section 3.1 Administrative Personnel and Infrastructure

- (a) All Foundation staff are formally employed by the Library, not the Foundation, and the Library shall pay the salaries and benefits of Foundation staff.
- (b) Certain Library staff contribute administrative services to the Foundation in support of the Foundation's operations, which may include, but are not limited to, services from the following departments of the Library: Finance, Marketing & Communications, Government and Community Affairs, Information Technology, Legal, and Procurement.
- (c) The Library provides the Foundation with certain infrastructure and other administrative support (*i.e.*, non-personnel) to assist the Foundation's operations, which may include, but are not limited to, the following categories: office space, computer and internet services, and insurance.

Section 3.2 Calculation of Shared Expenses. The Parties shall develop and each shall approve a methodology for allocating expenses between the Parties, and shall reevaluate and approve the methodology on an annual basis. The Parties shall use the methodology to allocate expenses between the Parties.

ARTICLE IV FINANCIAL ACCOUNTS AND REPORTING

Section 4.1 Bank Accounts. The Library and Foundation shall maintain separate bank accounts.

Section 4.2 Responsibility for Financial Accounting. Financial accounting and reporting for both the Library and the Foundation shall be conducted by the Library's Finance Department.

Section 4.3 Separate IRS Filings. The Library and Foundation each file a separate Form 990 with the Internal Revenue Service, listing the other as related organizations. The Library’s Board of Trustees shall be responsible for accepting and ensuring the filing of the Library’s Form 990, while the Foundation’s Board of Directors shall be responsible for accepting and ensuring the filing of the Foundation’s Form 990.

Section 4.4 Annual audit. The Library and Foundation each conduct an annual audit of their respective consolidated financial statements using the same independent auditor. The Library’s Board of Trustees shall be responsible for accepting and ensuring the filing of the Library’s financial statements and independent auditor’s report, while the Foundation’s Board of Directors shall be responsible for accepting and ensuring the filing of the Foundation’s financial statements and independent auditor’s report.

**ARTICLE V
MISCELLANEOUS PROVISIONS**

Section 5.1 Information sharing. The Parties agree to share with each other information reasonably needed to effectuate the provisions of this Agreement.

Section 5.2 Amendments. This Agreement may not be amended, changed, modified or altered except by an instrument in writing duly executed by the Library and the Foundation upon authorization by their respective boards.

Section 5.3 Binding Effect; No Assignment. This Agreement shall inure to the benefit of and shall be binding upon the Parties and their successors. This Agreement may not be assigned without the written consent of the Parties.

Section 5.4 Limitation on Third Party Rights. Nothing in this Agreement, express or implied, is intended or shall be construed to give to any person other than the Parties any legal or equitable right, remedy, or claim under or in respect of this Agreement or any covenant, condition or provision herein contained; and all such covenants, conditions and provisions are and shall be held to be for the sole and exclusive benefit of the Parties.

Dated: _____

Dated: _____

Chair, Board of Trustees
Queens Borough Public Library

President, Board of Directors
Queens Library Foundation, Inc.

Attachment: QPL-QLF Operating Agreement (3.9.23 BOT) (2851 : Operating Agreement with the Queens Library Foundation, Inc.)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2832

AGENDA: Payroll for the Month of January 2023

Payroll for the Month of January 2023

The Chief Financial Officer reports the payrolls paid during the month of January 2023 in the aggregate sum of \$5,324,190 consisting of \$5,096,175 in City Funds and \$228,015 in Federal & State Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2843

AGENDA: Purchases Over \$50K - January 2023

Current Status:

Pursuant to the Library's Procurement Policy, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from January 1, 2023 through January 31, 2023.

Library:

1. **Dell Marketing L.P.** was issued a purchase order in the amount of \$71,686 under its NYS OGS contract for 74 Dell Latitude 7420 laptops to be used for programming and homework at teen centers as part of the Mayor's Teen Initiative.
2. **Converge Technology Solutions US, LLC** was issued a purchase order in the amount of \$84,690 as an authorized reseller of Cisco under Cisco's NYS OGS contract for network switches for the Far Rockaway Library.
3. **Interface Cable Assemblies Services Corp** was issued a Statement of Work ("SOW") under its requirements contract for data cabling the amount of \$91,262.78 to install data cabling and exterior data boxes at forty locations to connect with Aerohive equipment.
4. **Waldner's Business Environments, Inc.**, a WBE firm, was issued a purchase order in the amount of \$240,341 under its furniture dealer requirements award to provide furniture at teen centers at the Cambria Heights, Central, Flushing, and Long Island City libraries as part of the Mayor's Teen Initiative.

5. **Library Interiors, Inc.**, was issued a purchase order in the amount of \$356,027 under its furniture dealer requirements contract to provide furniture and shelving for the Steinway Library.
6. **Applied Design Initiative, LLC**, received a revised purchase order under its architectural professional services requirements contract, for Bay Terrance architectural and construction services. The increase was \$169,640 and the total multi-year purchase order value is \$727,930.
7. **Lyngsoe Systems Inc.** was issued a revised purchase order under its contract to provide maintenance services for the Library's automated materials handling system. The increase was \$209,850 and the total purchase order value is \$464,700.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2840

AGENDA: Personnel Report - January 2023

PERSONNEL REPORT - 12/16/2022 - 1/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of December 16, 2022 - January 15, 2023:

§ *Promotions*

§ *Appointments*

§ *Transfers*

§ *Leaves Without Pay*

§ *Separations: Terminations/Resignations*

*** Please note that the following items have been omitted due to no updates in reporting status:*

§ *Returns from Leave of Absence*

Attachments:

Personnel Report - January 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2841

AGENDA: Personnel Report - February 2023

PERSONNEL REPORT - 1/16/2023 - 2/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of January 16, 2023 - February 15, 2023:

- § *Promotions*
- § *Appointments*
- § *Transfers*
- § *Leaves Without Pay*
- § *Returns from Leave of Absence*
- § *Separations: Terminations/Resignations*

Attachments:

Personnel Report - February 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2835

AGENDA: Key Performance Indicators Report - January 2023

Attachments:

Key Performance Indicators Report - January 2023 (PDF)

President's Report: January 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	8,585	19.34%	4,727	62.78%	826	∞	0	-100.00%	
Astoria	6,119	15.19%	5,044	42.16%	716	313.87%	2,505	265.69%	
Auburndale	7,477	16.52%	3,682	19.04%	354	105.81%	1,286	39.03%	
Baisley Park	2,272	11260.00%	2,358	∞	337	∞	1,607	∞	2
Bayside	15,678	25.31%	8,398	69.08%	443	66.54%	1,075	-24.98%	
Bay Terrace	20	-99.42%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Bellerose	5,307	29.25%	4,008	41.68%	179	24.31%	1,254	1955.74%	
Briarwood	6,198	3.82%	7,285	47.50%	1,065	1736.21%	2,337	139.45%	
Broadway	21	-99.63%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,691	9.70%	1,035	7.25%	17	∞	13	∞	
Cambria Heights	2,551	21.30%	5,458	60.29%	2,002	98.02%	272	-49.91%	
Corona	4,870	47.04%	8,580	112.53%	1,177	∞	61	90.63%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,568	51.97%	4,483	87.49%	248	-36.73%	2,441	149.08%	
East Elmhurst	2,738	9.92%	3,292	88.11%	450	462.50%	424	71.66%	
East Flushing	5,794	49.52%	4,647	58.71%	420	189.66%	1,281	101.10%	
Elmhurst	20,518	23.54%	15,343	28.15%	642	333.78%	1,699	-4.66%	2
Far Rockaway	2,591	57.60%	3,239	47.16%	475	748.21%	2,357	1620.44%	
Forest Hills	16,584	19.88%	16,152	24.02%	2,001	762.50%	2,061	-38.33%	
Fresh Meadows	2,572	-85.68%	3,290	-52.75%	72	-69.75%	590	-63.94%	1,2
Glen Oaks	12,926	16.13%	7,293	52.99%	1,868	245.93%	3,273	24.78%	
Glendale	5,588	14.13%	2,161	92.26%	584	108.57%	106	-25.87%	2
Hillcrest	8,683	50.38%	5,376	67.32%	327	247.87%	981	∞	
Hollis	2,809	34.72%	3,673	62.31%	93	∞	615	209.05%	
Howard Beach	4,414	17.18%	5,012	62.46%	270	269.86%	740	55.46%	
Hunters Point	24,231	2.88%	10,368	47.08%	2,050	713.49%	2,444	-5.23%	
Jackson Heights	13,917	10.30%	17,986	47.97%	758	373.75%	929	147.07%	2
Kew Gardens Hills	12,585	25.11%	11,382	96.82%	1,214	754.93%	515	-16.94%	
Langston Hughes	1,817	-1.30%	6,256	183.33%	2,377	16878.57%	37	-87.46%	
Laurelton	2,716	13.97%	4,238	45.09%	96	638.46%	142	∞	
Lefferts	2,497	14.70%	3,505	19.54%	140	12.00%	965	89.59%	
Lefrak City	41	-22.64%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,735	18.61%	6,487	141.33%	8,713	2738.11%	1,115	374.47%	
Maspeth	6,437	-2.73%	5,273	22.66%	1,042	∞	82	∞	
McGoldrick	4,943	2.19%	5,826	10.47%	203	∞	2,218	4.57%	
Middle Village	4,390	29.54%	4,286	39.43%	628	1395.24%	2,188	509.47%	
Mitchell-Linden	9,154	-10.94%	6,823	18.68%	391	551.67%	1,308	-2.53%	
North Forest Park	5,613	25.21%	4,928	53.66%	79	∞	377	74.54%	

Attachment: Key Performance Indicators Report - January 2023 (2835 : Key Performance Indicators

President's Report: January 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
North Hills	5,168	35.61%	5,574	28.02%	847	250.00%	515	48.41%	
Ozone Park	3,699	33527.27%	5,159	-68.18%	1,806	∞	275	∞	2
Peninsula	5,927	-7.35%	6,341	36.93%	268	415.38%	844	39.74%	
Pomonok	3,092	50.17%	3,409	83.48%	201	∞	85	400.00%	
Poppenhusen	3,450	16.24%	3,162	64.00%	2,254	∞	417	68.15%	
Queensboro Hill	4,191	-20.91%	5,801	8.55%	243	-33.24%	121	∞	
Queens Village	2,469	54.22%	2,974	40.61%	261	8600.00%	0	-100.00%	
Rego Park	8,278	12.72%	7,813	47.69%	351	231.13%	484	∞	
Richmond Hill	7,221	63.93%	4,567	32.19%	1,140	87.19%	1,041	202.62%	
Ridgewood	6,512	7.55%	17,116	104.37%	1,080	510.17%	1,826	20.85%	
Rochdale Village	3,167	1.90%	4,967	103.40%	955	∞	1,212	188.57%	
Rosedale	1,977	30.75%	3,036	62.01%	356	∞	2,142	69.87%	
Seaside	3,404	22.40%	4,726	19.95%	273	∞	3,459	∞	
South Hollis	2,068	51.50%	6,211	203.12%	1,469	∞	673	∞	
South Jamaica	2,250	22.22%	3,761	129.89%	212	2020.00%	89	2866.67%	
South Ozone Park	2,620	71.24%	4,086	144.96%	322	1794.12%	1,102	77.46%	
St. Albans	2,876	28.34%	3,566	36.05%	314	5133.33%	104	100.00%	
Steinway	9,028	243.92%	13,688	167.45%	635	123.59%	1,349	50.56%	2
Sunnyside	8,333	16.77%	10,041	45.27%	809	819.32%	1,722	58.13%	
Whitestone	6,492	23.59%	4,944	76.89%	583	385.83%	1,729	53.42%	
Windsor Park	7,555	30.21%	5,949	63.97%	427	662.50%	1,300	81.82%	
Woodhaven	5,258	47.12%	4,637	73.35%	1,554	411.18%	304	∞	
Woodside	5,419	47.46%	7,718	51.81%	1,077	2526.83%	1,608	64.08%	
Community Libraries Total	355,104	13.05%	351,140	40.82%	49,694	525.08%	61,699	65.01%	

Central Library Adult Learning Center	11	-15.38%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	10	100.00%	3,646	329.95%	1,192	170.91%	N/A	N/A	
Elmhurst Adult Learning Center	13	-35.00%	N/A	N/A	971	78.49%	N/A	N/A	3
Flushing Adult Learning Center	124	12300.00%	0	0.00%	1,160	55.08%	0	0.00%	
Jackson Heights Adult Learning Center	65	14.04%	N/A	N/A	1,444	60.27%	0	-100.00%	3
Peninsula Adult Learning Center	3	-70.00%	N/A	N/A	710	-12.88%	N/A	N/A	3
Rochdale Adult Learning Center	13	-63.89%	N/A	N/A	481	-51.32%	N/A	N/A	3
Adult Learning Center Total	239	68.31%	3,646	329.95%	5,958	34.31%	0	-100.00%	

Central Adult Fiction	3,544	6.30%
Central Adult Fiction - Ask at Desk	2,776	24.04%
Central Adult Non-Fiction	8,204	7.73%
Central Adult Non-Fiction - Ask at Desk	5,671	2.22%

Attachment: Key Performance Indicators Report - January 2023 (2835 : Key Performance Indicators

President's Report: January 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central International Languages	740	-20.60%							
Central International Languages - Ask at Desk	167	5.03%							
Central Library Current Collection	1,372	55.20%							
Central Library Fine Arts/Media Center	10,950	13.68%							
Central Library Others	933	14.48%							
Central Library Hot Picks	306	-28.67%							
Central Library Interloan	61	-44.04%							
Central Library Job Info Center	19	111.11%							
Central Library Young Adult Room	1,509	-4.49%							
Children's Library Discovery Center	6,742	32.20%	7,411	123.90%	1,003	3912.00%	1,027	690.00%	
Central Total	42,994	12.01%	45,544	68.79%	2,304	287.23%	8,836	-4.23%	

Flushing	23,892	7436.91%							
Flushing IRC	17	∞							
Flushing Job Info Center (JIC)	7	250.00%							
Flushing Media Center	4,420	14633.33%							
Flushing Total	28,336	8019.20%	58,557	5999.69%	2,673	∞	11,045	∞	2

E-book and E-Magazines	152,556	12.21%
Virtual Music and Movies	51,570	0.22%
Culture Pass reservations	1,293	N/A
Online Learning Services usage	18,899	N/A
Virtual Library Total	224,318	19.70%
Langston Hughes Black Heritage	190	-9.09%
Queens Village Mail-A-Book	2,476	19.44%
Mobile Library	603	284.08%
Correctional Outreach	453	∞
Other Total	18	125.00%

2,683	-44.91%	1,192	N/A
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932	7.00%	0	0.00%
0	0.00%	N/A	X
431	158.08%	23	-78.30%

System Total	654,731	20.61%	461,307	65.43%	63,645	256.53%	82,795	77.51%
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Website Visits	277,367	1.63%
Wireless use	48,515	-13.20%
Computer Sessions	59,202	77.37%

- Notes:
- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
 - 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
 - 3 - ALCs are not in separate area - accurate gate count not possible

Attachment: Key Performance Indicators Report - January 2023 (2835 : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 9, 2023

ITEM ID #: 2839

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.