



Lou Ann Texeira
Executive Officer

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January 9, 2008 (Agenda)

Local Agency Formation Commission
651 Pine Street, Sixth Floor
Martinez, CA 94553

Authorize a Service Contract for Planning Services

Dear Members of the Commission:

RECOMMENDATION

1. Receive the LAFCO staff report, along with a supplemental report and recommendation to be presented at the Commission meeting; and
2. Authorize LAFCO staff to execute a service contract with the selected firm to provide planning services.

DISCUSSION

The LAFCO budget includes funding for two full-time LAFCO positions, along with funding for other professional services including legal, auditing, GIS/mapping, and planning services. These other professional services are currently provided through service contracts, which provide maximum staffing and budgetary flexibility.

In December 2005, the Commission directed LAFCO staff to release a Request for Proposal (RFP) for planning services. Following a recruitment and selection process, in February 2006, the Commission awarded a contract to Graichen Consulting for planning services. The term of the agreement between LAFCO and Graichen Consulting expires on February 8, 2008.

On November 14, 2007, the Commission directed LAFCO staff to circulate a new RFP for planning services, and return to the Commission with a recommendation.

The RFP was released on November 15, 2007, and posted to the Contra Costa LAFCO and CALAFCO websites; RFP notices were mailed to over 90 firms. The deadline for submitting proposals was December 14, 2007. Proposals were submitted by eight firms.

Per the Commission's direction a selection committee was formed to review the written proposals and conduct interviews. The selection committee includes Roseanne Chamberlain - Executive Officer, Amador LAFCO, Evelyn Ellis - Planner/Analyst, Marin LAFCO, and Sandra Rivera - Assistant Planning Director, Alameda County.

Based on a review of the written proposals, the committee selected the following five firms to interview:

- Baracco and Associates
- Richard T. Bottarini
- Lamphier-Gregory
- Christy Leighton
- PMC

On January 3, the selection committee will conduct interviews, which will be moderately structured with questions designed to gauge the consultants' understanding of the required tasks, proposed approach to planning services, experience and familiarity with LAFCO, qualifications of personnel who would be assigned to work with the Contra Costa LAFCO, cost and other factors.

Following the interviews, the selection committee will deliberate and develop its recommendation. A supplemental staff report and recommendation will be presented to the Commission on January 9.

FINANCING

Adequate funding is included in the FY 2007-08 budget to cover costs associated with planning services.

Please contact the LAFCO office if you have any questions.

Sincerely,

Lou Ann Texeira
Executive Officer