



Lou Ann Texeira  
Executive Officer

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February 13, 2008 (Agenda)

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

**Request for Proposals to Prepare the Initial Study  
for the Proposed Incorporation of the Town of Alamo**

Dear Members of the Commission:

RECOMMENDATION

1. Review the attached Request for Proposal (RFP) for a consultant to prepare an Initial Study pursuant to the California Environmental Quality Act (CEQA) for the proposed incorporation of the Town of Alamo and provide comment; and
2. Authorize staff to issue the RFP, with changes as desired.

BACKGROUND

On November 5, the Alamo incorporation proponents submitted to LAFCO an application and petition to incorporate the Alamo community; and on November 14, the petition was certified by the County Elections office.

The territory proposed for incorporation comprises 9.8± square miles, and is bounded on the north and northwest by the City of Walnut Creek, on the south by the Town of Danville, by Las Trampas Regional Wilderness on the west, and by Diablo Foothills Regional Park and Mt. Diablo State Park to the east.

The area includes approximately 16,000 residents, and is primarily single-family residential with a commercial district that principally serves the surrounding residential area (see attached map). Services are currently provided to Alamo by Contra Costa County and various special districts.

DISCUSSION

***Incorporation Proposal*** - An incorporation proposal includes a number of major tasks including the following:

- Submittal of a petition (or resolution of an affected agency) and appropriate verification
- LAFCO application questionnaire and processing fees
- Preparation of Comprehensive Fiscal Analysis (CFA)
- Preparation of environmental document per CEQA
- LAFCO analysis
- LAFCO public hearings
- LAFCO determinations
- Election

Preparation of the CFA is currently underway. In addition, an Initial Study (IS) and environmental determination must be completed prior to LAFCO's consideration of the incorporation proposal.

Incorporations are considered a project under CEQA and require an environmental review. The Contra Costa LAFCO is the Lead Agency under CEQA for an incorporation proposal and must prepare or cause to be prepared an IS.

An IS is required pursuant to CEQA to determine whether the project may have a significant impact on the environment. If the IS shows no substantial evidence that the project will create significant adverse environmental impacts, then LAFCO may adopt a Negative Declaration. If the IS concludes that the project may produce significant environmental impacts, then preparation of an Environmental Impact report will be required.

***Request for Proposals*** – LAFCO staff has prepared the attached RFP for the Commission review and consideration. In addition, staff has compiled a list of consultants to whom an RFP announcement will be mailed. The RFP will also be posted on the Contra Costa LAFCO and CALAFCO websites.

The RFP includes information regarding the project, scope of work, budget, qualification criteria, insurance requirements, selection process and proposed work schedule.

Based on the incorporation timeline, the Commission will be asked to award a contract in April 2008.

#### FINANCING

The cost associated with preparing the IS will be borne by the proponents; thus, there is no direct cost to LAFCO.

Please contact the LAFCO office if you have any questions.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachment – Draft RFP

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION**  
**REQUEST FOR PROPOSALS**  
**FOR AN INITIAL STUDY PURSUANT TO CEQA**  
**FOR THE PROPOSED INCORPORATION OF THE TOWN OF ALAMO**

**OBJECTIVE**

The Contra Costa Local Agency Formation Commission (LAFCO) is seeking proposals from qualified environmental consultants to prepare an Initial Study pursuant to the California Environmental Quality Act (CEQA) for the proposed incorporation of the Town of Alamo.

**BACKGROUND**

On November 5, 2007, LAFCO received a petition and application for the incorporation of the Town of Alamo. The petition was signed by approximately 3,000 (31%) of the registered voters in the area. On November 14, the petition signatures were found to be sufficient by the Contra Costa County Elections office.

The purpose of the proposed incorporation is to 1) increase representation and local control in land use planning, services and infrastructure; 2) create an efficient and politically accountable government; retain local revenues to benefit Alamo; 3) enhance the quality of life and maintain the unique, rural character of the community; 4) preserve the Town's historical and cultural heritage; and 4) increase opportunities for participation in local government.

The territory proposed for incorporation, as depicted in the attached map, includes 9.8+ square miles, and is bounded on the north and northwest by the City of Walnut Creek, on the south by the Town of Danville, by Las Trampas Regional Wilderness on the west, and by Diablo Foothills Regional Park and Mt. Diablo State Park to the east. In addition, LAFCO is currently studying one boundary option, also shown on the attached map (**Attachment A**).

The area includes approximately 16,000 residents, and is primarily single-family residential with a commercial district that principally serves the surrounding residential area. Services are currently provided to Alamo by Contra Costa County and various special districts.

A Comprehensive Fiscal Analysis is currently being prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and LAFCO policies in order to determine the fiscal viability of incorporation. The environmental assessment will facilitate an understanding of the potential environmental effects of the proposed incorporation and compliance with CEQA.

The Alamo area was included in the County's General Plan (2005).

**PROPOSED PLAN FOR SERVICES**

Currently, the Alamo community receives municipal services from Contra Costa County (i.e., police protection, public works, community development, library, etc.) and from a number of special districts and other service providers. The attached service matrix provides a summary of current and proposed service providers (**Attachment B**). Of note are the following services:

Fire service is provided primarily by the San Ramon Valley Fire Protection District. The Contra Costa County Fire Protection District serves a small area to the northwest. No change in fire services providers is proposed.

Police protection is provided by the County Sheriff. Traffic control is the responsibility of the California Highway Patrol. The proposed incorporation assumes that the new city will contract with the County or other service provider for police services.

Several County Service Areas (CSAs) provide additional services to portions of the Alamo community. These services include enhanced police services, parks and recreation, street and landscape maintenance, and street lighting.

## **DESCRIPTION AND SCOPE OF SERVICES**

Incorporations are a project under CEQA and require environmental review. Contra Costa LAFCO is the Lead Agency. An Initial Study must be completed prior to consideration of the proposal. The analysis will be prepared in a manner consistent with State and Contra Costa LAFCO policies and will result in a recommended determination as to the significance of any environmental impacts and whether preparation of an Environmental Impact Report or a Negative Declaration is warranted.

Relevant to the environmental analysis is Government Code §57376 which states *“if the newly incorporated city comprises territory formerly unincorporated, the city council shall adopt an ordinance providing that all county ordinances previously applicable shall remain in force and effect as city ordinances for a period of 120 days after incorporation, or until the city council has enacted ordinances superseding the county ordinances, whichever occurs first.”*

The final produce must be in a form suitable for public circulation, online viewing and presentation to LAFCO. The document will become the property of LAFCO and will be the subject of review and public hearings.

### **Scope of Services**

Under the direction of LAFCO, the consultant will prepare an Initial Study for the proposed incorporation of the Town of Alamo. Duties include, but are not limited to, the following:

- Gather and analyze data. As part of this task, review various reports, files and related materials such as the Government Code and incorporation statutes, the Contra Costa County General Plan, related LAFCO files and reports including Municipal Service Reviews, and the Alamo incorporation application and Comprehensive Fiscal Analysis that is in progress,
- Confer, as needed, with the, LAFCO and County staff and with the proponents who initiated the application,
- Prepare an Initial Study pursuant to CEQA,
- Prepare and Circulate a Notice of Availability that includes a recommended determination as to whether there are significant impacts requiring the preparation of an Environmental Impact Report or Negative Declaration,
- Attend up to two Commission hearings and provide support to LAFCO staff in the presentation of the environmental findings pursuant to CEQA, including at least one consultant presentation at a LAFCO public hearing,
- Submit all documents to LAFCO in printed form and on CD-ROM using MicroSoft office programs.

The final scope of services will be based on the consultant's approach to the project and will be negotiated with the firm selected and will be included in the services agreement.

## Proposal Requirements

Response to this RFP must include the following:

1. *A statement about the firm that describes its experience as well as its competencies. This statement should describe the firm's level of expertise in the following areas:*
  - Knowledge of the California Environmental Quality Act (CEQA) and experience with environmental analysis, preferably involving incorporations
  - Familiarity with the Cortese Knox Hertzberg Act (CKH Act), the role and functions of LAFCO, and the incorporation process
  - Understanding of how the full range of municipal services are delivered
  - Ability to analyze and present information in an organized format
  - Familiarity with public input processes and experience in handling the presentation and dissemination of public information for review and comment
  - Ability to provide alternatives where necessary to resolve environmental issues
2. *Identification of the lead professional responsible for the project and of each professional who will perform various aspects of the day-to-day work including resumes of the principal and all professionals who will be involved in the work. If the proposal involves a joint venture or subcontractors, identification of the firm(s) and describe related experience working on a multi-firm team.*
3. *A list of similar projects completed by the firm with references for each such project, including the contact name, address and telephone number. Also, provide **one** copy of a sample report for **one** project.*
4. *A statement regarding the anticipated approach for this project, and a scope of work outlining and describing the main tasks and work products.*
5. *Identification of any information, materials and/or work assistance required from LAFCO and/or involved agencies or proponents to complete the project.*
6. *An overall project schedule, including the timing of each work task.*
7. *Information about the availability of all professionals who will be involved.*
8. *The anticipated project cost, including:*
  - a. A not-to-exceed total budget amount.
  - b. The cost for each major sub-task identified in the scope of work.
  - c. The hourly rates for each person who will be involved in the work.
9. *A statement regarding the firm's ability to comply with the standard provisions of the Agreement including insurance requirements (**Attachment C**).*

## Budget

Consulting firms should include a detailed project budget for the scope of services.

The preparation of the CEQA Initial Study will be managed by LAFCO. The funding will be provided by the proponents of the Alamo incorporation, a group of volunteer citizens. Volunteer groups typically rely on donations and various fundraising activities which limits their resources. Please consider this when preparing the project budget, as cost is a consideration.

Subject to negotiation of a final agreement, it is anticipated that payments will be tied to task completion increments or other milestones. Work will not be authorized beyond funding the proponents

have deposited with LAFCO at any given time. LAFCO will not be liable for payment beyond the balance of the proponent's deposits.

## **Schedule**

It is anticipated that the firm will start work in **April 2008**. Timing is a concern to LAFCO because of the June 30, 2009 sunset date in the State legislation for the Vehicle License Fee (VLF) benefits for new incorporations, and also because of the provisions in the CKH Act relative to the time sensitivity of the fiscal data. It is desired that the LAFCO hearings on the Alamo incorporation occur by September 2008. The schedule for this project must be consistent with the overall schedule for project processing and will be negotiated with the firm selected for the work prior to reaching an agreement. A tentative timeline as prepared by the incorporation proponents is attached (**Attachment D**).

## **Submission Requirements**

DUE DATE AND TIME: March 18, 2008 at 5:00 pm

Proposals received after this date will not be considered and will not be returned.

Cost of preparation of proposals shall be borne by the proposers.

NUMBER OF COPIES: 5 original copies and one reproducible copy

DELIVER TO: Lou Ann Texeira, Executive Officer  
Contra Costa LAFCO  
651 Pine Street, Sixth Floor  
Martinez, CA 94553

If the delivery is made in person, please contact the LAFCO office in advance at (925) 335-1094.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify or cancel the RFP, to request clarification of any information that is submitted, to request additional information from competitors, and to waive any irregularity in the proposal submission and review process.

## **Evaluation Criteria**

Firms will be selected for further consideration and follow-up interviews based on the following criteria:

- Relevant work experience
- Completeness of the responses
- Overall project approaches identified
- Qualification of key project team members
- Reference checks
- Proposed project budget

## **Selection Process**

A selection committee will be formed to review responses to this RFP. Written proposals will be evaluated by the selection committee based on the above criteria. The most qualified applicants will be invited to an oral interview. The interviews are expected to be conducted within two weeks of the RFP submittal date.

Final selection of the consultant will be based upon the evaluation of both the written and oral responses. The successful firm will enter into a contract to be awarded by LAFCO, covering the scope of services, budget and schedule.

## Tentative Schedule

The tentative schedule associated with the circulation of the RFP and submission of proposals is:

DATE	TASK
February 14, 2008	Issue Request for Proposal
March 18, 2008	Proposals Due
March 31, 2008	Interviews of Selected Proposals
April 9, 2008	Award of Contract by LAFCO

The consultant selected for the project is expected to complete the preparation of the Initial Study within two months or as soon as possible after receiving the authorization to proceed with the project.

## Contact Information

Please direct all inquiries regarding the RFP process or proposal submission to:

Lou Ann Texeira, Executive Officer  
Contra Costa LAFCO  
651 Pine Street, Sixth Floor  
Martinez, CA 94553  
(925) 335-1094  
[ltexe@lafco.cccounty.us](mailto:ltexe@lafco.cccounty.us)

## Reference Information

For information about Contra Costa LAFCO and the Commission's policies and procedures, please visit [www.contracostalafco.org](http://www.contracostalafco.org)

For general information regarding the Alamo Incorporation Committee, please visit [www.alamoinc.org](http://www.alamoinc.org)

For the State Office of Planning and Research's Incorporation Guidelines, please visit [www.opr.ca.gov](http://www.opr.ca.gov)

## Attachments

- A – Map of Proposed Town of Alamo Boundaries
- B – Plan for Services
- C – Insurance Provisions
- D – Tentative Incorporation Timeline

**PRESENT & PROPOSED SERVICE PROVIDERS**

<b><u>Service</u></b>	<b><u>Present Provider</u></b>	<b><u>Proposed Provider</u></b>	<b><u>Method</u></b>
<b>General Government</b>			
Governing Board	Contra Costa County	Town of Alamo	Town Council
Manager	Contra Costa County	Town of Alamo	Town Staff
Attorney	Contra Costa County	Town of Alamo	Town Staff or Contract
Finance/Clerk/Administrative Services	Contra Costa County	Town of Alamo	Town Staff
<b>Public Protection</b>			
Law Enforcement	Diablo CSD, CSA M-30, CSA P-2B, CSA P-5, CSA P-6, Contra Costa County Sheriff's Department	Town of Alamo	Contract w/Sheriff
Traffic Control/Accident Investigation	California Highway Patrol	Town of Alamo	Contract w/Sheriff
Fire Protection	Contra Costa FPD, San Ramon Valley FPD	No change	As Currently Provided
Ambulance	CSA EM-01 Zone A, Contra Costa FPD, San Ramon Valley FPD	No change	As Currently Provided
Animal Control	Contra Costa County	Town of Alamo	Contract w/County
<b>Land Use, Planning, Building</b>			
Planning Regulation & Review	Contra Costa County	Town of Alamo	Town Staff or Contract
Building Permits & Inspection	Contra Costa County	Town of Alamo	Town Staff or Contract
<b>Community Services</b>			
Local Parks/Recreation Facilities	Contra Costa County/R-7A	Town of Alamo	Town Staff or Contract
Other Recreation	Diablo CSD, CSA M-30, CSA R-7A	Town of Alamo	Town Staff or Contract
Library	Contra Costa County	No change	As Currently Provided
Cemetery	Alamo-Lafayette Cemetery Dist	No change	As Currently Provided
<b>Public Works/Public Utilities</b>			
Public Works Administration	Contra Costa County	Town of Alamo	Town Staff
Roads, Local Drainage, Bridges, Signals	Diablo CSD, CSA M-30, Contra Costa County	Town of Alamo	Town Staff or Contract
Domestic Water	East Bay Municipal Utility Dist	No change	As currently provided
Waste Water Treatment/Disposal	East Bay Municipal Utility Dist, Central Contra Costa Sanitary District, Contra Costa County	No change	As currently provided
Solid Waste Management/Disposal	Contra Costa County	No change	As currently provided
Flood Control	Contra Costa County	No change	As currently provided
Street Lighting and Landscaping	Diablo CSD, L-100, CSA M-30, LL-Z2 36, Contra Costa County	Town of Alamo/County Staff/Contract	Town and County
National Pollution Discharge Elimination System	Contra Costa County	Town of Alamo	Town Staff
<b>Public Education</b>			
K-12 Grade Levels	San Ramon Unified School Dist, Acalanes Union High School Dist, Walnut Creek School District	No change	As Currently Provided
<b>Other Services</b>			
Electricity	PG&E	No change	Franchise Agmt w/Town
Gas	PG&E	No change	Franchise Agmt w/Town
Cable Television	Comcast & Astound	No change	Franchise Agmt w/Town
Garbage Disposal	Pleasant Hill Bayshore Disposal	No change	Franchise Agmt w/Town
Public Transit	County Connection	No change	As Currently Provided

## ATTACHMENT C INSURANCE REQUIREMENTS

The Contractor shall be required to maintain at all times during the performance of the Agreement the following insurance coverage:

**A. Commercial General Liability Insurance** with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, products and completed operations.

**B. Personal Automobile Liability Insurance** for owned, non-owned or hired automobiles with a combined single limit of not less than \$500,000 per occurrence.

**C. Workers' Compensation & Employers Liability Insurance**

If Contractor does not have any employees, the requirements for evidence of workers' compensation insurance is not necessary. Otherwise:

1. Workers' Compensation - Statutory Limits
2. Employers Liability Insurance - with a limit of not less than \$100,000 per employee.

**D. Professional Liability** with a limit of \$1,000,000 per claim, and \$1,000,000 aggregate.

**E. Additional Insured Endorsement** - The policy or policies providing insurance as required above, with the exception of personal automobile liability, professional liability, workers' compensation and employer's liability, shall be endorsed to include the Contra Costa LAFCO, officers and employees as Additional Insured's as respects work performed pursuant to or incidental to the Agreement.

**F. Evidence of Insurance** - Before commencing any operations under the Agreement, the Contractor shall furnish the Contra Costa LAFCO with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled without thirty (30) days advance written notice.

**G. Duration of Insurance Coverage** - All required insurance coverages shall be maintained during the entire term of the Agreement. Insurance coverage written on a claims-made basis shall be maintained during the entire term of the Agreement and further until at least 6 month(s) following termination and acceptance of all work under the Agreement, with the retroactive date of said insurance concurrent with the commencement of activities pursuant to this Agreement.

All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A: VII or equivalent, and with deductible amounts acceptable to the Contra Costa LAFCO.

