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April 9, 2008 (Agenda)

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

**Authorize a Service Contract to Prepare an Initial Study
for the Proposed Incorporation of the Town of Alamo**

Dear Members of the Commission:

RECOMMENDATION

1. Receive the staff report and recommendation;
2. Authorize LAFCO staff to develop and execute a service contract with PMC to prepare an Initial Study pursuant to the California Environmental Quality Act (CEQA) relating to the proposed incorporation of the Town of Alamo based on the work program, budget and term/timeline provided in the Request for Proposals; and
3. Authorize LAFCO staff to enter into a fee agreement with the incorporation proponents to cover costs associated with preparing the Initial Study.

BACKGROUND

On November 5, LAFCO received an application and petition to incorporate the Alamo community.

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 law 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.

On February 15, 2008, LAFCO issued a Request for Proposals (RFP) calling for bids from experienced consultants to prepare an Initial Study pursuant to CEQA for the proposed incorporation of Alamo. LAFCO sent RFP notices to 84 firms, and posted the RFP on the CALAFCO and Contra Costa LAFCO websites. In response to the RFP, LAFCO received four bids from the firms listed below. Copies of the proposals and work samples are available in the LAFCO office.

- Analytical Environmental Services (Sacramento)
- Bruce Baracco (Sutter Creek) and Amy Skewes-Cox (Ross)
- Christopher Joseph & Associates (Oakland)
- PMC (Oakland)

A Selection Committee was formed to review the written proposals and conduct the interviews. The Selection Committee included Michael Gibson of the Alamo Incorporation proponent group, Elliot Mulberg of Michael Brandman Associates, and the Commission's Executive Officer.

On March 31, 2008, the Selection Committee conducted interviews with all four bidders. The interviews were structured, with a number of standard questions designed to gauge the consultants' level of experience, knowledge, understanding, and qualifications as they relate to the proposed project. The Selection Committee rated the bidders, using the following interview evaluation criteria, as identified in the RFP:

- Qualifications, background and experience of firm with similar projects, experience of personnel assigned to the project;
- Approach to and understanding of the project, including the completeness of the proposed work program and the timeframes described in the project schedule;
- Quality of work and general reputation in the business community;
- Proposed project budget; and
- Other factors.

Following the interviews, the Selection Committee deliberated and developed its recommendation. All of the firms interviewed are qualified to perform the requested services. However, based on a review of the written proposals and the average ratings of the oral interviews, the Selection Committee recommends that PMC be selected to prepare the Initial Study for the proposed Alamo incorporation.

PMC is recommended for a number of reasons, including, but not limited to, the following:

- PMC provides planning, environmental and municipal services to public agencies, and has provided services to over 200 cities, counties and special districts in the State.
- The firm has experience preparing CEQA and NEPA documentation for a range of municipal projects including General Plan updates and amendments, Specific Plans, and LAFCO annexations and sphere of influence amendments.
- PMC has experience preparing studies for more than a dozen LAFCO clients throughout California, and possesses a thorough understanding of the Cortese-Knox-Hertzberg Local Government Reorganization Act, State Office of Planning and Research Guidelines regarding incorporations, and local LAFCO policies and procedures.
- A key factor is that PMC has direct experience with incorporation proposals, including the preparation of an environmental initial study for a proposed incorporation (Town of Carmel Valley).

FINANCING

The cost associated with preparing the Initial Study is \$24,000 and will be borne by the proponents. The proponents and LAFCO will enter into a fee agreement relating to the Initial Study.

Please contact the LAFCO office if you have any questions.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER