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Executive Officer

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County Member

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City Member

June 11, 2008 (Agenda)

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

**Requests for Proposals – Fire/Emergency Medical and Reclamation Service
Municipal Service Reviews and Sphere of Influence Updates**

Dear Commissioners:

RECOMMENDATION

1. Authorize the circulation of the Requests for Proposals for Fire/Emergency Medical and Reclamation Municipal Service Reviews; and
2. Direct staff to return to the Commission with a recommended contract award(s) in accordance with the proposed timeline.

DISCUSSION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires on or before January 1, 2008, and every five years thereafter, LAFCO, as necessary, review and update the sphere of influence (SOI) of each local agency. As part of the SOI update, LAFCO must prepare a corresponding Municipal Service Review (MSR) to determine the range and adequacy of governmental services provided.

In 2003-04 the Commission completed baseline MSRs for approximately 50 special districts, and updated SOIs for a number of these districts. In 2006, Contra Costa LAFCO initiated additional baseline MSRs covering health care, water, wastewater, city and miscellaneous services. To date, the health care and most water and wastewater MSRs/SOI updates are complete or nearing completion, and the sub-regional reviews covering city and miscellaneous services are underway.

In accordance with the CKH Act, LAFCO will initiate the second round of MSRs/SOI updates. For those agencies where an SOI update is not necessary, a cursory review will be performed. However, for the agencies where an SOI update may be necessary, a comprehensive review will be conducted.

The second round MSRs/SOI updates were discussed with the Commission in March 2008, in conjunction with the preliminary budget hearing. The Final FY 2008-09 LAFCO budget includes funding to prepare comprehensive MSR updates for fire and reclamation districts.

Requests for Proposals

LAFCO staff has prepared the enclosed Requests for Proposals (RFPs) for the Commission's review and approval. The RFPs call for qualified consultants to prepare MSR/SOI updates for fire/emergency medical services and reclamation services. Proposers may bid on one or both of the MSRs. Under the direction of the LAFCO Executive Officer, the consultant(s) will perform services as outlined in the attached RFPs and sample Service Plans.

Proposed Selection Process

The review of proposals will include an assessment of written proposals, followed by interviews of the most qualified firms. Written proposals will be evaluated based on various criteria including, but not limited to, experience and qualifications of the firm, understanding of the required tasks, approach to conducting MSR/SOI updates, experience and familiarity with LAFCO, qualifications of personnel who would be assigned to work with the Contra Costa LAFCO, and cost.

Following an assessment of the written proposals, the most qualified candidates will be invited to participate in an interview. Following the interviews, a summary of proposals and an award recommendation will be presented to the Commission in accordance with the proposed timeline as shown in the RFPs.

Staff has compiled a list of potential bidders. A notice regarding the RFPs will be sent to these firms. In addition, the RFPs will be posted on the Contra Costa LAFCO and CALAFCO websites.

It is my intent to form a selection committee to help review and screen the written proposals, conduct the interviews, and make recommendations. The selection committee will be composed LAFCO and municipal service experts.

FINANCING:

Adequate funding is included in the FY 2008-09 budget to cover the anticipated costs associated with these reviews.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. Draft RFP/Sample Service Plan/Timeline – Municipal Service Reviews - Fire & Emergency Medical Services
2. Draft RFP/Sample Service Plan/Timeline – Municipal Service Reviews - Reclamation Services

REQUEST FOR PROPOSALS FOR MUNICIPAL SERVICE REVIEWS/ SPHERE OF INFLUENCE UPDATES FOR FIRE AND EMERGENCY MEDICAL SERVICES

The Contra Costa Local Agency Formation Commission (LAFCO) is soliciting proposals from qualified consultants to prepare municipal service reviews and sphere of influence updates of providers of fire and emergency medical services in Contra Costa County.

REQUEST FOR PROPOSALS
Fire and Emergency Medical Services
Municipal Service Review/Sphere of Influence Updates

I. Objective:

The Contra Costa Local Agency Formation Commission (LAFCO) seeks proposals from professional consulting firms to prepare a Municipal Service Review (MSR) and sphere of influence (SOI) updates for approximately eight public agencies involved in providing fire and emergency medical services in Contra Costa County (see sample Service Plan).

The scope of work may involve reviewing other regional public agencies and private service providers involved in the provision of fire and emergency medical services (e.g., American Medical Response – AMR).

Also, information from a previously prepared MSR covering fire service provided by the cities of El Cerrito, Pinole and Richmond will be incorporated into this countywide fire and emergency medical services MSR.

The work is to be performed in accordance with applicable California Government Code provisions (Attachment 1) and Contra Costa LAFCO's policies and procedures (Attachment 2).

II. Background:

In accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act"; Government Code §56000 et seq.), on or before January 1, 2008, and every five years thereafter, LAFCO shall, as necessary, review and update the SOI for each local agency. In conjunction with the SOI updates, LAFCO shall prepare corresponding municipal service reviews.

The Contra Costa LAFCO is responsible for reviewing and updating, as necessary, the SOIs for nearly 100 public agencies in Contra Costa County (19 cities and 80 special districts). In preparing MSRs/SOI updates, the Commission has employed a phased work plan involving a combination of countywide, sub-regional and individual agency reviews.

This phase of the project consists of preparing comprehensive MSRs and SOI updates for approximately eight public agencies that provide fire and emergency medical services in Contra Costa County. This review is to be conducted by a professional consulting firm under the direction of the LAFCO Executive Officer and is the subject of this RFP.

III. Scope of Services:

The CKH Act requires LAFCO to prepare an analysis of each service provider and a written statement of determinations with respect to each of the following:

- (1) Growth and population projections for the affected area.
- (2) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.
- (3) Financial ability of agencies to provide services.
- (4) Status of, and opportunities for, shared facilities.

- (5) Accountability for community service needs, including governmental structure and operational efficiencies.
- (6) Any other matter related to effective or efficient service delivery, as required by commission policy.

A sample Service Plan and Timeline are enclosed with this RFP (Attachment 3). The final Service Plan and Timeline will be negotiated with the firm selected to conduct this review, and will be included with the professional services agreement to be approved by LAFCO.

IV. Budget:

Proposals that demonstrate that the final product will meet the requirements of the CKH Act and provide useful information in a concise format at the lowest cost will be looked upon most favorably. A final budget amount for this project will be negotiated with the firm selected for the work prior to an agreement being recommended to LAFCO for adoption.

V. Schedule:

A sample Timeline is enclosed with this RFP (Attachment 3). The final schedule will be negotiated with the firm selected to conduct this review, and will be included with the professional services agreement to be approved by LAFCO.

VI. Proposal Requirements:

Responses to this RFP must include all of the following:

1. A statement about the firm that describes history, competencies and resumes of the principal and of all professionals who will be involved in the work. This statement should address the following criteria:
 - Management level understanding of how the full range of municipal services are financed and delivered
 - Familiarity with the CKH Act, the role and functions of LAFCOs, and the MSR process
 - Experience with the operations of fire and emergency medical service systems
 - Experience in governmental organization analysis, including performance measurement and evaluation
 - Ability to facilitate and synthesize input from a variety of sources
 - Ability to interpret varied financial and planning documents
 - Experience in identifying and fostering multi-agency cooperation
 - Public input processes and handling the presentation and dissemination of information to local agencies and the public for review and comment
 - The ability to work cooperatively with divergent interests
2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.
3. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items 1 and 2 above.

4. A statement of similar or related experience accomplished in the last three years and references for each such project, including the contact name, address and telephone number.
5. Description of the anticipated approach for this project, explicitly discussing and identifying any suggested changes to the sample Service Plan and Timeline (Attachment 3).
6. Disclosure of potential conflicts of interest with local agencies in Contra Costa County.
7. Identification of any information, materials and/ or work assistance required from the Contra Costa LAFCO to complete the project.
8. Project schedule, including the timing of each work task.
9. Information about the availability of all the professionals who will be involved in the work, including any sub-consultants.
10. The anticipated project cost, including:
 - a. A not-to-exceed total budget amount.
 - b. The cost for each major sub-task identified in the draft scope of services.
 - c. The hourly rates for each person who will be involved in the work, including the rates for any sub-consultants.
11. One copy of a completed MSR which your firm has prepared, if applicable.

VII. Submittal Requirements:

DUE DATE:

On or before 5 P.M., Monday, July 14, 2008.

NUMBER OF COPIES:

Four (4) original copies and one (1) fully reproducible copy.

DELIVER TO:

Contra Costa LAFCO
651 Pine Street, Sixth Floor
Martinez, CA 94553

Note: If delivery is to be in person, please first call the LAFCO office (925/335-1094) to arrange a delivery time.

VIII. Selection Process:

Based on relevant work experience, the completeness of the responses, cost and the overall project approach identified in the proposals received, the most qualified firms will be invited, at their expense, for an interview with the selection committee. Tentatively, interviews will be scheduled the week of July 28, 2008.

Following interviews, the most qualified firm will be selected and a recommended agreement including budget, timeline and a Service Plan will be negotiated. Final selection will be made by LAFCO. Action by the Contra Costa LAFCO on a recommended agreement is tentatively scheduled for Wednesday, August 13, 2008.

IX. Tentative Schedule

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

DATE	TASK
June 11, 2008	Commission to Review/Approve RFP and Selection Process
June 12, 2008	Issue RFP
July 14, 2008	Proposals Due
July 15-25, 2008	Review of Written Proposals by Selection Committee
July 28-31, 2008	Interviews of Selected Proposers
August 13, 2008	Committee Recommendation to LAFCO; award of contract by LAFCO
September 1, 2008	Consultant Begins Work

X. LAFCO Contact:

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

Voice: (925) 335-1094
Fax: (925) 646-1228
Email: LTexe@lafco.cccounty.us

XI. Attachments:

1. California Government Code sections relating to SOI updates and MSR's (Attachment 1)
2. Contra Costa LAFCO policies relating to MSR's/SOI updates (Attachment 2)
3. Sample Service Plan and Timeline (Attachment 3)

XII. Reference Information:

For general information about LAFCOs, visit the CALAFCO website: www.calafco.org

For information about Contra Costa LAFCO along with previously completed MSR's, please visit our website: www.contracostalafco.org

**ATTACHMENT 1A
REQUEST FOR PROPOSALS
Fire and Emergency Medical Services
Municipal Service Reviews/Sphere of Influence Updates**

SAMPLE SERVICE PLAN

GENERAL DESCRIPTION

CONSULTANT will prepare a Municipal Service Review (MSR) along with information and analysis necessary for LAFCO to update the spheres of influence (SOIs) for the subject local agencies covered in the MSR. The MSR will cover fire and emergency medical services provided in Contra Costa County.

The MSR will be prepared in accordance with California Government Code §56430 and Contra Costa LAFCO policies and procedures. This MSR will cover the following subject agencies:

SPECIAL DISTRICTS:

County Service Area (CSA) EM-1
Contra Costa County Fire Protection District
Crockett-Carquinez Fire Protection District
East Contra Costa Fire Protection District
Kensington Fire Protection District
Moraga-Orinda Fire Protection District
Rodeo-Hercules Fire Protection District
San Ramon Valley Fire Protection District

In order to provide a comprehensive review of fire services in Contra Costa County, the consultant will need to include information from a previously prepared Contra Costa LAFCO MSRs which contains information relating to city provided fire services. In addition to reviewing the subject public agencies, the scope of work may involve reviewing other public agencies and private service providers (e.g., American Medical Response – AMR) to the extent they relate to the overall provision of fire and emergency medical services countywide.

All work products will be prepared in Word and Excel formats. Consultant will provide LAFCO with digital copies of the report; one camera-ready copy will be provided if requested.

Specific tasks are as follows:

Task 1: Project Initiation and Data Collection and Correlation

- At the request of LAFCO staff, Consultant will attend one kick-off meeting to review scope of service and schedule.

- Consultant will develop and deliver to LAFCO staff for review and approval a Request for Information (RFI) and Supplemental Questionnaire (if needed). The RFI and Supplemental Questionnaire will seek information relevant to preparing the MSRs/SOI updates per the Government Code and Contra Costa local policies. Information will include master plans, strategic and operational plans, budgets, financial statements, capital improvement plans, organizational charts, agency service area and SOI maps, and other data relevant to the provision of fire and emergency medical services.
- In conjunction with LAFCO staff, Consultant will distribute the RFI and Supplemental Questionnaire, and work with each local agency to ensure timely completion.
- Consultant will communicate with agency representatives to review and explain requests for data, respond to questions and clarify issues, as needed.
- Consultant will prepare and deliver to the LAFCO Executive Officer bi-weekly status reports of the data collection efforts. Consultant will identify any data gaps and documentation essential to the analysis, and coordinate with LAFCO on the most efficient means to obtain the documentation. LAFCO staff will assist in collecting any other information needed by Consultant.
- Consultant will be available for a progress meeting, as needed.

Task 2: Administrative Draft MSR

- Consultant will develop an Administrative Draft MSR report with a cover page, table of contents, an introductory/executive summary providing a regional overview followed by individual chapters for each of the subject agencies. The introductory section will include discussion of key issues identified in the agency sections, opportunities to improve service efficiencies and cost-effectiveness, and recommendations regarding sphere and/or service area boundary changes. The structure provides the reader with a regional context for considering municipal services in the County; it also provides for focused analysis and evaluation of each agency individually.
- The Administrative Draft MSR will be prepared summarizing and analyzing the data collected for the agencies. The Administrative Draft report will include agency profile information, background information, and recommended written determinations for each of the six factors in Government Code §56430, as well as recommendations for SOI update actions, mergers, consolidations or dissolutions, if any, and any other significant observations. The report will also identify potential service areas that differ from current SOIs along with any other significant observations.
- Consultant will submit to the LAFCO Executive Officer for review and comment the Administrative Draft MSR. LAFCO staff comments and questions will be addressed.
- In coordination with LAFCO staff, Consultant will provide the Administrative Draft to the subject agencies for internal review and comment. The agency comments,

corrections and questions will be reviewed by LAFCO staff and consultant will address them, as appropriate.

- Consultant will be available for a progress meeting, as needed.
- Following revisions, the Administrative Draft MSR will be submitted to LAFCO.
- In coordination with the LAFCO Executive Officer, the Consultant will prepare and present an overview (PowerPoint) presentation of the Administrative Draft MSR at a LAFCO workshop.

Task 3: Public Review Draft MSR

- Consultant will incorporate Commissioner and public comments received at the workshop, and prepare the Public Review Draft MSR.
- LAFCO staff will make the Public Review Draft MSR available for a 21-day review period.
- In coordination with the LAFCO Executive Officer, Consultant will provide written responses to all comments received during the public review period, and recommend any changes to the Draft MSR necessitated by such comments and responses.
- Consultant will revise the Draft MSR in accordance with the Responses to Comments and direction given by LAFCO staff.
- Consultant will prepare and submit the Final Public Review Draft MSR to LAFCO.

Task 4: Final Public Review Draft MSR

- In coordination with the LAFCO Executive Officer, the Consultant will prepare and present a PowerPoint presentation of the Final Public Review Draft MSR at a LAFCO hearing.
- Consultant will receive final comments and supplemental information received during the LAFCO hearing (s).
- Consultant will present the Final Public Review Draft MSR at up to three public meetings.

Task Five: Final MSR

- Following the public hearing(s), Consultant will incorporate changes, as appropriate, as requested by the Commission and others.
- Consultant will prepare and provide to LAFCO the Final MSR.

SAMPLE PROJECT TIMELINE

The Consultant shall perform the services specified in the Service Plan in accordance with the following timeline (to be developed by the Consultant and the LAFCO Executive Officer). The schedule is subject to modification by mutual agreement of the Consultant and the LAFCO Executive Officer.

Consultant is prepared to begin work immediately upon receipt of a notice to proceed and we have staff immediately available to commit to this project.

Kick-Off	Early September 2008
Deliver Draft Request for Information (RFI) Supplemental Questionnaire (SQ)	Mid September 2008
Distribute RFI and SQ	Late September 2008
Receipt of data from all local agencies	Mid November 2008
Deliver Administrative Draft MSR to LAFCO staff	Early January 2009
Present Administrative Draft MSR to Commission	February 2009
Prepare and release Public Review Draft MSR	February 2009
Present Final Draft MSR to LAFCO	April 2009
Deliver Final MSR to LAFCO	Late April

REQUEST FOR PROPOSALS FOR MUNICIPAL SERVICE REVIEWS/ SPHERE OF INFLUENCE UPDATES FOR RECLAMATION SERVICES

The Contra Costa Local Agency Formation Commission (LAFCO) is soliciting proposals from qualified consultants to prepare municipal service reviews and sphere of influence updates of providers of reclamation (i.e., drainage, flood control, levee) services in Contra Costa County.

REQUEST FOR PROPOSALS
Reclamation Services
Municipal Service Review/Sphere of Influence Updates

I. Objective:

The Contra Costa Local Agency Formation Commission (LAFCO) seeks proposals from professional consulting firms to prepare a Municipal Service Review (MSR) and sphere of influence (SOI) updates for approximately 13 public agencies involved in providing reclamation (i.e., drainage, flood control levee) services in Contra Costa County (see sample Service Plan).

The scope of work may involve reviewing other regional public agencies and private service providers involved in the provision reclamation services.

The work is to be performed in accordance with applicable California Government Code provisions (Attachment 1) and Contra Costa LAFCO's policies and procedures (Attachment 2).

II. Background:

In accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act"; Government Code §56000 et seq.), on or before January 1, 2008, and every five years thereafter, LAFCO shall, as necessary, review and update the SOI for each local agency. In conjunction with the SOI updates, LAFCO shall prepare corresponding municipal service reviews.

The Contra Costa LAFCO is responsible for reviewing and updating, as necessary, the SOIs for nearly 100 public agencies in Contra Costa County (19 cities and 80 special districts). In preparing MSRs/SOI updates, the Commission has employed a phased work plan involving a combination of countywide, sub-regional and individual agency reviews.

This phase of the project consists of preparing comprehensive MSRs and SOI updates for approximately 13 public agencies that provide reclamation services in Contra Costa County. This review is to be conducted by a professional consulting firm under the direction of the LAFCO Executive Officer and is the subject of this RFP.

III. Scope of Services:

The CKH Act requires LAFCO to prepare an analysis of each service provider and a written statement of determinations with respect to each of the following:

- (1) Growth and population projections for the affected area.
- (2) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.
- (3) Financial ability of agencies to provide services.
- (4) Status of, and opportunities for, shared facilities.
- (5) Accountability for community service needs, including governmental structure and operational efficiencies.

(6) Any other matter related to effective or efficient service delivery, as required by commission policy.

A sample Service Plan and Timeline are enclosed with this RFP (Attachment 3). A final Service Plan and Timeline will be negotiated with the firm selected to conduct this review, and will be included with the professional services agreement to be approved by LAFCO.

IV. Budget:

Proposals which demonstrate that the final product will meet the requirements of the CKH Act and provide useful information in a concise format at the lowest cost will be looked upon most favorably. A final budget amount for this project will be negotiated with the firm selected for the work prior to an agreement being recommended to LAFCO for adoption.

V. Schedule:

A sample Timeline is enclosed with this RFP (Attachment 3). The final schedule will be negotiated with the firm selected to conduct this review, and will be included with the professional services agreement to be approved by LAFCO.

VI. Proposal Requirements:

Responses to this RFP must include all of the following:

1. A statement about the firm that describes history, competencies and resumes of the principal and of all professionals who will be involved in the work. This statement should address the following criteria:
 - Management level understanding of how the full range of municipal services are financed and delivered
 - Familiarity with the CKH Act, the role and functions of LAFCOs, and the MSR process
 - Experience with the operations of reclamation service systems
 - Experience in governmental organization analysis, including performance measurement and evaluation
 - Ability to facilitate and synthesize input from a variety of sources
 - Ability to interpret varied financial and planning documents
 - Experience in identifying and fostering multi-agency cooperation
 - Public input processes and handling the presentation and dissemination of information to local agencies and the public for review and comment
 - The ability to work cooperatively with divergent interests
2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.
3. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items 1 and 2 above.

4. A statement of similar or related experience accomplished in the last three years and references for each such project, including the contact name, address and telephone number.
5. Description of the anticipated approach for this project, explicitly discussing and identifying any suggested changes to the sample Service Plan and Timeline (Attachment 3).
6. Disclosure of potential conflicts of interest with local agencies in Contra Costa County.
7. Identification of any information, materials and/ or work assistance required from the Contra Costa LAFCO to complete the project.
8. Project schedule, including the timing of each work task.
9. Information about the availability of all the professionals who will be involved in the work, including any sub-consultants.
10. The anticipated project cost, including:
 - a. A not-to-exceed total budget amount.
 - b. The cost for each major sub-task identified in the draft scope of services.
 - c. The hourly rates for each person who will be involved in the work, including the rates for any sub-consultants.
11. One copy of a completed MSR which your firm has prepared, if applicable.

VII. Submittal Requirements:

DUE DATE:

On or before 5 P.M., Monday, July 14, 2008.

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VIII. Selection Process:

Based on relevant work experience, the completeness of the responses, cost and the overall project approach identified in the proposals received, the most qualified firms will be invited, at their expense, for an interview with the selection committee. Tentatively, interviews will be scheduled the week of July 28, 2008.

Following interviews, the most qualified firm will be selected and a recommended agreement including budget, timeline and Service Plan will be negotiated. Final selection will be made by LAFCO. Action by the Contra Costa LAFCO on a recommended agreement is tentatively scheduled for Wednesday, August 13, 2008.

IX. Tentative Schedule

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

DATE	TASK
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July 28-31, 2008	Interviews of Selected Proposers
August 13, 2008	Committee Recommendation to LAFCO; award of contract by LAFCO
September 1, 2008	Consultant Begins Work

X. LAFCO Contact:

Lou Ann Texeira, Executive Officer
Contra Costa LAFCO
651 Pine Street, Sixth Floor
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Voice: (925) 335-1094
Fax: (925) 646-1228
Email: LTexe@lafco.cccounty.us

XI. Attachments:

1. California Government Code sections relating to SOI updates and MSRs (Attachment 1)
2. Contra Costa LAFCO policies relating to MSRs/SOI updates (Attachment 2)
3. Sample Service Plan and Timeline (Attachment 3)

XII. Reference Information:

For general information about LAFCOs, visit the CALAFCO website: www.calafco.org

For information about Contra Costa LAFCO along with previously completed MSRs, please visit our website: www.contracostalafco.org

ATTACHMENT 2A
REQUEST FOR PROPOSALS
Reclamation Services
Municipal Service Reviews/Sphere of Influence Updates

SAMPLE SERVICE PLAN

GENERAL DESCRIPTION

CONSULTANT will prepare a Municipal Service Review (MSR) along with information and analysis necessary for LAFCO to update the spheres of influence (SOIs) for the subject local agencies covered in the MSR. The MSR will cover reclamation (i.e., drainage, flood control, levee) services provided in Contra Costa County.

The MSR will be prepared in accordance with California Government Code §56430 and Contra Costa LAFCO policies and procedures. This MSR will cover the following agencies:

SPECIAL DISTRICTS:

Reclamation District 799 (Hotchkiss Tract)
Reclamation District 800 (Byron Tract)
Reclamation District 830 (Jersey Tract)
Reclamation District 2024 (Orwood and Palm Tracts)
Reclamation District 2025 (Holland Tract)
Reclamation District 2026 (Webb Tract)
Reclamation District 2059 (Bradford Island)
Reclamation District 2065 (Veale Tract)
Reclamation District 2090 (Quimby Island)
Reclamation District 2117 (Coney Island)
Reclamation District 2121
Reclamation District 2122 (Winter Island)
Reclamation District 2137

In order to provide a comprehensive review of reclamation services in Contra Costa County, the scope of work may involve reviewing other public agencies and private service providers to the extent they relate to the overall provision of reclamation services countywide.

All work products will be prepared in Word and Excel formats. Consultant will provide LAFCO with digital copies of the report; one camera-ready copy will be provided if requested.

Specific tasks are as follows:

Task 1: Project Initiation and Data Collection and Correlation

- At the request of LAFCO staff, Consultant will attend one kick-off meeting to review scope of service and schedule.

- Consultant will develop and deliver to LAFCO staff for review and approval a Request for Information (RFI) and Supplemental Questionnaire (if needed). The RFI and Supplemental Questionnaire will seek information relevant to preparing the MSRs/SOI updates per the Government Code and Contra Costa local policies. Information will include master plans, strategic and operational plans, budgets, financial statements, capital improvement plans, organizational charts, agency service area and SOI maps, and other data relevant to the provision of reclamation services.
- In conjunction with LAFCO staff, Consultant will distribute the RFI and Supplemental Questionnaire, and work with each local agency to ensure timely completion.
- Consultant will communicate with agency representatives to review and explain requests for data, respond to questions and clarify issues, as needed.
- Consultant will prepare and deliver to the LAFCO Executive Officer bi-weekly status reports of the data collection efforts. Consultant will identify any data gaps and documentation essential to the analysis, and coordinate with LAFCO on the most efficient means to obtain the documentation. LAFCO staff will assist in collecting any other information needed by Consultant.
- Consultant will be available for a progress meeting, as needed.

Task 2: Administrative Draft MSR

- Consultant will develop an Administrative Draft MSR report with a cover page, table of contents, an introductory/executive summary providing a regional overview followed by individual chapters for each of the subject agencies. The introductory section will include discussion of key issues identified in the agency sections, opportunities to improve service efficiencies and cost-effectiveness, and recommendations regarding sphere and/or service area boundary changes. The structure provides the reader with a regional context for considering municipal services in the County; it also provides for focused analysis and evaluation of each agency individually.
- The Administrative Draft MSR will be prepared summarizing and analyzing the data collected for the agencies. The Administrative Draft report will include agency profile information, background information, and recommended written determinations for each of the six factors in Government Code §56430, as well as recommendations for SOI update actions, mergers, consolidations or dissolutions, if any, and any other significant observations. The report will also identify potential service areas that differ from current SOIs along with any other significant observations.
- Consultant will submit to the LAFCO Executive Officer for review and comment the Administrative Draft MSR. LAFCO staff comments and questions will be addressed.
- In coordination with LAFCO staff, Consultant will provide the Administrative Draft to the subject agencies for internal review and comment. The agency comments,

corrections and questions will be reviewed by LAFCO staff and consultant will address them, as appropriate.

- Consultant will be available for a progress meeting, as needed.
- Following revisions, the Administrative Draft MSR will be submitted to LAFCO.
- In coordination with the LAFCO Executive Officer, the Consultant will prepare and present an overview (PowerPoint) presentation of the Administrative Draft MSR at a LAFCO workshop.

Task 3: Public Review Draft MSR

- Consultant will incorporate Commissioner and public comments received at the workshop, and prepare the Public Review Draft MSR.
- LAFCO staff will make the Public Review Draft MSR available for a 21-day review period.
- In coordination with the LAFCO Executive Officer, Consultant will provide written responses to all comments received during the public review period, and recommend any changes to the Draft MSR necessitated by such comments and responses.
- Consultant will revise the Draft MSR in accordance with the Responses to Comments and direction given by the LAFCO staff.
- Consultant will prepare and submit the Final Public Review Draft MSR to LAFCO.

Task 4: Final Public Review Draft MSR

- In coordination with LAFCO staff, Consultant will prepare and present a PowerPoint presentation of the Final Public Review Draft MSR at a LAFCO hearing.
- Consultant will receive final comments and supplemental information received during the LAFCO hearing (s).
- Consultant will present the Final Public Review Draft MSR at up to three public meetings.

Task Five: Final MSR

- Following the public hearing(s), Consultant will incorporate changes, as appropriate, as requested by the Commission and others.
- Consultant will prepare and provide to LAFCO the Final MSR.

SAMPLE PROJECT TIMELINE

The Consultant shall perform the services specified in the Service Plan in accordance with the following timeline (to be developed by the Consultant and the LAFCO Executive Officer). The schedule is subject to modification by mutual agreement of the Consultant and the LAFCO Executive Officer.

Consultant is prepared to begin work immediately upon receipt of a notice to proceed and we have staff immediately available to commit to this project.

Kick-Off	Early September 2008
Deliver Draft Request for Information (RFI) Supplemental Questionnaire (SQ)	Mid September 2008
Distribute RFI and SQ	Late September 2008
Receipt of data from all local agencies	Mid November 2008
Deliver Administrative Draft MSR to LAFCO staff	Early January 2009
Present Administrative Draft MSR to Commission	February 2009
Prepare and release Public Review Draft MSR	February 2009
Present Final Draft MSR to LAFCO	April 2009
Deliver Final MSR to LAFCO	Late April