



Lou Ann Texeira
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August 13, 2008 (Agenda)

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

**Award Service Contract – Fire/Emergency Medical and Reclamation Services
 Municipal Service Reviews and Sphere of Influence Updates**

Dear Commissioners:

RECOMMENDATION

Authorize LAFCO staff to execute a service agreement with Burr Consulting to prepare the countywide Fire/Emergency Medical and Reclamation Services Municipal Service Reviews (MSR)/Sphere of Influence (SOI) Updates.

DISCUSSION

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

The MSR/SOI work plan for Contra Costa LAFCO includes a combination of countywide, sub-regional and individual agency reviews prepared by consultants and LAFCO staff. 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 healthcare, water, wastewater, city and miscellaneous services. To date, the countywide healthcare and water/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 required, 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 MSRs/SOI updates for fire and reclamation services.

Consultant Selection Process - On June 11, the Commission authorized LAFCO staff to circulate Requests for Proposals (RFPs) for preparation of MSRs/SOI updates for fire and reclamation services. Separate proposals were circulated to allow proposers to bid on one or both MSRs.

The RFPs were released on June 12, 2008. Notices were sent to approximately 30 consulting firms and posted on the CALAFCO and Contra Costa LAFCO websites. The deadline for submitting proposals was July 14. A total of 10 consulting firms submitted proposals, as summarized below.

Firm	Fire/EMS Services	Reclamation Services
Burr Consulting/Baracco & Associates	X	X
Christy Leighton	X	X
Dudek	X	
Emergency Services Consulting Inc.	X	
Kleinschmidt		X
Matrix Consulting Group	X	
Michael Brandman Associates	X	X
MZ and Associates	X	
PMC	X	X
Winzler & Kelly	X	X

Proposals were submitted by a variety of firms with experience in municipal services/governance, planning, engineering, public safety, public finance and other specialized services. Individual proposals ranged in cost from a low of \$25,000 to a high of \$133,000.

A selection committee composed of Alameda, Napa and Contra Costa LAFCO Executive Officers reviewed the written proposals and conducted oral interviews with six selected firms. In addition, the LAFCO Planner reviewed the written proposals and provided input. The selection committee reviewed the proposals and rated the consultants on the criteria set forth in the RFPs.

Based on this review, the selection committee recommends that LAFCO retain Burr Consulting to prepare both the Fire/EMS and Reclamation service MSRs.

Burr Consulting and sub-consultant Baracco & Associates have experience with LAFCOs and preparing MSRs, including fire and reclamation service MSRs. Burr has prepared MSRs for Alameda, Amador, Butte, Los Angeles and Yuba LAFCOs. Also, Burr has provided consulting services to CALAFCO, and served as project coordinator for the largest proposed municipal reorganization in California history – the San Fernando Valley Special Reorganization. Baracco & Associates has prepared MSRs for Contra Costa and Napa LAFCOs. Bruce Baracco served as the LAFCO Executive Officer in San Joaquin and Amador counties, and has provided contract planning services to Alameda and Contra Costa LAFCOs. Additional project team information is available through the LAFCO office.

FINANCING

The cost associated with preparing the Fire and Reclamation Service MSRs/SOI updates will not exceed \$45,000. This is commensurate with funding included in the FY 2008-09 budget for these services.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Burr Consulting
Christy Leighton
Wayne Fowler, Dudek
Ron Coleman, Emergency Services Consulting, Inc.
Uma Hinman, Kleinschmidt
Richard Brady, Matrix Consulting Group
Elliot Mulberg, Michael Brandman Associates
Maureen Zamarripa, MZ and Associates
Michael McCormick, PMC
Carmen Cave, Winzler & Kelly