



Lou Ann Texeira
Executive Officer

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July 14, 2010 (Agenda)

July 14, 2010
Agenda Item 12

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

Contract Renewal – Lamphier-Gregory

Dear Commissioners:

RECOMMENDATION

Authorize LAFCO staff to execute a contract renewal with Lamphier-Gregory extending the term of the contract from June 30, 2010 to June 30, 2011, and increasing the total contract not-to-exceed amount from \$170,000 to \$210,000 (\$40,000 increase).

DISCUSSION

In January 2008, following a formal bid process, the Commission approved a contract with Lamphier-Gregory to provide professional planning services to LAFCO on an as needed basis.

Under the contract, Nat Taylor serves as Senior Planner and Project Manager, supporting LAFCO as follows:

- Review and analysis of, and preparation of written comments regarding, various LAFCO applications
- Review and evaluation of, and preparation of written comments regarding, environmental documents prepared by other agencies
- Preparation of environmental documents for LAFCO projects
- Assistance with development of new, and review of existing, LAFCO policies and procedures
- Assistance with municipal service reviews and sphere of influence updates
- Attendance at LAFCO hearings, meetings with project applicants, and other meetings as directed.

Through the firm's ongoing work, they have become familiar with projects and issues relating to Contra Costa LAFCO. The firm is currently working with LAFCO staff on several projects including several pending annexation and sphere of influence amendment applications, a CEQA addendum relating to the Laurel Place/Pleasant View Annexation to the City of Concord, and LAFCO policy updates and revisions.

Given the firm's exemplary work and familiarity with Contra Costa LAFCO issues, LAFCO staff recommends renewal of the contract.

The contract provides for amendment subject to written agreement by both parties.

FINANCING

The not-to-exceed cost associated with the initial contract for the term February 11, 2008 through June 30, 2009 was \$110,000. In June 2009, the Commission approved a contract amendment extending the term of the contract to June 30, 2010 and increasing the total contract amount to \$170,000. Since inception of the contract in February 2008 through June 30, 2010, we have expended approximately \$124,455. During the first 12 months of the contract we spent an average of \$6,024 per month in part due to number and complexity of applications, and in part due to a familiarization with LAFCO policies and procedures. During the second 12 months, we spent an average of \$3,315 per month due in part to a decline in application activity. Based on average monthly billings, and projected workload, we anticipate spending approximately \$50,000 in FY 2010-11.

Please contact the LAFCO office if you have any questions.

Sincerely,

Lou Ann Texeira
Executive Officer

c: Nat Taylor, Lamphier-Gregory
County Auditor-Controller

PO Number: _____

AGREEMENT AMENDMENT

Reference is made to that contract entered into on the 11th day of February, 2008, by and between the Contra Costa Local Agency Formation Commission and Lamphier Gregory.

Said contract is hereby amended:

TERM will be from February 11, 2008 through June 30, 2011.

PAYMENT LIMIT: the Contra Costa LAFCO agrees to pay Contractor, pursuant to the terms set forth in Exhibit B, for services performed hereunder in a total amount not to exceed \$210,000 for the term of the current agreement, including all expenses and contingencies.

This amendment is effective July 1, 2010.

IN WITNESS THEREOF, the parties hereto have executed this amendment this 14th day of July 2010.

CONTRA COSTA LAFCO

CONTRACTOR
LAMPHIER GREGORY

By: _____
LAFCO Executive Officer

By: _____

APPROVED AS TO FORM

Taxpayer ID#: _____

LAFCO Legal Counsel

I hereby certify under penalty of perjury that the Executive Officer of the Contra Costa LAFCO was duly authorized to execute this document on behalf of the Contra Costa LAFCO by a majority vote of the Commission on July 14, 2010.

Date: _____

ATTEST:

Contra Costa LAFCO Clerk