



**Lou Ann Teixeira**  
*Executive Officer*

**MEMBERS**

<b>Federal Glover</b> <i>County Member</i>	<b>Dwight Meadows</b> <i>Special District Member</i>
<b>Michael R. McGill</b> <i>Special District Member</i>	<b>Rob Schroder</b> <i>City Member</i>
<b>Martin McNair</b> <i>Public Member</i>	<b>Don Tatzin</b> <i>City Member</i>
<b>Gayle B. Uilkema</b> <i>County Member</i>	

**ALTERNATE MEMBERS**

**Sharon Burke**  
*Public Member*

**Tom Butt**  
*City Member*

**George H. Schmidt**  
*Special District Member*

**Mary N. Piepho**  
*County Member*

May 11, 2011 (Agenda)

May 11, 2011  
Agenda Item 8

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

**Authorize a Service Contract for Planning Services**

Dear Members of the Commission:

DISCUSSION

The LAFCO budget includes funding for two full-time LAFCO positions, along with funding for other professional services including legal, auditing, GIS/mapping, and planning services. These other services are currently provided through contracts, which provide maximum staffing and budgetary flexibility.

LAFCO currently contracts with Lamphier-Gregory for planning services. Lamphier-Gregory was selected in 2008 following a competitive bid process. The current contract with Lamphier-Gregory expires on June 30, 2011. While LAFCO is satisfied with the services provided by Lamphier-Gregory, it is the Commission practice to competitively bid projects and services.

In February 2011, the Commission directed LAFCO staff to prepare and circulate a Request for Proposals (RFP) for planning services and return to the Commission with a recommendation. The RFP was released in March 2011 and posted to the Contra Costa LAFCO website; RFP notices were mailed to over 40 firms. The deadline for submitting proposals was April 15, 2011. Proposals were submitted by five firms.

A selection committee composed of Keene Simonds - Executive Officer, Napa LAFCO - and Mona Palacios - Executive Officer, Alameda LAFCO - reviewed the written proposals and conducted interviews on April 25. Contra Costa LAFCO staff participated in the interviews as an observer.

Based on a review of the written proposals, the committee selected the following four firms to interview:

- Amy Skewes-Cox
- E. Mulberg & Associates
- Richard T. Loewke
- Lamphier-Gregory

The interviews were structured, with questions designed to gauge the consultants' understanding of the required tasks, proposed approach to planning services, experience and familiarity with LAFCO, qualifications of personnel who would be assigned to work with the Contra Costa LAFCO, cost and other factors.

Following the interviews, the committee deliberated and developed its recommendation. The committee was impressed with all of the firms interviewed. Based on a review of the written proposals and the oral interviews, and using the criteria specified in the RFP, the selection committee recommends that Lamphier-Gregory be selected to provide planning services to Contra Costa LAFCO.

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

- The firm has worked for several LAFCOs, including Contra Costa LAFCO, and has experience with boundary changes, review of municipal services, and related LAFCO projects.
- The proposal presents a solid understanding of LAFCO planning issues in Contra Costa County.
- The proposal presents a highly qualified planning team with extensive experience conducting environmental analyses in accordance with the California Environmental Quality Act (CEQA).
- The firm has significant experience working with counties, cities and other public agencies throughout the greater Bay Area.
- The firm presented a cost effective proposal.

#### FINANCING

Adequate funding is included in the FY 2011-12 budget to cover costs associated with planning services.

#### RECOMMENDATION

Authorize LAFCO staff to execute a contract with Lamphier-Gregory to provide planning services for the period of July 1, 2011 through June 30, 2013 in an amount not to exceed \$100,000.

Please contact the LAFCO office if you have any questions.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

c: Distribution