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May 8, 2013 (Agenda)

May 8, 2013  
 Agenda Item 10

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

**Contract Extension – Lamphier-Gregory**

Dear Commissioners:

In June 2011, following a formal bid process, the Commission approved a new contract with Lamphier-Gregory to provide professional planning services to LAFCO on an as needed basis. The firm has provided planning services to Contra Costa LAFCO since 2008.

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 (MSRs) and sphere of influence (SOI) updates
- Attendance at LAFCO hearings, meetings with applicants, and other meetings as needed

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 a number of projects including several pending reorganization proposals and the upcoming second round water and wastewater MSR. Given the firm’s exemplary work and familiarity with Contra Costa LAFCO issues, staff recommends an extension of the current contract.

The current contract provides for amendment subject to written agreement by both parties. In addition to the time extension, an increase to the hourly rates as shown below is also proposed.

The proposed rate increase is the first and only increase since the original contract was entered into in 2008.

<u>Position</u>	<u>2008 Rate</u>	<u>2013 Rate</u>
Principal	\$190 per hour	\$215 per hour
Senior Planner	\$150 per hour	\$170 per hour
Associate Planner	\$130 per hour	\$160 per hour

#### RECOMMENDATION

Authorize LAFCO staff to execute a one-year contract extension with Lamphier-Gregory extending the term of the contract from June 30, 2013 to June 30, 2014, and increasing the hourly billing rates. Adequate funds are included in the existing contract and in the FY 2013-14 LAFCO budget.

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 1<sup>st</sup> day of July 2011, by and between the Contra Costa Local Agency Formation Commission and Lamphier Gregory.

Said contract is hereby amended:

TERM will be from July 1, 2011 through **June 30, 2014**.

HOURLY RATES (Exhibit B) are amended as follows:

Principal	\$215/hour
Senior Planner	\$170/hour
Associate Planner	\$160/hour

This amendment is effective July 1, 2013.

IN WITNESS THEREOF, the parties hereto have executed this amendment this 8<sup>th</sup> day of May 2013.

CONTRA COSTA LAFCO

CONTRACTOR  
LAMPHER GREGORY

By: \_\_\_\_\_  
LAFCO Executive Officer

By: \_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
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 May 8, 2013.

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Contra Costa LAFCO Clerk