



Lou Ann Teixeira
 Executive Officer

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November 12, 2014 (Agenda)

November 12, 2014
 Agenda Item 7

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

**Authorize Service Contract - Countywide Second Round Municipal Service Review
 and Sphere of Influence Updates - Reclamation Services**

Dear Members of the Commission:

DISCUSSION

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 review and update the sphere of influence (SOI) of each local agency, as necessary. 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 April 2013, Contra Costa LAFCO completed its inaugural MSR cycle covering all 19 cities and 75 special districts. In conjunction with the MSRs, LAFCO updated the SOIs for most agencies. In August 2013, LAFCO initiated its second round MSRs/SOI updates, and in June 2014, completed a countywide review of water/wastewater services. As previously discussed, next in the cue for second round MSRs include fire and emergency medical services (EMS), healthcare services and reclamation (levee) services. Due to current issues facing fire/EMS and healthcare services, the Commission directed staff to move forward with the second round MSR of reclamation services.

Consultant Recruitment Process - Contra Costa LAFCO has relied primarily on consultants to prepare MSRs. Given the technical nature of reclamation services, LAFCO will utilize professional consulting services for this MSR. In September, the Commission approved release of a Request for Proposals (RFP) and Scope of Services for this MSR. The RFP was released on September 12, was sent to over 30 firms, and posted on the Contra Costa LAFCO, CALAFCO and California Special Districts Association websites. Proposals were submitted by two firms (copies of the proposals are available upon request):

- Planwest Partners, Inc. – George Williamson, Stephen Tyler, Colette Metz, Vanessa Blodgett, Leslie Marshall
- Project Resource Specialists – Harry Ehrlich, Bob Aldrich, Elliot Mulberg

The proposals varied in terms of approach, number of team members and timelines; and costs ranged from \$65,256 to \$67,200.

A selection committee composed of Mona Palacios, Executive Officer – Alameda LAFCO, Carole Cooper, Assistant Executive Officer - Sonoma LAFCO, and your Executive Officer reviewed the written proposals and interviewed the two firms on October 30th. The interviews were structured, with questions designed to gauge the consultants' understanding of the required tasks, proposed approach to the MSR, experience and familiarity with LAFCO, qualifications of personnel assigned to work on the MSR, budget and other factors.

Following the interviews, the committee deliberated and concluded that both firms are qualified and could provide the needed services. Following a reference check and review of the firms' sample MSR work products, it is recommended that Project Resource Specialists be selected to prepare the 2015 reclamation services MSR. The project team has significant experience working with urban LAFCOs, and one of the team members previously prepared a MSR for Solano LAFCO covering 22 reclamation districts.

The Project Resource Specialists team includes Harry Ehrlich, Bob Aldrich, and Elliot Mulberg, who collectively have over 90 years of local government and LAFCO experience as highlighted below. Two members of the team (Ehrlich and Aldrich) worked on the 2014 Contra Costa LAFCO second round water/wastewater MSR/SOI updates.

- Harry Ehrlich will serve as the *Managing Principal* on the project. Mr. Ehrlich has over 40 years of experience in LAFCO and local government work, with the last 30 years devoted to local, regional and statewide water issues. He has direct experience serving as a City Public Works Director and Operations Manager and Deputy General Manager for two water districts. He currently serves as Special Districts Consultant for San Diego LAFCO, providing support on MSRs/SOI updates, complex reorganizations, and tracking State legislation impacting LAFCOs and special districts. Mr. Ehrlich is active in CALAFCO and serves as a member of the CALAFCO Legislative Committee. Previously, Mr. Ehrlich served as President and Board Member of the CSDA.
- Bob Aldrich will serve as *Project Manager* on the project. Mr. Aldrich has over 30 years of local government planning experience at city, county and LAFCO levels. He served as Assistant Executive Officer with Orange LAFCO for over 10 years during which time he led Orange LAFCO's effort to complete its first round MSRs, and personally prepared 20 MSRs/SOI updates for cities and special districts. Mr. Aldrich also managed incorporation projects, various special studies and fiscal analyses (i.e., water, sewer, fire, police), and a number of complex annexations and reorganizations.
- Mr. Mulberg will serve as *Services & Technical Specialist* on the project. Mr. Mulberg has over 20 years of experience with LAFCOs in various capacities, serving as staff to Monterey LAFCO, Commissioner (Special District Member) to Sacramento LAFCO, and as a CALAFCO Board Member. Currently, Mr. Mulberg serves as Executive Officer to Solano LAFCO. Mr. Mulberg has extensive preparing MSRs/SOI updates, preparing and managing special studies and projects dealing with annexations, consolidations, district formations, dissolutions and incorporations. In 2012, Mr. Mulberg worked on the Mt. Diablo Healthcare District Reorganization Study; and in 2009, Mr. Mulberg completed an MSR for Solano LAFCO covering 22 reclamation districts.

FINANCING

Adequate funding is included in the FY 2014-15 budget to cover costs associated with this MSR.

RECOMMENDATION

Authorize staff to execute a contract with Project Resource Specialists to prepare a countywide second round reclamation services MSR/SOI updates for the term December 1, 2014 through November 30, 2015 in an amount not to exceed \$67,200.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Harry Ehrlich, Project Resource Specialists
George Williamson, Planwest Partners, Inc.