



Lou Ann Teixeira
Executive Officer

December 13, 2023 (Agenda)

Contra Costa Local Agency Formation Commission
40 Muir Road, First Floor
Martinez, CA 94553

December 13, 2023
Agenda Item 6

**3rd Round Wastewater Municipal Services Review and Sphere of Influence Updates
Contract Extension – SWALE, Inc.**

Dear Commissioners:

Contra Costa LAFCO's annual work plan includes preparing municipal service reviews (MSRs) and sphere of influence (SOI) updates.

On July 1, 2022, Contra Costa LAFCO entered into a contract with SWALE, Inc., with Baracco Associates as subcontractor, to prepare LAFCO's 3rd round MSR and SOI updates covering wastewater services including 20 local agencies (seven cities and 13 districts). The contract was previously amended and currently provides for completing this MSR by December 31, 2023. Due to the magnitude of the MSR and several delays, an extension of time is needed to complete the MSR/SOI updates. The proposed revised schedule is as follows:

- ✚ December 2023 - Complete data collection/verification/fact check with local agencies
- ✚ January 2024 - Deliver Public Review Draft MSR to LAFCO
- ✚ February 2024 - Public Hearing – Public Review Draft MSR
- ✚ April 2024 - Deliver Final Draft MSR to LAFCO
- ✚ June 2024 - Public Hearing – Final Draft MSR

RECOMMENDATION: Authorize LAFCO staff to execute a contract extension with Swale, Inc. in order to complete the 3rd round wastewater services MSR/SOI updates.

Sincerely,

Lou Ann Teixeira
Executive Officer

c: SWALE, Inc.
Baracco Associates
South Fork Consulting

PO Number: _____

AGREEMENT AMENDMENT

The consulting services agreement, dated July 1, 2022, and amended on May 10, 2023 and on September 13, 2023 (Agreement), by and between the Contra Costa Local Agency Formation Commission (LAFCO) and SWALE, Inc. (Contractor), is amended as follows:

- 1. The contract term is from July 1, 2022 through **June 30, 2024**.

All other terms and conditions of the Agreement remain in effect.

IN WITNESS WHEREOF, the parties have executed this amendment as of December 13, 2023.

CONTRA COSTA LAFCO

CONTRACTOR
SWALE, Inc.(Wastewater MSR/SOI
Updates)

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 December 13, 2023.

Date: _____

ATTEST:

Contra Costa LAFCO Clerk/Analyst