



Lou Ann Teixeira  
Executive Officer

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February 14, 2024

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

**February 14, 2024  
Agenda Item 7**

**Contract Extension - Environmental Planning Services – SWALE, Inc.**

Dear Commissioners:

In September 2020, Contra Costa LAFCO entered into a contract with SWALE, Inc., with Baracco Associates as subcontractor, for “as-needed” environmental planning services. The contract was amended on August 10, 2022. Under the contract, Kateri Harrison (SWALE, Inc.), land-use planner, ecologist, and natural resource manager, and Bruce Baracco (Baracco and Associates), Principal Planner, provide support to Contra Costa LAFCO as follows:

- Review and provide comments on LAFCO applications and projects
- Review and provide comments on environmental documents prepared by outside agencies
- Assist with preparing environmental documents for LAFCO projects
- Assist with development of new, and review existing, LAFCO policies and procedures
- Attend LAFCO hearings, meetings with applicants, and other meetings as needed

The team is familiar with projects and issues in Contra Costa County, has extensive experience working with LAFCOs and local agencies, and has considerable environmental experience. LAFCO requires additional environmental planning services and support. Given the firm’s exemplary work and familiarity with Contra Costa LAFCO issues, staff recommends an extension of the current contract, as provided for in the LAFCO budget.

**RECOMMENDATION:** Authorize LAFCO staff to execute a contract extension with SWALE, Inc., with Baracco Associates as subcontractor, to extend the term of the contract through April 30, 2024.

Sincerely,

Lou Ann Teixeira  
Executive Officer

c: SWALE, Inc.  
Baracco and Associates

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PO Number: \_\_\_\_\_

**AGREEMENT AMENDMENT**

The consulting services agreement dated September 1, 2020, and amended August 10, 2022 and 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 September 1, 2020 through **April 30, 2024**.

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

IN WITNESS WHEREOF, the parties have executed this amendment as of February 14, 2024.

CONTRA COSTA LAFCO

CONTRACTOR  
SWALE, Inc. (Environmental Planning Services)

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 February 14, 2024.

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

ATTEST:

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

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