



Lou Ann Teixeira
 Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
Donald A. Blubaugh <i>Public Member</i>	Michael R. McGill <i>Special District Member</i>
Tom Butt <i>City Member</i>	Rob Schroder <i>City Member</i>
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ALTERNATE MEMBERS

Diane Burgis
County Member

Stanley Caldwell
Special District Member

Charles R. Lewis, IV
Public Member

Sean Wright
City Member

June 10, 2020 (Agenda)

June 10, 2020
 Agenda Item 9

Contra Costa Local Agency Formation Commission
 40 Muir Road, 1st Floor
 Martinez, CA 94553

Requests for Proposals – Environmental Planning Services

Dear Commissioners:

DISCUSSION

The Proposed FY 2020-21 LAFCO Budget includes funding for professional services including legal, auditing, GIS/mapping, website maintenance, municipal services reviews (MSRs)/special studies and environmental planning support. These services are provided through various service contracts and afford maximum staffing and budgetary flexibility.

One of the contract services provided to LAFCO is environmental planning. Since 2008, Contra Costa LAFCO has retained Lamphier-Gregory for “as-needed” environmental planning services. Under the contract, Nat Taylor, Senior Planner, supports LAFCO as follows:

- Reviews and provides comments on LAFCO applications and projects
- Reviews and provides comments on environmental documents prepared by outside agencies
- Assists with preparing environmental documents for LAFCO projects
- Assists with development of new, and reviews existing, LAFCO policies and procedures
- Attends LAFCO hearings, meetings with applicants, and other meetings as needed

Recently, Nat Taylor informed Contra Costa LAFCO of an anticipated change in his position effective in FY 2020-21, and that he will no longer be able to provide environmental planning services to Contra Costa LAFCO. Nat also indicated that Lamphier-Gregory has other planning staff that could serve Contra Costa LAFCO. The firm has provided services to Contra Costa LAFCO since 2008 and is familiar with LAFCO and with projects and issues in Contra Costa County.

The last time Contra Costa LAFCO issued a Request for Proposals (RFP) for environmental planning services was in 2011. At that time, LAFCO conducted interviews with four environmental planning firms using an outside panel of LAFCO professionals. Following the interviews, the Commission awarded the contract to Lamphier-Gregory. Since 2011, LAFCO has renewed the contract with Lamphier-Gregory annually. While the services provided by Lamphier-Gregory are exceptional; it is appropriate to re-bid contracts periodically. Issuing an RFP is no reflection on the current service provider.

Request for Proposals (RFP), Scope of Services, Selection Process and Timeline – Should the Commission choose to re-bid the contract, LAFCO staff has prepared a draft RFP (Attachment 1) for the Commission’s consideration.

The RFP calls for an experienced municipal planning consultant to provide environmental review and planning support services to the Commission and to LAFCO staff on a continuing and as-needed basis. Under the direction of the LAFCO Executive Officer, the consultant will perform complex and specialized environmental planning work, and provide professional planning support as needed, in conjunction with a range of LAFCO projects and programs, including reviewing/analyzing applications, proposals and various environmental documents; assisting in the review of MSRs and corresponding spheres of influence (SOIs) updates, and attending Commission and other meetings as requested.

LAFCO staff has compiled a list of potential bidders. The RFP will be circulated to these firms. In addition, the RFP will be posted on the Contra Costa LAFCO, CALAFCO, and California Special Districts Association websites.

The proposed selection process includes a review of the written proposals using criteria outlined in the RFP (i.e., experience and qualifications, understanding of the required tasks, proposed approach to planning services, experience and familiarity with LAFCO, qualifications and accomplishments of personnel assigned to work with the Contra Costa LAFCO, cost, etc.).

A selection committee comprised of LAFCO and/or planning professionals may be used to help review and screen the written proposals, conduct interviews, and make recommendations in accordance with the timeline below.

DATE	TASK
June 12, 2020	Issue RFP
July 16, 2020	Proposals Due
July 20-24, 2020	Review of Proposals by Selection Committee
July 27-31, 2020	Interviews of Selected Proposers
August 12, 2020	Recommendation presented to LAFCO Commissioners; award of contract by LAFCO
September 1, 2020	Consultant Begins Work

FINANCING

Adequate funding is included in the LAFCO budget to cover costs associated with environmental planning services.

RECOMMENDATIONS

Provide input; authorize circulation of the RFP for environmental planning services; and direct staff to return to the Commission with a recommended contract award in accordance with the timeline.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attached - Draft RFP – Environmental Planning Services

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

REQUEST FOR PROPOSALS LAFCO ENVIRONMENTAL PLANNING SERVICES

OBJECTIVE

The Contra Costa Local Agency Formation Commission (LAFCO) seeks proposals from an experienced land use and environmental planning consultant to provide services to the LAFCO Executive Officer and Commission on an as-needed basis.

Under direction of the LAFCO Executive Officer, the consultant will perform specialized and complex environmental planning work relating to LAFCO projects and programs, including, but not limited to, reviewing and analyzing LAFCO applications and related environmental documents; providing planning support and technical assistance with the State mandated sphere of influence (SOI) updates and corresponding municipal service reviews (MSRs); attending LAFCO and other meetings as requested; and providing other professional environmental planning support as needed. The contract for planning services is anticipated to be a multi-year contract.

ABOUT CONTRA COSTA COUNTY

Contra Costa County is adjacent to Alameda, San Joaquin, Sacramento, and Solano counties. Contra Costa County covers a total of 805 square miles, of which approximately 732 square miles is land. The County contains a diverse social and physical environment, with many urban and suburban areas in the western and central areas, and agricultural areas in the eastern region.

The County is composed of three distinct areas: West County, Central County and East County. There are 19 cities and 77 special districts (dependent and independent). The County's population exceeds one million, representing the ninth largest county in the State. Approximately 16% of Contra Costa County residents live in the unincorporated areas.

Urban growth is occurring primarily in the East County (Antioch, Brentwood, Oakley, and Pittsburg). Various measures in place link growth management to transportation funding. Land use and municipal service issues are central to growth decisions being made by public agencies, including, but not limited to, the following:

- *Transportation*
- *Housing, including affordable housing*
- *Fiscal Viability*
- *Infrastructure, including the availability of water*
- *Preservation of Open Space/Agricultural Lands*

ABOUT LAFCO

LAFCOs were created by the State legislature in 1963 to regulate city and special district boundaries, to discourage urban sprawl, preserve agricultural and open space lands, and encourage orderly governmental boundaries. There is a LAFCO in each county in California. LAFCOs are empowered to amend SOIs and boundaries of cities and special districts, and approve/deny local government changes of organizations, such as incorporations, consolidations, dissolutions, and mergers.

The Contra Costa LAFCO consists of seven voting members: two city council members selected by the City Selection Committee, two county supervisors selected by the Board of Supervisors, two special district board members selected by the Independent Special District Selection Committee,

and a public member selected by the other LAFCO members. There is also one alternate member in each of the four categories (i.e., city, county, special district, public).

LAFCO is a public agency and typically meets monthly at a public meeting. As an independent agency, LAFCO does not report to any State, city, or county agency, nor can its decisions be appealed to other administrative agencies.

LAFCO staff currently includes an Executive Officer and an Executive Assistant/LAFCO Clerk. In addition, various services including auditing, financial, GIS/mapping, environmental planning, legal, information technology, and website maintenance are provided by other public and private agencies.

LAFCO considers a variety of applications including jurisdictional boundary changes, SOI amendments, out of agency service requests, changes of organization and reorganizations (e.g., district dissolutions/consolidations/formations, city incorporations, subsidiary districts, etc.). LAFCO also has the authority to initiate certain types of applications.

In the past 12 months, Contra Costa LAFCO received the following applications:

- two SOI amendments
- one boundary reorganization
- two annexations
- seven requests for out of agency service

LAFCO application activity is steady.

In addition to reviewing applications, LAFCO also reviews, and if appropriate, comments on environmental documents prepared by other public agencies (e.g., Agency Comment Requests, Notices of Preparation relating to Negative Declarations, Environmental Impact Reports, etc.). In the past 12 months, LAFCO staff commented on 10 environmental documents (i.e., county, city).

Another state mandated responsibility of LAFCO is to periodically update SOIs and prepare corresponding MSR. Contra Costa LAFCO completed its 1st round of MSRs and is continuing its work on 2nd round MSRs. In June 2019, LAFCO completed a 2nd round MSR/SOI updates covering all 19 cities and four community services districts (CSDs). In December 2019, LAFCO initiated its 2nd round MSR covering parks & recreation services including all 19 cities, four CSDs, eight county service areas, three parks & recreation districts and one regional park district. Most Contra Costa LAFCO MSRs are prepared by outside consultants. All MSRs can be found online at <http://contracostalafco.org/agencies/municipal-service-reviews/>.

PROFESSIONAL ENVIRONMENTAL PLANNING SERVICES

Historically, Contra Costa LAFCO has used contract planning/environmental services to assist with the following activities:

- Review, analyze and advise on LAFCO applications and related land use and environmental planning matters
- Review and comment on environmental documents received by LAFCO from local agencies
- Assist in reviewing and updating LAFCO policies and procedures related to environmental planning
- Provide planning support and technical assistance with MSRs and SOI updates
- Attend LAFCO and other meetings as needed

PROPOSAL REQUIREMENTS

Responses to this RFP must include the following:

1. Statement of the firm's history and proficiencies including the following:
 - *Qualifications for providing environmental planning services to municipal agencies and LAFCOs*
 - *Knowledge of relevant planning laws and regulations including the California Environmental Quality Act, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California General Plan Guidelines, and other applicable statutes*
 - *Familiarity with the public hearing process*
 - *Availability of all professionals who will be involved in providing services to Contra Costa LAFCO*
2. Description of the firm's approach in providing environmental planning consulting services, including main tasks and assignments to be performed during the term of the agreement.
3. If responding as a firm, identification of the lead professional and other team members including subcontractors, if any, that will be assigned to this contract. Specify the approximate proportion of the contracted work each team member will perform. If the proposal involves subcontractors, please identify and describe their related experience and proportionate share of the work.
4. Resumes of the principal and other professionals who will be involved in the work, including any subcontractors.
5. Hourly rates for each person who will be involved in the services to LAFCO including any subcontractors. Also identify other costs (e.g., reimbursable expenses, etc.), along with any potential cost adjustments based on changes in service requirements.
6. List of current clients (public and private), including a contact person, contact information, and length of association.
7. Disclosure of potential conflicts of interest with local agencies in Contra Costa County, including current clients.
8. Any other relevant information.

SUMMARY OF INSURANCE REQUIREMENTS

Insurance Type	Coverage Limit
General Liability	\$1,000,000
Professional Liability	\$1,000,000
Motor Vehicle Liability	\$ 500,000
Employers' Liability	\$ 100,000
Workers' Compensation	Statutory

SUBMITTAL REQUIREMENTS

- A. **One reproducible copy and one electronic copy in Adobe PDF format (emailed or disc) of the proposal shall be received no later than 4:00 p.m., on Thursday, July 16, 2020, at the Contra Costa LAFCO office located at 40 Muir Road, First Floor, Martinez, CA 94553 Attn: LAFCO Executive Officer. Proposals received after the deadline may not be considered.**
- B. Each proposal shall be submitted in a sealed envelope that is clearly marked with the title of the RFP.
- C. All proposals will become property of the Contra Costa LAFCO.

- D. Cost of preparation of proposals shall be borne by the proposers.
- E. Proposals shall be signed by an authorized employee or officer to receive consideration.
- F. Contra Costa LAFCO is not responsible for proposals delivered to a person/location other than that specified herein.
- G. LAFCO reserves the right to reject any and all proposals.

SELECTION PROCESS

The selection process will involve a review of the written proposals. Proposals will be evaluated based on the criteria above, including experience and qualifications, understanding of the required tasks, proposed approach to planning services, experience and familiarity with LAFCO, qualifications and accomplishments of personnel assigned to work with the Contra Costa LAFCO, and cost.

Depending on number of proposals received, and the current circumstances related to COVID-19, a selection committee comprised of LAFCO and/or planning professionals may be used to help review and screen the written proposals, conduct interviews, and make recommendations. Following the screening process, a summary of proposals and an award recommendation will be presented to the Commission in accordance with the proposed timeline as shown below.

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CONTACT PERSON

Please direct all inquiries regarding the RFP process or proposal submission to:

Lou Ann Texeira, Executive Officer
 Contra Costa LAFCO
 40 Muir Road, First Floor
 Martinez, CA 94553
 (925) 313-7133
LouAnn.Texeira@lafco.cccounty.us

For more information about Contra Costa LAFCO, please visit our website at <http://contracostalafco.org/>.