



Lou Ann Teixeira
Executive Officer

April 12, 2023 (Agenda)

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

May 10, 2023
Agenda Item 8

Contract Extension and Amendment – 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 third round MSR and SOI updates covering wastewater services including 20 local agencies (seven cities and 13 special districts).

The current schedule provides for completing this MSR by June 30, 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:

- ✚ May/June 2023 - Complete data collection/verification/fact check with local agencies
- ✚ July 2023 - Deliver Public Review Draft MSR to LAFCO
- ✚ August 2023 - Public Hearing – Public Review Draft MSR
- ✚ September 2023 - Deliver Final Draft MSR to LAFCO
- ✚ October 2023 - Public Hearing – Final Draft MSR

In addition to extending the contract term to October 31, 2023, the consultant requests adding Amanda Ross with South Fork Consulting as a subcontractor to the current contract.

It is proposed that the Commission approve the proposed amendments to the contract with SWALE, Inc. to extend the contract term and add a subcontractor to the current contract.

RECOMMENDATION: Authorize LAFCO staff to execute the proposed contract amendments 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, (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 **October 31, 2023**.
2. In addition to the subcontractors specified in Section 3 of the Agreement, Contractor is authorized to use the following subcontractor to perform services: Amanda Ross of South Fork Consulting.

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

IN WITNESS WHEREOF, the parties have executed this amendment as of May 10, 2023.

CONTRA COSTA LAFCO

CONTRACTOR
SWALE, Inc.

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 10, 2023.

Date: _____

ATTEST:

Contra Costa LAFCO Clerk/Analyst