

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF DECEMBER 6, 2006*

### *REGULAR MEETING*

**TO:** Ted Long, Chairman, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #7:** CONSIDERATION AND APPROVAL OF THE CONTRACT  
WITH PMC FOR THE COMPLETION OF THE ROAD AND  
ROAD MAINTENANCE MUNICIPAL SERVICES REVIEW

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#### **RECOMMENDATION**

Staff recommends that the Commission

1. Approve the contract with PMC to prepare and present the Road and Road Maintenance Municipal Service Review at a cost of \$25,985.
2. Authorize the Chair to sign the final document. There are sufficient funds in the Professional Services – MSR Outsourcing account of the El Dorado LAFCO 2006-2007 Budget to fund this contract.

#### **REASON FOR RECOMMENDED ACTION**

El Dorado LAFCO is required to create municipal service reviews (MSRs) and update spheres of influence for districts in the County. As the Commission is aware, some of these MSRs will be outsourced to, and completed by, outside consultants. PMC has demonstrated that it has the experience, skills, resources and understanding of the scope of work to complete a report to the Commission's satisfaction. By authorizing the Chair to sign the contract, PMC commits to completing and presenting the report by April of 2007.

#### **BACKGROUND**

In the June meeting, the Commission directed staff to prioritize road and road maintenance services as the second municipal service review (MSR) to conduct after the Water, Wastewater and Power MSR. A "request for proposals" (RFP) was sent out in August to many consulting firms. In October the Executive Officer assembled an interview panel composed of Commissioner Loftis, Michelle Smith, Administrative Services Officer for the County Department of Transportation, and Randy Pesses,

Director of Public Works for the City of Placerville, to interview the most qualified firms who responded to the RFP. Through reference checks and an interview with the principal members of the PMC team, the panel determined PMC to be the most appropriate choice between the candidates. In particular, the interview panel was impressed by the PMC team's understanding of the technical, physical and political conditions of the roadways in El Dorado County. In addition, their grasp of the interrelations between the Federal, State and Local agency funding of roads was impressive. PMC has conducted several road-related MSR's and studies for various agencies throughout the state and has a reputation for careful analysis and project management.

*Project*

The time period for this project would begin in January and end in April 2007. The total cost for the project would be \$25,985, to be paid in installments at the completion of four separate tasks and to the satisfaction of the Executive Officer. The contract is currently being reviewed by all parties so it will not be sent with the Commission's packet. However, the contract will be mailed no later than December 1.

This proposal will help El Dorado LAFCO meet the deadlines for MSR and SOI completion of January 2008.