

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF JUNE 23, 2021*

### *REGULAR MEETING*

**TO:** Tim Palmer, Chair, and  
Members of the El Dorado County Local Agency Formation  
Commission

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

**PREPARED BY:** Erica Sanchez, Assistant Executive Officer

**AGENDA ITEM #6:** **CONSIDERATION AND APPROVAL OF THE CONTRACT WITH PLANWEST PARTNERS, INC. FOR THE COMPLETION OF THE MUNICIPAL SERVICES REVIEW AND SPHERE OF INFLUENCE STUDY FOR THE SMALL TO MEDIUM WATER AGENCIES IN EL DORADO COUNTY**

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### **RECOMMENDATION**

Staff recommends that the Commission:

1. Approve the contract with Planwest Partners, Inc. to prepare and present the Small to Medium Water Agency Municipal Service Review and Sphere of Influence Study at a cost of \$29,858.
2. Authorize the Chair to sign the final agreement. The cost will be covered by the allocated funds in the Professional Services – MSR Outsourcing account of the El Dorado LAFCO Fiscal Year 2021-2022 Budget.

### **REASON FOR RECOMMENDED ACTION**

El Dorado LAFCO is required to create municipal service reviews (MSRs) and update sphere of influence (SOI) studies for all special districts in the county. The Small to Medium Water Agency MSR-SOI will study the Georgetown Divide Public Utility District, Grizzly Flats Community Services District, and South Tahoe Public Utility District, as part of the current Cycle 3 MSR-SOI Project Plan. These three agencies were last studied in 2012, 2013, and 2014, respectively. Planwest submitted the most competitive response to a circulated request for proposals. The firm 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, Planwest commits to completing and presenting the report on or about January 2022. The Commission allocated funds into the FY2021-22 budget to outsource this report.

## **BACKGROUND**

Based on a recommendation from the Budget Ad Hoc Committee, the Commission allocated \$43,000 in the FY2021-22 budget to fund an MSR to study the small-to-medium water agencies in El Dorado County. On March 1, 2021, staff circulated a request for proposals (RFP) to consulting firms, with a response deadline of April 30. A total of four qualified responses were received.

Staff's goal is to have the Commission approve the contract to a consultant at the June meeting, so the consultant can begin work on the MSR on July 1. With that timeline in mind, the Executive Officer assembled a Review Committee, composed of Chair Tim Palmer, Commissioner Michael Saunders and Assistant Executive Officer Erica Sanchez to evaluate the proposals and make a recommendation to the Commission. Chair Palmer was selected because he is both Chair at LAFCO, and to serve to keep an eye on expenditures and the LAFCO budget; Commissioner Saunders was selected because of his expertise as a director of one of the water agencies to be reviewed.

Of the four RFP responses received, two of the bids were less than the FY2021-22 budgeted amount (\$29,858 and \$42,200), and the other two were significantly higher (\$72,213 and \$75,000). Therefore, the Committee independently reviewed all of the proposals, but decided to focus primarily on the two under budget first, expanding to the more expensive responses only if the first two were found to be inadequate or lacking.

Fortunately, each of the under-budget proposals was found to be professional and the firms highly qualified. The Committee compared all aspects of the two proposals, including cost, firm experience, project schedule, described scope of work and tasks, impact to the studied districts, and methodology. The two proposals were ranked similarly across most categories; however, Planwest came out ahead in the areas of cost and timing. The Planwest proposal was not only the lowest of the four bids at \$29,858, it was more than \$12,300 less than the second lowest bid. Planwest also had the shortest estimated timeframe for completing the study within 7 months, compared to an estimated 12 months by the runner-up firm. Each of the top two proposals estimated the same approximate number of staff hours to complete the project (312 vs. 320), but Planwest's hourly rates were lower and they had a more aggressive timeframe for completion. After careful evaluation, the Review Committee was in agreement that Planwest was the best option for the Small to Medium Water MSR contract.

### **Planwest Partners**

In addition to contract services, Planwest Partners provides staffing services to Humboldt, Shasta, Del Norte, and Trinity LAFCOs, providing considerable knowledge of LAFCOs and the procedural requirements of the Cortese-Knox-Hertzberg Act. The Planwest team has prepared numerous MSRs of small-to-medium sized water and wastewater providers, demonstrating an in-depth understanding of the unique operations and challenges facing smaller providers. In addition, the Planwest team member who will be providing the bulk of the data collection and analysis for this MSR is a former resident of El Dorado County and has previously worked with both with both Georgetown Divide PUD and South Tahoe PUD on various projects, including assisting GDPUD with development of grant applications for ditch lining, and assisting STPUD with renewable energy feasibility studies for infrastructure at the District's Diamond Valley Ranch site.

Planwest provided work samples of multiple water and wastewater MSRs, prepared both on a contract-basis as well as in a support staff capacity. A reference check with the executive officers of Marin, San Diego, and Sonoma LAFCOs indicates that all were extremely satisfied with Planwest and their work. All three EOs reported that the contracted work was complete on time, within budget, and to the satisfaction of their Commissions.

Project

Planwest Partners proposes to complete the Small and Medium Water District MSR using the requirements of Government Code 56430 and 56425 and following the 8 tasks outlined in the Scope of Work and Project Schedule on pages 11-13 of Exhibit A of Attachment A. As stated, the time period for this project is approximately seven months, scheduled to be completed in early 2022. Planwest will submit monthly invoices to LAFCO indicating hours of work completed for each task, the total cost will be paid in monthly installments, remaining within the overall do-not-exceed amount of \$29,858.

Attachments:

Attachment A: LAFCO Resolution L-2021-12: Professional Services Agreement with Planwest Partners, Inc. for a Municipal Services Review and Sphere of Influence Study of the Small and Medium Water Districts in El Dorado County

Attachment A, Exhibit A: Scope of Work and Project Schedule