

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MAY 27, 2015

REGULAR MEETING

TO: Ken Humphreys, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #6: **CONSIDERATION AND APPROVAL OF THE CONTRACT
WITH QUAD KNOPF, INC. FOR THE COMPLETION OF THE
MUNICIPAL SERVICES REVIEW AND SPHERE OF
INFLUENCE STUDY FOR THE CITIES OF PLACERVILLE
AND SOUTH LAKE TAHOE**

RECOMMENDATION

Staff recommends that the Commission:

1. Approve the contract with Quad Knopf, Inc. to prepare and present the Municipal Service Review and Sphere of Influence Study for the Cities of Placerville and South Lake Tahoe at a cost of \$37,338.
2. Authorize the Chair to sign the final document. Most of the cost, \$30,000, is covered by the allocated funds in the Professional Services – MSR Outsourcing account of the El Dorado LAFCO 2014-2015 Budget to fund this contract. Covering the remainder of the cost will be considered in Agenda Item #7.

REASON FOR RECOMMENDED ACTION

El Dorado LAFCO is required to create municipal service reviews (MSRs) and update spheres of influence (SOI) studies for all agencies in the county. Studying and preparing the MSR/SOI study for the two cities is part of the current Cycle 3 MSR/SOI Project Plan. Due to workload issues staff has been unable to complete the reports. The Commission allocated funds to outsource the reports to remain on schedule. Quad Knopf, Inc. 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, Quad Knopf commits to completing and presenting the report on or about Fall 2015.

BACKGROUND

Knowing that staff would be unable to complete the Municipal Service Review and Sphere of Influence Study for the Cities of Placerville and South Lake Tahoe, the Commission allocated during its budget deliberations \$30,000 to outsource this work. Staff circulated a “request for proposals” (RFP) to many consulting firms in January 2015. Around the same time the Executive Officer assembled an evaluation committee composed of Mark Carlson, Administrative Services Director for the City of South Lake Tahoe, Pierre Rivas, Development Services Department Director for the City of Placerville, Erica Sanchez, LAFCO Policy Analyst and your Executive Officer.

A total of 3 responses were received; all three were over budget. One firm’s proposal was dismissed based on their understanding of the requirements. Two were equally qualified and were both equally liked by the evaluation committee, with one being a lot less expensive than the other. In particular, the interview panel was impressed by the qualifications of the Quad team. Its project manager is a former LAFCO professional who has conducted several MSRs throughout his career. He understood both the requirements under the law and the local policies adopted by this Commission.

Project

Quad Knopf was the firm that was less expensive than the other, so negotiations began about removing some items from its proposed Scope of Work in order to lower the cost. The Scope did not necessarily change as much as Quad’s approach to doing the tasks. Among the changes, the revised approach relies more on LAFCO and the cities to coordinate the data/information gathering on Quad’s behalf. The city representatives were consulted on the revised approach and they indicated they can help by being the liaisons with their respective city staff. From a workload standpoint LAFCO staff can integrate this coordination work. Nevertheless, this MSR will not be as “hands-free” as other outsourced studies.

The time period for this project is approximately 15 weeks. The total cost will be paid in installments at the completion of ten separate tasks and to the satisfaction of the Executive Officer. The total cost also includes approximately \$520 in other cost reimbursements.

The revised cost is \$37,338, less than \$8,000 over the budget allocation. If the Commission is comfortable with proceeding with the contract, then a discussion on making up the allocation shortfall will occur in Agenda Item #7.

This proposal will help El Dorado LAFCO meet the deadlines for its MSR/SOI Project Plan for Cycle 3 (2013-2021).

Attachment:

Attachment A: Consulting Contract with Quad Knopf, Inc.