

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF AUGUST 24, 2022

REGULAR MEETING

TO: John Hidahl, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: Shiva Frentzen, Assistant Policy Analyst

AGENDA ITEM #9: **CONSIDERATION AND APPROVAL OF THE CONTRACT
WITH PLANWEST PARTNERS, INC. FOR THE COMPLETION
OF A MUNICIPAL SERVICE REVIEW AND SPHERE OF
INFLUENCE STUDY FOR THE CITY OF PLACERVILLE, CITY
OF SOUTH LAKE TAHOE, AND CAMERON PARK
COMMUNITY SERVICES DISTRICT**

RECOMMENDATION

Staff recommends that the Commission:

1. Approve the contract with Planwest Partners, Inc. to prepare and present the City of Placerville, City of South Lake Tahoe, and Cameron Park Community Services District Municipal Service Review and Sphere of Influence Study at a cost of \$48,915.
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

At the April 27, 2022 El Dorado LAFCO meeting, the Commission allocated \$93,000 for MSR Outsourcing (Fund 6501) and directed staff to prepare and circulate the RFPs for the City of Placerville, City of South Lake Tahoe, and Cameron Park CSD.

The RFP was circulated on May 9, 2022 and El Dorado LAFCO received two proposals by the June 30, 2022 deadline.

Staff reviewed the proposals independently and collectively decided to award the contract to Planwest Partners, Inc. for the following reasons:

- The cost of study was significantly lower at \$48,915.

- Scope of work and project schedule were comparable for both proposals.
- Planwest Partners, Inc. “convey complex ideas in a simple and easy to read format” which is preferable by the agency.
- Planwest Partners Inc. “will take a systems approach to reviewing the current level of services and identifying potential areas of opportunity to increase efficiency and resiliency” which is preferable by the agency.

Project

Planwest Partners, Inc. proposes to complete the City of Placerville, City of South Lake Tahoe, and Cameron Park Community Services District MSR (in one single report) using the requirements of Government Code 56430 and following the 6 tasks outlined in the Scope of Work, Project Schedule, and Cost Proposal in Exhibits A and B of Attachment A. The project is scheduled to be completed in June 2023.

Attachments:

Attachment A: Professional Services Agreement with Planwest Partners, Inc. for a Municipal Services Review and Sphere of Influence Study of the City of Placerville, City of South Lake Tahoe, and Cameron Park Community Services District including Scope of Work, Project Schedule, and Cost Proposal