



Solano Local Agency Formation Commission

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Staff Report

DATE: October 21, 2013
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Interim Executive Officer
Michelle McIntyre, Analyst

SUBJECT: **Fire District Municipal Service Review**

Recommendation: That the Commission authorize the Executive Officer to enter into a contract with Policy Consulting Associates for the Municipal Service Review for the Fire Districts in Solano County for an amount not to exceed \$39,455.

Background: When the Commission approved the workplan in April one of the top priorities as far as Municipal Service Reviews was an update to the 2006 Fire District Municipal Service Review. Cortese-Knox-Hertzberg requires updates to the MSR be completed every five years. Since the last service review was in 2006 an update is overdue. In addition the legal requirements of the MSR have changed since then. Instead of nine areas to review there are now seven, including the new section on disadvantaged unincorporated communities (DUCS). Should there be any proposals for a change of organization there would need to be an updated MSR and sphere of influence approved by LAFCO to process the application.

Discussion: To meet the needs staff issued a request for proposals on August 13, 2013. The RFP was mailed to nine consulting firms which had varying degrees of experience with MSRs and assessing the fire service. The RFP was also posted on our website.

Responses were due on September 13. Staff received four proposals ranging in price from \$27,341 to \$54,430. All respondents were invited to interviews which occurred on October 1. The interview panel

consisted of Solano LAFCO staff, an Executive Officer from a neighboring LAFCO, a fire chief from one of the districts, and a fire chief from one of the cities. Panel members had predetermined questions and asked appropriate follow-up questions. Each proposal was ranked by a scoring rubric consistent with the criteria described in the RFP and designed to give weight to knowledge of the LAFCO process and MSRs, as well as knowledge of the fire service. After all the interviews were completed the panel discussed each proposal and reached a consensus on the winning proposal.

Based on this procedure we chose the proposal by Policy Consulting Associates for \$39,455. Staff recommends the Commission authorize the Executive Officer to enter into a contract with Policy Consulting Associates for that amount.