



Solano Local Agency Formation Commission

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Staff Report

DATE: March 21, 2016
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Interim Executive Officer

SUBJECT: **Wastewater Districts Municipal Service Review**

Recommendation: That the Commission authorize the Executive Officer to enter into a contract with SWALE Inc. for the Municipal Service Review for the Fairfield Suisun Sewer District and the Vallejo Sanitation and Flood Control District for an amount not to exceed \$26,850.

Background: When the Commission approved the workplan for FY15/16 one of the top priorities with regard to Municipal Service Reviews was an update to the 2006 Solano LAFCO Sewer MSR. Cortese-Knox-Hertzberg requires updates to the MSR be completed every five years. The last service review was completed in 2006. Besides the fact the MSR is more than five years old the legal requirements have changed. 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 or a sphere of influence update there would need to be an updated MSR in order for LAFCO to process the application.

Discussion: To meet the needs staff issued a request for proposals on January 4, 2016. The RFP was emailed to five consulting firms which had experience completing wastewater service reviews. Although the original due date was January 29 the deadline was extended to February 5 at the request of one of the consultants. The RFP was also posted on our website.

Staff received one proposal from SWALE Inc. for \$26,850. The FY 15/16 budget includes \$40,000 for studies. Should the Commission authorize funding this proposal there are sufficient funds in the budget to fund the wastewater district study.

The proposal was reviewed by a committee consisting of LAFCO staff and a representative from each of the wastewater districts. The proposal was found to be responsive to the RFP. SWALE Inc. has had experience with providing wastewater MSRs to Nevada LAFCO. A check of references confirmed that they produced a high quality service review, on time and within budget.

Recommendation: Staff has reviewed this proposal and found the scope of work and the proposed level of effort to be sufficient to complete the MSR. Staff recommends the Commission authorize the Executive Officer to enter into a contract with SWALE Inc. for an amount not to exceed \$26,850.