

SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVENUE, SUITE 240, SANTA ROSA, CA 95404

(707) 565-2577

www.sonomalafco.org

Staff Report

Meeting Date: August 2, 2023

Agenda No. Item 5.1

Agenda Item Title: Contract Award for Municipal Service Review and Sphere of Influence Study for City of Santa Rosa

Environmental Determination: Exempt Pursuant to Section 15306 of the State CEQA Guidelines

Staff Contacts: Mark Bramfitt

Analysis

Background

The City of Santa Rosa has requested that LAFCO conduct a Municipal Service Review and Sphere of Influence Study, and consider amendments to the City's sphere of influence to align territory with the City's Urban Growth Boundary ordinance.

The Commission authorized staff at the June 7, 2023 meeting to conduct a request for proposals (RFP) from consulting firms to perform the work.

Staff issued the RFP (Attachment 1) on June 14th, with a deadline for proposals set for July 19th. Staff notes that this was a short timeframe; normally the submittal period is on the order of six-weeks long.

Response to RFP

Staff received one proposal in response to the RFP, from RSG of Irvine, CA (Attachment 2).

Qualifications

RSG has responded to several RFPs issued by Sonoma LAFCO but has not been chosen to provide services to date. Staff finds that the RFP submission indicates that RSG has suitable experience and qualifications to prepare Municipal Service Reviews.

Staff also notes that it would be appropriate to secure a broader range of consultant service providers to support future commission projects.

Cost and Schedule

RSG's bid is for a not-to-exceed amount of \$25,925, with a proposed study completion date (a Final Draft of the Study for Commission consideration) of February 2024.

Environmental Determination

The Municipal Service Review and Sphere of Influence Study for the City of Santa Rosa is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15306 (Information Collection). This section exempts projects which consists of basic data collection, research, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. In that the purpose of the study is to gather information without specific action taken by the Commission, the project is exempt from CEQA.

Recommendation

Staff requests that the Commission authorize the Executive Officer to initiate a contract with RSG, to conduct a Municipal Service Review and Sphere of Influence Study for the City of Santa Rosa in an amount not to exceed \$25,925.

A draft resolution is attached for Consideration by the Commission (Attachment 3).

Attachments

1. Request for Proposals
2. Response to RFP from RSG
3. Draft Resolution