

SONOMA LOCAL AGENCY FORMATION COMMISSION

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Staff Report

Meeting Date: June 5, 2024

Agenda No. Item 5.3

Agenda Item Title: Authorization to Contract for Consultant Services for Municipal Service Review and Sphere of Influence Study for Windsor Water District and Sonoma Water (Airport/Larkfield/Wikiup Sanitation Zone)

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

Staff Contact: Mark Bramfitt

Analysis

Background

The Town of Windsor (“Town” or “Windsor”) has requested that the Commission conduct a Municipal Service Review and Sphere of Influence Study for its subsidiary water district to evaluate a sphere amendment involving all or portions of the Airport/Larkfield/Wikiup sanitation zone overseen by Sonoma Water.

The study is intended to address a mutual proposal from the two agencies that would enable a future reorganization. The reorganization would annex about half of the zone to Windsor Water, the balance would be served under contract.

The proposal addresses significant opportunities to avoid capital upgrade costs as well as ongoing operational costs, to the mutual benefit of both districts and their ratepayers.

Staff issued a Request for Proposals (“RFP”) seeking qualified vendors to perform a Municipal Service Review and Sphere of Influence Study and distributed the RFP to a list of vendors sourced from other LAFCOs in the State. Three consultants provided a proposal within the timeframe of the RFP.

Staff is recommending that the Commission approve a contract for consulting services with RSG, or otherwise direct staff to select another consultant.

Evaluation of Proposals

Staff has reviewed the three consultant proposals in regard to the following factors:

- Scope of work (does the project scope match the RFP; does the consultant indicate an understanding of necessary work product?)
- Proposed project schedule (how long will the project take from initiation to final presentation to the Commission for consideration?)
- Consultant experience and qualifications (has the consultant performed work for LAFCOs; has the consultant prepared similar reports for similar agencies?)
- Project cost

A summary of evaluations of these criteria are presented in the following table:

Consultant	Scope	Schedule	Experience	Cost
Berkson Associates & Policy Consulting Associates, LLC	Conforms to RFP	June 2024 to June 2025 (one year)	High; has performed MSR's for wastewater agencies	\$87,235
RSG	Conforms to RFP	June 2024 to January 2025 (six months)	High; has performed MSR's and for wastewater agencies	\$37,335
WEBB	Conforms to RFP	June 2024 to May 2025 (eleven months)	High; has performed MSR's and other plans for wastewater agencies	\$151,420

All three consultants have proposed a scope of work that is responsive to the Request for Proposals, and indicate a thorough understanding of project activities and expected deliverables.

The three proposals differ in projected hours of consultant time that will be devoted to the project: approximately 200 hours for RSG; 384 hours for WEBB, and 632 hours for Berkson Associates & Policy Consulting Associates. This variation, and differences in hourly rates for project principals, yield the differing project cost estimates.

The three firms differ in regard to the number of staff directly assigned to the project, with RSG directly assigning a project team of four, with additional administrative staff and a contracted consultant, Berkson Associates & Policy Consulting Associates with a five-member team, and WEBB with an eight-member team,

Analysis

Sonoma LAFCO only has direct experience working with RSG, on the recently completed MSR/SOI study for the City of Santa Rosa.

While staff did not conduct a wide-ranging review of references, all three consultants are widely known through CALAFCO activities and through Sonoma LAFCO consultations with LAFCOs statewide. Staff believes that any of the three consultants can execute the project satisfactorily.

Staff therefore concludes that the primary criterion for selection of a consultant proposal is project cost. On this basis, staff recommends selection of RSG.

Recommendation

Staff seeks Commission approval to enter into a consulting services agreement with RSG to conduct a Municipal Service Review and Sphere of Influence Study for the Windsor Water District and Sonoma Water (Airport/Larkfield/Wikiup Sanitation Zone), with a not-to-exceed cost of \$37,335.

Attachments

Municipal Service Review Proposals:

1. Berkson and Associates & Policy Consulting Associates
2. RSG
3. WEBB