

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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September 8, 2021

To: LAFCo Commissioners

From: Martha Poyatos, Executive Officer
Rob Bartoli, Management Analyst

Subject: Consideration of amendment to the contract with the consulting firm of Berkson Associates in association with Policy Consulting Associates, LLC for preparation of a Municipal Service Review and Sphere of Influence Update for the City of East Palo Alto, East Palo Alto Sanitary District and West Bay Sanitary District to extend date of contract from March 31, 2022 to July 31, 2022

Summary

On May 12, 2021 the Commission approved a contract with the consulting firm of Berkson Associates in association with Policy Consulting Associates, LLC for preparation of a Municipal Service Review and Sphere of Influence Update for the City of East Palo Alto, East Palo Alto Sanitary District, and West Bay Sanitary District. The resolution and the contract stipulated the term of May 19, 2021 through March 31, 2022 for the Municipal Service Review.

Due to a delay in contract execution, to allow additional time for public review and to better align with the odd-number month LAFCo commission meetings, staff is recommending that the contract be extended from March 31, 2022 to July 31, 2022. As the project progresses, there may be tasks that are completed sooner than anticipated, but the time extension will ensure that the contract covers the revised MSR timeline.

As an update to the project, on August 16, 2021, LAFCo staff sent an introductory letter to the General Managers of East Palo Alto Sanitary District and West Bay Sanitary District and the City Manager of East Palo Alto informing them of the upcoming MSR. On August 30, 2021 data requests were sent to the affected agencies. Data is requested by September 22, 2021.

COMMISSIONERS: WARREN SLOCUM, CHAIR, COUNTY ▪ MIKE O'NEILL, VICE CHAIR, CITY ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY
▪ JOSHUA COSGROVE, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ TIM FOX, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST ▪ ANGELA MONTES, CLERK

Budget Impact

The contract totals a not-to-exceed amount of \$129,475, which has already been received from Sobrato, MidPen Housing/EPACANDO and the Emerson Collective. The time extension has no impact to the contract amount.

Recommended Commission Action by Resolution

By resolution, authorize the Executive Officer to execute an amendment to the contract with the consulting firm of Berkson Associates in association with Policy Consulting Associates, LLC for preparation of a Municipal Service Review and Sphere of Influence Update for the City of East Palo Alto, East Palo Alto Sanitary District, and West Bay Sanitary District to extend date of contract from March 31, 2022 to July 31, 2022

Attachments

A. Revised project timeline

CONSULTING TEAM MANAGEMENT

Richard Berkson will be the primary contact for project management and administration. Principals of PCA will also be available as needed to assist with issues raised during the course of the Study. The two firms have collaborated on multiple projects and have developed a tightly coordinated workflow and product quality assurance.

PROPOSED TIMELINE (revised 7/14/2021)

Actual meeting and milestone dates will depend on receipt of written authorization to proceed, and timely response to data requests and document review. The specific timing of meetings and LAFCO hearings may also influence the timeline. This timeline will be refined at the Project's kick-off meeting.

Task 1 Project Initiation	Commence upon receipt of written authorization to proceed (e.g., work commences Aug. 1)
Kick-off Meeting	Within 2-3 weeks of Project Initiation
Initial Request for Information (RFI)	Send RFI to agencies by Aug 31
RFI's returned to consultant	Within 3 weeks after RFI's are received
Task 2 Data Collection and Review	Ongoing
Task 3 Report Preparation	Ongoing
Draft chapters to agencies	Send chapters by October 29, 2021 (2 week review)
Task 4 Administrative Draft MSR	Submit Admin Draft to LAFCO by January 14, 2022
Task 5 Public Review Draft MSR	Release Public Review Draft and hold community meeting by March 9, 2022
LAFCO Hearing #1	Hearing on March 16, 2022
Task 6 Final MSR	Revise MSRs and respond to comments by end of April, 2022
	Release Final MSR by May 20, 2022
LAFCO Hearing #2	Hearing on July 20, 2022