

**REQUEST FOR PROPOSALS FOR THE
SOLANO IRRIGATION DISTRICT
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY**

The Solano Local Agency Formation Commission (LAFCO) is soliciting proposals from qualified consultants to prepare a municipal service review (MSR) and sphere of influence (SOI) study of the Solano Irrigation District (SID).

I. Objective

Solano LAFCO is seeking a study that is thorough, well-referenced, and concisely written that clearly addresses:

- 1) California Government Code Sections 56425 and 56430 requirements,
- 2) Additional considerations as included in the Scope of Services (Section IV below), and
- 3) Provides professionally supported insight and alternatives.

Solano LAFCO is not seeking a perfunctory “check the box” study or voluminous “cut and paste” pages.

LAFCO’s intent is three-fold: 1) utilize the study to satisfy the outlined MSR and SOI requirements, 2) receive a well-researched study that includes current and anticipated demand and capacity, and 3) receive analysis to create a platform that facilitates dialogue among the stakeholders. The over-arching objectives of discussion are enhancing services and efficiencies and evaluating various options for amending and updating the SID’s sphere of influence. Fundamental to every MSR and SOI study is that LAFCO will utilize this document as a critical source, together with additional analysis where necessary, to pursue sphere, boundary, and governance changes if needed.

II. About Solano County & the Solano Irrigation District

Located approximately 45 miles northeast of San Francisco and 45 miles southwest of Sacramento, Solano County is bordered by Napa, Yolo, Sacramento, and Contra Costa counties. The County covers approximately 909 square miles, including 675 square miles of rural land area. There are seven cities and 47 special districts.

Solano Irrigation District (SID)

SID has entitlements to the Solano Project for 141,000-acre feet of agricultural and domestic water for service to many areas in Solano County each year. The District, under contract with Solano County Water Agency, is the operator of the Solano Project, which delivers Lake Berryessa water to four cities, the Maine Prairie Water District, and SID customers. The District owns and operates the hydroelectric power plant at the base of Monticello Dam. SID also provides the physical operation and maintenance of the Rural North Vacaville Water District’s (RNVWD) water system via contract.

SID has over 80 employees and operates on a \$7 million annual budget of its own. SID is a partner with Suisun City in water delivery, utilizing another \$6 million in revenues to accomplish the partnership's objective.

III. Background

In 1963, the State Legislature created LAFCOs to help direct and coordinate California's growth in a logical, efficient, and orderly manner. Each of the 58 counties in California has a LAFCO. LAFCOs are charged with discouraging urban sprawl, encouraging orderly boundaries, and forming local agencies, preserving agricultural lands and open space, and regulating the extension of services outside jurisdictional boundaries.

In 2001, pursuant to the enactment of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act"; Government Code Section (GC§) 56000 et seq.), LAFCO acquired responsibility for preparing MSRs. On or before January 1, 2008, and every five years thereafter, LAFCO shall, as necessary, review and update the SOI for each local agency. In conjunction with the SOI updates, LAFCO shall prepare corresponding MSRs.

For MSRs, GC §56430 require LAFCO to prepare and adopt a written determination for each of the following considerations:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

For SOIs, GC §56425 require LAFCO to prepare and adopt a written determination for each of the following considerations:

1. The present and planned land uses in the area, including agricultural and open space lands.

2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. The present and probable need for those facilities of any disadvantaged unincorporated communities within the existing sphere of influence.

IV. Scope of Services

Solano LAFCO is looking for an MSR and SOI study that provides well-founded and achievable recommendations straightforwardly without volumes of non-pertinent information. The MSR and SOI study will include:

1. Relevant determinations on each of the above twelve topics as provided in Section III and as required by the CKH Act.
2. Information and analysis concerning:
 - a. water source,
 - b. water supply,
 - c. water capacity,
 - d. conveyance,
 - e. distribution system,
 - f. treatment,
 - g. current usage,
 - h. storage system needs,
 - i. anticipated water demand.
3. Current and planned financing plans for service/infrastructure upgrades and capacity improvements.
4. Determination of the agency's ability to provide service to existing and planned service areas.
5. Identification and recommendations to enhance services and efficiencies.

V. Activities and Work Products

Preparation of the studies will include the following activities and work products:

1. Data Collection

- Collect and verify information through all available data sources, including past MSR and SOI studies, past changes of organization records, interviews, meetings, surveys, and research.

Work product: Consultant must provide to LAFCO an electronic copy of their research and documentation to the best of their ability.

2. Administrative Draft

- Prepare an administrative draft for LAFCO staff to review.

Work product: Consultant must deliver to LAFCO a MSWord formatted version and a .pdf formatted version.

3. Draft Report

- Address comments from the administrative draft and prepare a draft report for public review and comment.
- The consultant will present the draft report to the LAFCO Commission at a public hearing.

Work product: Consultant must deliver to LAFCO a MSWord formatted version and a .pdf formatted version at least two weeks before the LAFCO hearing.

4. Final Report

- Respond to comments and prepare a final report, including required determinations.
- The consultant will present the final report to the LAFCO at a public hearing.

Work product: Consultant must deliver to LAFCO a MSWord formatted version and a .pdf formatted version of the final report.

VI. Budget

Proposals that demonstrate that the final product will meet the requirements of the CKH Act and provide helpful information in a concise format at a reasonable cost will be looked upon most favorably. A final budget amount for this project will be negotiated with the firm selected for the work before an agreement.

VII. Schedule

The timeline will be negotiated with the firm selected to conduct this review and will be included with the professional services agreement to be approved by LAFCO. A tentative schedule is outlined in Section XIV of this document.

VIII. Proposal Requirements

Responses to this RFP must include all the following:

1. A statement about the firm describing the history and competencies and resumes of the principal and professionals involved in the work. This statement should address the following:
 - Experience with the CKH Act, the role and functions of LAFCO, and the MSR and SOI process.
 - Expertise with the California Water Code.
 - Experience working with LAFCOs and special districts.
 - Expertise with laws governing special districts.
 - Understanding of how local government services are financed and delivered.
 - Experience in governmental organization analysis, including performance measurement and evaluation.
 - Ability to analyze and present information in an organized format.
 - Ability to interpret varied budget and planning documents.
 - Ability to facilitate and synthesize input from stakeholders.
 - Familiarity with public input processes and experience presenting and disseminating public information for review and comment in a public setting.
 - Experience in fostering multi-agency partnerships and cooperative problem-solving.
 - Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues.
2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.
3. Identification of any sub-consulting firms who will be involved. If sub-consultant firms are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items 1 and 2 above.
4. Description of similar or related experience accomplished in the last three years and references for each such project, including the contact name, address, telephone number, and email address.
5. Description of the anticipated approach for this project, explicitly discussing and identifying any suggested changes to the Scope of Services.

6. Description of what you anticipate being the critical areas to explore in the MSR and SOI study.
7. Disclosure of potential conflicts of interest with local agencies in Solano County.
8. Identification of any information, materials, and work assistance required from Solano LAFCO and SID to complete the project.
9. Provide a preliminary project schedule showing start and ending times for each work task and indicate strategies for adhering to the schedule.
10. Include information about the availability of all the professionals involved in the work, including sub-consultants.
11. Provide the anticipated project cost, including:
 - a. A not-to-exceed total budget amount.
 - b. The cost for each major sub-task identified in the draft scope of services.
 - c. The hourly rates for each person involved in the work, including the rates for any sub-consultants.
12. Include comments about the draft scope of services, the ability of the firm to meet the insurance requirements, and other comments or questions.

IX. Non-Discrimination & Equal Opportunity

Solano LAFCO is an equal opportunity employer.

X. Conflict of Interest

Proposers warrant and covenant that no official or employee of the Solano LAFCO, nor any business entity in which an official of Solano LAFCO has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to Solano LAFCO. Proposers will notify LAFCO of any potential conflict of interest regarding other work or third-party contracts.

XI. Insurance Requirements

The successful proposer shall be required to maintain throughout the term of the contract, and for a minimum of six months following completion by consultant and acceptance by LAFCO of all services under the contract, the following insurance coverage:

- 1) *comprehensive general liability insurance*, with a minimum combined single limit coverage of \$1,000,000 per occurrence for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence;

- 2) *personal automobile liability insurance* for owned, non-owned, and hired automobiles, with a minimum combined single limit coverage of \$500,000 per occurrence;
- 3) *employer's liability insurance*, with minimum coverage of \$100,000 per employee;
- 4) *professional liability insurance*, with minimum coverage of \$1,000,000 per claim and \$1,000,000 aggregate; and
- 5) *workers' compensation insurance* coverage for its employees at statutory limits.

Additional Insured Endorsement

The comprehensive general liability insurance policy will be endorsed to include LAFCO and its officers and employees; and Solano Irrigation District, its officers and employees as additional insureds as to all services performed by the consultant under the contract. Said policies will constitute primary insurance as to LAFCO and its officers and employees Solano Irrigation District, its officers and employees, so that other insurance policies held by LAFCO, SID, or their self-insurance program(s) will not be required to contribute to any loss covered under the consultant's insurance policy or policies unless otherwise noted in the contract.

Evidence of Insurance - Before commencing any operations under the contract, the successful proposer shall furnish the Solano LAFCO with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled or materially changed without 30 days advance written notice.

Duration of Insurance Coverage - All required insurance coverages shall be maintained during the entire term of the contract. Insurance coverage written on a claims-made basis shall be maintained during the entire duration of the contract and further until at least six month(s) following termination and acceptance of all work under the contract, with the retroactive date of said insurance concurrent with the commencement of activities according to this contract.

All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A: VII or equivalent and with deductible amounts acceptable to Solano LAFCO.

XII. Proposal Submittal

- An electronic copy in Adobe (.pdf format) or hard copy of the proposal shall be received no later than 4:00 p.m., on Friday, May 21, 2021. No faxed proposals will be accepted. Proposals received after the deadline will not be considered. If delivery is to be in person, please call the LAFCO office at (707) 439-3897 to arrange a delivery time.
- All proposals will become the property of the Solano LAFCO.
- The cost of preparation of proposals shall be borne by the proposers.
- Proposals shall be signed by an authorized employee or officer to receive consideration.
- Solano LAFCO is not responsible for proposals delivered to a person/location other than that specified herein.

XIII. Selection Process

Based on relevant work experience, completeness of the responses, budget, and the overall project approach identified in the written proposals received, the most qualified firms will be invited, at their expense, for an interview with a selection committee. Interviews are tentatively scheduled for the week of May 24, 2021.

The final selection of the consultant will be based upon the evaluation of both the written and oral responses. Following interviews, the most qualified firm will be selected, and a recommended agreement including a budget, timeline, and a final service agreement will be negotiated. The successful firm will enter into a contract to be awarded by Solano LAFCO. Action on the service contract by LAFCO is tentatively scheduled for Monday, June 14, 2021.

The selection committee will use the criteria listed below to evaluate the proposals. At the discretion of the selection committee, additional information may be requested to clarify and explain proposals.

- *Applicability of overall experience and qualifications relating to required services.* Consultant shall have the general and technical expertise as described in Section VII above.
- *Evaluation of the scope of services, examining, in particular, any special techniques, approaches, ideas, and insights to be used in performing the services, along with additional consideration of how previous experiences may contribute to the proposer's ability to carry out the services.* Consultant shall possess the ability to initiate, develop and carry out effective strategies in preparing the MSR and SOI study following State law and LAFCO requirements.
- *Evaluation of background, general experience, knowledge, and special capabilities or qualities brought to the project by the consultant.* Consultant shall possess all permits, licenses, and professional credentials necessary to perform the required services.
- Proposals that demonstrate that the final product will meet the requirements of the CKH Act and provide helpful information in a concise format at a reasonable cost will be looked upon favorably. A final budget will be negotiated with the selected firm.

Other Provisions: Solano LAFCO reserves the right to award a contract to the firm(s) or individual(s) that presents the proposal which, in the sole judgment of Solano LAFCO, best accomplishes the desired results. Solano LAFCO reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate deviations with the successful firm. After the award of the contract, the Solano LAFCO may revise the work program to meet budget constraints.

XIV. Tentative Schedule

The tentative schedule associated with the circulation of the RFP and submission of the proposal is as follows:

DATE	TASK
April 26, 2021	Issue RFP
May 21, 2021	Proposals Due at 4PM
May 26, 2021	Interviews of Selected Proposers
June 14, 2021	Award of Contract by LAFCO Commission
June 14, 2021	Consultant Begins Work

XV. LAFCO Contact

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XVI. Reference Information

For copies of past MSRs, SOIs, and recent changes of organizations as referenced above, please visit our website: www.solanolafco.com

The SID's website can be accessed at: www.sidwater.org

A map of SID's boundary can be accessed at:
<https://www.sidwater.org/DocumentCenter/View/500/SID-District-Boundary-Map?bidId=>