



6/22/2023

# Request for Proposal

City of Rocklin  
Municipal Service Review and  
Sphere of Influence Study



Submissions Due: Monday, July 24, 2023, 4 pm

VIA EMAIL: [LAFCO@PLACER.CA.GOV](mailto:LAFCO@PLACER.CA.GOV)

# **REQUEST FOR PROPOSALS FOR THE CITY OF ROCKLIN MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY**

The Placer Local Agency Formation Commission (LAFCO) is soliciting proposals from qualified consultants to prepare a municipal service review (MSR) and sphere of influence (SOI) study for the City of Rocklin.

The City of Rocklin (Rocklin) provides municipal services, including fire protection and emergency medical services, law enforcement, parks and recreation. Placer County Water Agency (PCWA) provides water supply to Rocklin, South Placer Municipal Utility District provides wastewater service, and Recology Auburn Placer provides solid waste collection; as these are independent agencies, these services will not be covered as part of this service review. Fire protection and emergency medical services will also not be covered as part of this service review.

## **I. Objective**

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

- 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, recommendations, and alternatives.

LAFCO's intent is two-fold: 1) utilize the study to satisfy the outlined MSR and SOI requirements, and 2) receive a well-researched study that creates a platform to facilitate dialogue among the stakeholders. The over-arching objectives of the discussions are enhancing service efficiencies, governance efficiencies, and providing recommendations for the City's Sphere of Influence.

Fundamental to every MSR and SOI study is that LAFCO will utilize this document as a critical source and additional analysis where necessary to pursue sphere, boundary, and governance changes as needed.

## **II. About Placer County and the City of Rocklin**

Placer County is in Northern California, directly northeast of Sacramento Valley, extending to North Lake Tahoe and the Nevada State boundary. Placer County covers approximately 1,506 square miles with six incorporated cities. The US Census estimates the Placer County population at 412,300 as of July 1, 2021, with approximately 73,000 residing in Rocklin. Rocklin is the second most populous city in the county.

The City of Rocklin's General Plan Update and accompanying environmental impact report

was last adopted in 2012 and will be a primary source of information for this service review and sphere of influence update. Other primary sources of information include the City's most recently adopted Housing Element and budget, which can be located on the City's website.

Placer LAFCO has not conducted a MSR study for Rocklin, but last updated the City's SOI in 1999. As noted above, a task of this study will include recommendations for the City's SOI, including recommending amendments for the City and LAFCO's consideration.

### **III. Background**

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

In 2001, under 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 requires 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 SOI's, GC §56425 requires 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**

Placer LAFCO seeks an MSR and SOI study that provides well-founded and achievable recommendations. The MSR and SOI study will include the following:

- 1) Relevant determinations on each of the above twelve topics as provided in Section III and as required by the CKH Act.
- 2) Analyze and provide recommendations to enhance services and efficiencies.
- 3) Analyze and provide recommendations to update and amend the City's Sphere of Influence.

#### **V. Activities and Work Products**

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

- 1) Data Collection
  - a. 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 LAFCO and City with an electronic copy of their

research and documentation to the best of their ability.

2) Administrative Draft

- a. 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

- a. Address comments from the administrative draft and prepare a draft report for public review and comment.
- b. 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

- a. Respond to comments and prepare a final report, including required determinations.

5) The consultant will present the final report to the LAFCO at a public hearing.

Work product: Consultant must deliver to LAFCO and City 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 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:

- a. Expertise with laws governing California cities and other local government agencies.
  - b. Experience with the CKH Act, the role, and functions of LAFCO, and the MSR and SOI process.
  - c. Understanding of how local government services are financed and delivered.
  - d. Experience working with local government agencies; counties, cities, special districts, and LAFCO.
  - e. Experience in governmental organization analysis, including performance measurement and evaluation.
  - f. Ability to analyze and present information in an organized and concise format.
  - g. Ability to interpret varied budget and planning documents.
  - h. Ability to conduct budget projections.
  - i. Ability to facilitate and synthesize input from stakeholders.
  - j. Familiarity with public input processes and experience presenting and disseminating public information for review and comment in a public setting.
  - k. Experience in fostering multi-agency partnerships and cooperative problem- solving.
  - l. 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 that will be involved. If sub-consultant firms are proposed, describe their work 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 project, including the contact's 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) Describe what you anticipate as the critical areas to explore in the MSR and SOI study.
- 7) Disclosure of potential conflicts of interest with local agencies in Placer County.
- 8) Identify any information, materials, and work assistance required from Placer LAFCO and the affected agencies to complete the project.
- 9) Provide a preliminary project schedule showing start and end 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 is identified in the draft scope of services.
  - c. The hourly rates for each person involved in the work, including those 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**

Placer LAFCO is an equal-opportunity employer.

## **X. Conflict of Interest**

Proposers warrant and covenant that no official or employee of the Placer LAFCO, nor any business entity in which an official of Placer 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 Placer 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 the 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 as to all services the consultant performs under the contract. Said policies will constitute primary insurance to LAFCO and its officers and employees so that other insurance policies held by LAFCO 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 Placer 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 until at least six months 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 Placer LAFCO.



## **XII. Proposal Submittal**

- 1) An electronic copy in Adobe (.pdf format) or hard copy of the proposal shall be received no later than 4:00 p.m. on Monday, July 24, 2023. No faxed proposals will be accepted. Proposals received after the deadline will not be considered. If delivery is in person, please call the LAFCO office at (530) 886-4602 to arrange a delivery time.
- 2) All proposals will become the property of the Placer LAFCO.
- 3) The proposers shall bear the cost of the preparation of proposals.
- 4) An authorized employee or officer shall sign proposals to receive consideration.
- 5) Placer 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 may be invited, at their expense, for an interview with a selection committee. Interviews are tentatively scheduled for the week of July 31, 2023.

The final selection of the consultant will be based on 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 a contract awarded by Placer LAFCO. Action on the service contract by LAFCO is tentatively scheduled for Wednesday, August 9, 2023.

The selection committee will use the criteria listed below to evaluate the proposals. Additional information may be requested to clarify and explain proposals at the selection committee's discretion.

- 1) Applicability of overall experience and qualifications relating to required services. The consultant shall have the general and technical expertise described in Section VII above.
- 2) 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 be able to initiate, develop and carry out effective strategies in preparing the MSR and SOI study following State law and LAFCO requirements.
- 3) 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.

- 4) 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: Placer LAFCO reserves the right to award a contract to the firm(s) or individual(s) that presents the proposal that best accomplishes the desired results in the sole judgment of Placer LAFCO. Placer LAFCO reserves the right to reject any or all proposals, waive minor irregularities, or negotiate deviations with the successful firm. After the award of the contract, the Placer 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:

<b>DATE</b>	<b>TASK</b>
<b>June 22, 2023</b>	Issue RFP
<b>July 24, 2023</b>	Proposals Due at 4 PM
<b>July 30, 2023</b>	Interviews of Selected Proposers (if needed)
<b>August 9, 2023</b>	Award of Contract by LAFCO Commission
<b>August 10, 2023</b>	Consultant Begins Work

#### **XV. LAFCO Contact**

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