

Local Agency Formation Commission of Napa County



PMM
5/31/18

Request for Proposals

Countywide Water and Wastewater
Municipal Service Review

Response due by July 13, 2018 at 512:00 p.m.

Issued June 5, 2018

The MSR is intended to serve as a tool to help Napa LAFCO, affected local agencies, and the public better understand the existing public service structure and consider alternatives that would optimize long-term service delivery. LAFCO, local agencies, or the public may subsequently use the MSR, together with additional analysis where necessary, to pursue changes in governance structure, jurisdictional boundaries, and/or spheres of influence (SOIs).

About Napa County

Napa County was one of the original counties of California, created in 1850 at the time of statehood. Napa County is located in the San Francisco Bay Area and is adjacent to Lake, Solano, Sonoma, and Yolo Counties. Napa County is approximately 789 square miles in size. As of January 1, 2017, the population for Napa County is estimated at 142,408 (California Department of Finance).

Napa County, once the producer of many different crops, is known today for its regional wine industry. Urban growth in Napa County is limited by the Agricultural Preserve, which is landmark zoning ordinance that reflects a commitment to agriculture as the “highest and best use” of land outside of the local town and cities. When the Board of Supervisors approved the ordinance on April 9, 1968, it was the first of its kind in the nation.

Expectations of the Consultant

The successful firm(s) will accomplish the following:

1. The MSR should use ~~any~~ ~~and~~ all available information including interviews, surveys, previous research, reports, engineering reports, adopted budgets, audit reports, state department reports, local health department reports, general plans, previous MSRs and SOI Updates, authorities under the law, etc. Examples of previous MSRs and SOI Updates can be found on the Napa LAFCO website (http://www.napa.lafco.ca.gov/s_municipal_reviews.aspx). Sufficient data and information should be collected to construct an accurate, clear, concise, current, and comprehensive report.
2. The MSR should reflect local Napa LAFCO policies where applicable. Specific information can be found on the Napa LAFCO website (www.napa.lafco.ca.gov/p_general_policies.aspx).
3. Development of the MSR should involve regular and effective communication with affected agencies and Napa LAFCO staff.
4. Development of the MSR should be conducted in a fair, accurate, and objective manner.

- Experience in governmental organization analysis, including performance measurement and evaluation.
- Ability to analyze and present information in an organized format.
- Ability to interpret varied engineering, financial, 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, including town hall meetings and public workshops.
- Experience in identifying and fostering multi-agency partnerships and cooperative problem-solving.
- Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues.
- Ability to work cooperatively with divergent interests.

Water and Wastewater Service Expertise:

- Expertise in various aspects of water service provision, including supply, quality, delivery, recycled water, demand projection, water conservation and stewardship, ~~groundwater recharge~~ and pumping, stormwater runoff, etc.
 - Expertise in various aspects of wastewater service provision, including collection, conveyance, treatment, beneficial reuse, disposal, etc.
 - Expertise in the financial analysis of water, recycled water, and wastewater service delivery systems, including identifying financial constraints, opportunities, cost avoidance opportunities, and rate structures.
 - Expertise in water and wastewater service organization analysis, including evaluating government structure options (e.g., consolidation, reorganization, dissolution) and related advantages and disadvantages of these options.
 - Experience with various types of water and wastewater service providers and regulators in California (i.e., public works departments, ~~county environmental health departments~~, water and sewer districts, ~~flood control districts~~, private water companies, mutual water companies, shared water systems, county and state regulatory agencies (specifically the San Francisco Regional Water Quality Control Board and Central Valley Regional Water Quality Control Board), etc.).
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. Note that any subsequent changes in staff performing the work will require prior approval by Napa LAFCO.
 3. Identification of any sub-consulting firms who will be involved. If sub-

No prior, current, or post award verbal conversations or agreement with any officer, agent, or employee of Napa LAFCO shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP. The selected consultant's proposal will become part of the agreement. Price quotations and other time-dependent information contained in any proposal shall remain firm for a minimum of 90 days from the proposal submission deadline.

Non-Conforming Terms and Conditions:

Any proposal that includes terms and conditions that do not conform to this RFP is subject to rejection as non-responsive. Napa LAFCO reserves the right to waive any informalities or minor irregularities in connection with proposals received. Napa LAFCO reserves the right to permit a consultant to withdraw non-conforming terms and conditions from their proposal prior to the Commission taking action.

Collusion Among Respondents:

Each consultant, by submitting a proposal, certifies that it is not party to any collusive action relating to this RFP.

Conflict of Interest:

Proposers warrant and covenant that no official or employee of Napa LAFCO, nor any business entity in which an official of Napa 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 Napa LAFCO. Proposers will notify LAFCO of any potential conflict of interest regarding other work or third party contracts.

Consultants:

During the preparation phases, Napa LAFCO reserves the right to hire consultants as necessary, in its discretion, to represent the Commission in this project.

Expenses Incurred:

There is no expressed or implied obligation for Napa LAFCO to reimburse consultants for any expenses associated with the response to this RFP.

Late Submissions:

Any proposal received after 5:00 p.m. PST on July 13, 2018 will not be considered.

Public Records:

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals shall become the property of Napa LAFCO, and upon award of a contract to the successful proposer, all proposals shall be public records.

Consultant Selection Process

Napa 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 Napa LAFCO, best accomplishes the desired results. Napa 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(s). The following attributes will be considered in determining the award of the contract:

1. Understanding of the project and commitment to meet the expectations outlined in this RFP.
2. Ability to build and maintain effective relationships with Napa LAFCO and local agency staff.
3. Ability of the proposed staff to understand the goals of the study and the professional/technical competency to produce an excellent product.
- ~~2.~~4. Quality and comparability of previous related work products on which the proposer was the sole or lead consultant.
- ~~3.~~5. Ability to produce an accurate, concise, and well-researched product.
- ~~4.~~6. Provide clear and reasonable outline of cost estimates and past performance with staying within budget.
- ~~5.~~7. Ability to meet the Draft Scope of Services included as Exhibit A.
- ~~6.~~8. Communication approach with staff, Commissioners, and local agencies.

Tentative Schedule

It is strongly desired that the MSR is completed by December 2019. The final schedule for the MSR will be negotiated with the firm(s) selected for the work prior to an agreement being recommended to LAFCO for adoption.

LAFCO Contact

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REQUEST FOR PROPOSALS FOR COUNTYWIDE WATER AND WASTEWATER MUNICIPAL SERVICE REVIEW

SCOPE OF SERVICES

Napa LAFCO ~~will~~ intends to conduct a municipal service review (MSR) for all water and wastewater service providers in Napa County. Napa LAFCO previously completed a Comprehensive Water Service Study in 2004 and a Comprehensive Sanitation and Wastewater Treatment Study in 2005. These reports are available online at http://www.napa.lafco.ca.gov/s_municipal_reviews.aspx.

The information necessary to conduct the MSR is technical in nature. LAFCO desires to engage a consultant to gather information, draw conclusions from existing studies, including engineering studies, conduct public outreach sessions, and develop recommendations to the Commission about what actions may be appropriate in light of the Cortese-Knox-Hertzberg Act.

A final scope of services will be negotiated with the firm(s) selected to conduct the Countywide Water and Wastewater MSR and will be incorporated as part of a professional services agreement to be approved by LAFCO.

Municipal Service Review (MSR) Guidelines

The Cortese-Knox-Hertzberg Act requires LAFCOs to complete MSRs to develop baseline information for updating spheres of influence (SOIs). The statute sets forth the form and content of the MSR, which must inform the Commission on the following seven issues pursuant to California Government Code Section 56430:

1. Growth and population projections for the area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Capacity of public facilities, adequacy of public service and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared services.
6. Accountability for community service needs, including governmental structure and operation efficiencies.
7. Any other matter related to effective or efficient service delivery.

reports, adopted ~~district~~-budgets, audit reports, state ~~department~~-regulatory agency reports, local health ~~department~~ reports, general plans, previous MSR/SOI studies, authorities under the law, etc. Sufficient data and information should be collected to construct a clear, concise, and comprehensive report.

MSR Process & Deliverables

Preparation of the MSR and SOI Update will include the following steps:

1. Data collection: including distribution of requests for information, as well as soliciting the subject local agencies for additional information, interviews, research of existing information, and documents available to prepare the reports. Meetings and/or telephone interviews with staff representing all subject local agencies are required.
2. Review, interpretation, and analysis of all the information collected, including engineering reports and financial data.
3. Produce an Administrative Draft MSR, including boundary maps ~~for~~ of the agencies, appropriate findings, determinations, and recommendations for Napa LAFCO staff review (electronic Word version). A copy of all reference materials should also be provided. Incorporate LAFCO staff comments, edits, and corrections to the Administrative Draft MSR and submit a revised Administrative Draft MSR for distribution to the affected agencies for review and comment (electronic PDF and Word versions).
4. Produce a Draft MSR incorporating comments, edits, and corrections provided by the affected agencies. Submit the Draft MSR to Napa LAFCO for distribution to the Commission, affected agencies, and the public for review and comment (electronic PDF and Word versions). Attendance at the Commission meeting to present the Draft MSR for discussion is required.
5. Produce a Final MSR addressing comments from the Commission, Napa LAFCO staff, affected agencies, and the public. This includes findings, determinations, and recommendations (electronic PDF and Word versions). Attendance at the Commission meeting to present the Final MSR proposed for adoption is required.
6. Napa LAFCO will be responsible for determining the appropriate level of environmental review and preparing all CEQA documentation for the MSR. CEQA analysis should not be included in the proposal.
7. Following Commission approval of the MSR, provide Napa LAFCO with a final electronic version (both PDF and Word versions) for distribution.

Supplemental Item Seven

- Identification of best practices in long-term water, recycled water, ~~groundwater, storm water~~, and wastewater service planning.
- In regards to growth and population (demand) projections, there should be a general assessment of the level of coordination between water/wastewater agencies and underlying land use agencies (e.g. special district input on city/county general plans and large development proposals, city/county input on Urban Water Management Plan, etc.).
- The study should evaluate the creation of a countywide municipal utility district that manages water, recycled water, ~~groundwater, storm water~~, and wastewater for the entire county
- General assessment of emergency preparedness.
- General assessment of ability to replace infrastructure as it ages (adequate rate structure/reserves).
- Water or wastewater service deficiencies and/or need for service for purposes of California Government Code Section 56133.5 (AB 402 Pilot Program).
- Identification of areas outside of current service area and SOIs that need future water/wastewater/recycled water services.
- Identification and assessment of opportunities to enhance, modify, and improve how water and wastewater service is delivered in the following areas:
 - o Water supply including local supplies, State Water Project (including the role of Flood Control District), ~~groundwater~~, recycled water, and other potential sources
 - o Water and wastewater treatment
 - o Water and wastewater interconnections among agencies
 - o Service to Napa Airport Industrial Area (American Canyon, City of Napa and Napa Sanitation District)
 - o City of Napa and Napa Sanitation District
 - o City of Napa and Congress Valley Water District
 - o Town of Yountville and State Veterans Home (Rector Reservoir and treatment plant)
 - o Formation of a municipal utility district that manages water, wastewater, recycled water, ~~and groundwater~~ service (or subset thereof) to either Napa Valley or Napa County as a whole.

Other agencies may also be included in the MSR to the extent necessary to establish relationships, quantify services and provide a comprehensive overview of services countywide. In addition to reviewing the public agencies, the scope of work may involve limited review of other public and private entities to the extent they relate to the overall provision of water, recycled water, ~~groundwater, storm water~~, and/or wastewater services in Napa County.