

Siskiyou Local Agency Formation Commission

Request for Proposals



For Fire Protection Municipal Service Review and Sphere of Influence Update

RFP Issued: February 17, 2022
Deadline for Submission: March 18, 2022

Siskiyou LAFCO
806 South Main Street
Yreka, CA 96097

Contents

Siskiyou Local Agency Formation Commission	1
Request for Proposals.....	1
For Fire Protection Municipal Service Review and Sphere of Influence Update	1
RFP Issued: February 17, 2022	1
Siskiyou LAFCO 806 South Main Street Yreka, CA 96097	1
I. Proposal Overview	3
Municipal Service Review (MSR) Guidelines	3
Sphere of Influence (SOI) Guidelines	3
II. Proposal Timeline	4
III. Agency Profile	4
IV. Scope of Services and MSR Terms	5
V. Proposal Requirements.....	5
VI. Evaluation and Selection	6
VII. Other Proposal Information.....	6
VIII. Contact Information	7

I. Proposal Overview

Siskiyou LAFCO is soliciting proposals from qualified consultants to prepare a Countywide Fire Service Review. This work is to be completed in compliance with applicable California Government Code section, local LAFCO policies, and the latest available LAFCO Municipal Service Review Guidelines prepared by the Governor's Office of Planning and Research (OPR). The municipal service reviews (MSRs) will be used to inform the update of sphere of influences (SOIs) along with possible reorganizations such as consolidations, dissolutions or mergers of local public agencies that provide fire protection in Siskiyou County.

Municipal Service Review (MSR) Guidelines

In accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH"), 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. The statute sets for the form and content of the municipal service review, which must inform the Commission on seven considerations under Government Code Section 56430. LAFCOs must adopt a written determination for each of the following considerations:

1. Growth and population projections for the affected area
2. 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

Sphere of Influence (SOI) Guidelines

California Government Code Section 56425 requires LAFCO in determining the sphere of influence of each local agency to prepare and adopt a written statement of determination with respect to 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. The present and probable need for public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

6. The nature, location, and extent of any functions or classes or services provided by existing districts

For general information about LAFCOs, visit CALAFCO [website](#).

Please note there is no expressed or implied obligation for LAFCO to reimburse responding firms for any expenses incurred in preparing a proposal in response to this request. Also note that any materials submitted by respondents are subject to public inspection under the California Public Records Act unless specifically exempt.

II. Proposal Timeline

Responses to this Request for Proposal (RFP) must be submitted and received by Siskiyou LAFCO no later than **4:00pm Pacific Standard Time (PST) on Friday, March 18, 2022**. No changes or adjustments to the deadline shall be made without a written addendum to this RFP signed by the Executive Officer and circulated to all respondents. Proposals should be submitted by e-mail and should be directed to the Deputy Executive Officer Rachel Jereb at laico@co.siskiyou.ca.us.

An outline of the proposal timeline's key dates follows:

Action	Dates
Second Round RFP Issued	February 17, 2022
Deadline to Submit Proposals	March 18, 2022
Interviews with Selected Candidates	March 22 – 31, 2022
Contract Award	April 13, 2022

- Interviews may be conducted in person or by video conferencing and at the preference of the firm/consultant. Interview type will have no effect on the award.
- Siskiyou LAFCO reserves the right to adjust this timeline as it deems necessary. Notification of adjustments to the timeline shall be provided to all respondents.
- Siskiyou LAFCO reserves the right to award a contract, to modify the scope of services required as necessary, and to accept or reject any or all submittals received as a result of this RFP.

III. Agency Profile

The Siskiyou Local Agency Formation Commission (LAFCO) is a political subdivision of the State of California and currently operates under authority of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000). LAFCO is delegated regulatory and planning responsibilities to coordinate the efficient and responsive delivery of local governmental services and highlighted by overseeing the formation, expansion, and related changes involving cities and special districts.

Decision-making at Siskiyou LAFCO is directly vested with its 8-member Commission. The Commission is divided between five regular voting members and three alternate voting members. Representation on the Commission is also divided between three distinct appointee categories: (a) three appointees from the County of Siskiyou, (b) three appointees from the cities/towns, and

(c) two appointees from the general public. State law specifies all Commission members shall exercise their independent judgment on behalf of the interest of the public as a whole and not on behalf of their appointing authorities.

IV. Scope of Services and MSR Terms

A draft Scope of Services is enclosed with this RFP as Attachment 1. A final statement of services to be provided will be negotiated with the firm selected to conduct the service review and will be included as part of the professional services agreement. All deliverables are to be fully compliant with the Americans with Disabilities Act.

V. Proposal Requirements

All proposals must be submitted received by Siskiyou LAFCO no later than **4:00pm PST on March 18, 2022**. Email submittals are required and should be directed to Deputy Executive Officer Rachel Jereb at lafco@co.siskiyou.ca.us.

The proposal should address the content sections presented below in narrative format. Information should be as concise as possible. Any supporting material included with the proposal should be directly related to one of the context sections.

- Provide a proposed engagement letter outlining the key components of the proposal. This includes highlighting the scope of work to be provided along with the associated costs. The letter shall also specify the proposal remains valid for at least 90 days following the proposal submission deadline. The letter must state whether a possible conflict of interest exists and the nature of the conflict.
- Describe the firm and summary of qualifications. Provide a description of the firm, including type of business, years in operation, employee total, and office location(s). Identify the key staff members that would be assigned to the project. Include a statement clearly outlining the firm's qualifications and applicability of overall experience. Consultant shall have knowledge of municipal services, particularly fire protection.
 - This statement shall also address the following criteria:
 - Management level understanding how the full range of municipal services are delivered
 - Familiarity with the CKH Act, the role and functions of LAFCOs, and the MSR process
 - Experience in governmental organization analysis, including performance measurement and evaluation
 - Experience with presenting and disseminating information to local agencies and the public for review and comment
- Detail the qualification for scope of services. Propose a scope of services to complete the project based on the firm's experience and understanding of LAFCO's needs. The proposed scope of services should be outlined in distinct phases with corresponding timelines and budgeted costs. Please highlight 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 to complete municipal service reviews in accordance with state law and LAFCO requirements.

- Provide related work experiences and references. The proposal shall contain a list of governmental agencies for which the consultant has completed comparable service contracts or studies. Each reference shall contain the agency client name, the project title, and a contact person at the agency (name, phone, and email), in addition to one copy of a completed MSR that the firm prepared for the agency, if applicable.
- Outline costs. The proposal shall include costs and a proposed billing system. The proposal shall include a not-to-exceed amount to complete the project.

VI. Evaluation and Selection

The Executive Officer will screen all proposals submitted to Siskiyou LAFCO for completeness relative to the RFP requirements and rank them accordingly. The evaluation will be based on a list of weighted factors enumerated below. No one factor shall be determinative.

- Expertise and experience of the firm and key individual(s). This includes the firm's experience in comparable government project as well as the depth of the profession personnel to be assigned to the project. Greater preference in the selection process will be given to proposing firms or individuals with LAFCO knowledge and understanding.
- Availability of appropriate professional(s) as needed
- Clear, concise, and thoughtful responses to specific requirements of the solicitation
- Proposed costs
- Interview/ability to effectively describe proposal and respond to questions
- References

The Executive Officer will recommend a firm to the Commission for formal approval.

VII. Other Proposal Information

Questions

All questions seeking clarification on the RFP must be received in writing no later than 5:00pm PST on March 4, 2022. Responses to submitted questions will be prepared by Siskiyou LAFCO and sent to all respondents no later than 5:00pm PST on March 11, 2022. All questions should be emailed to Deputy Executive Officer, Rachel Jereb, at lafco@co.siskiyou.ca.us.

Agreement

The selected firm'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.

Property of Siskiyou LAFCO

All proposals received will become the property of Siskiyou LAFCO and will not be returned. Siskiyou LAFCO reserves the right to copy the material for internal evaluation purposes.

Collusion Among Respondents

In submitting a proposal, the firm certifies that it is not party to any collusive actions relating to this RFP.

Exceptions

A firm taking exception to any part of this RFP shall indicate such exceptions in a separate section of their submitted proposal. Failure to indicate any exception will be interpreted as the firm or individual's intent to comply fully with the requirements of this RFP as written.

Expenses Incurred

There is no expressed or implied obligation for Siskiyou LAFCO to reimburse proponents for any expenses associated with responding to this RFP.

Withdrawal of Proposal

Consultants may withdraw their proposal up until pending approval by the Commission. A withdrawal request must be signed by the proponents duly authorized representative and sent to the Executive Officer.

Withdrawal of RFP

Siskiyou LAFCO retains the right to withdraw, modify, or amend this RFP at any time.

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 or firm and acceptance by Siskiyou LAFCO of all services under contract, the minimum coverages, minimum limits, and endorsements and conditions.

VIII. Contact Information

All questions and related inquiries to this RFP should be addressed to the following contact:

Rachel Jereb
806 S. Main Street
Yreka, CA 96097

T: 530-842-8205

E: lafco@co.siskiyou.ca.us