

PROPOSAL

**MADERA COUNTY LOCAL AGENCY FORMATION COMMISSION
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY
FOR THE GREATER RIO MESA AREA IN MADERA COUNTY**

MAY 26, 2023

May 26, 2023

David Braun, Executive Officer
Madera County Local Agency Formation Commission
200 West 4th Street, Suite 3100
Madera, CA 93637

RE: Request for Proposal (RFP) – Municipal Service Review and Sphere of Influence Study for the Greater Rio Mesa Area in Madera County

Mr. Braun,

We understand that consistent with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the Madera County Local Agency Formation Commission (LAFCO) has issued a Request for Proposals (RFP) to complete a Municipal Service Review (MSR) and Sphere of Influence (SOI) update for the Greater Rio Mesa Area in Madera County. Our project team is experienced in collecting data and compiling the associated reports for growth and population analysis, area characteristics, public facilities and services, financing, accountability, and other pertinent information that are part of the MSR and SOI update processes.

By selecting Provost & Pritchard Consulting Group (Provost & Pritchard) to complete this project you'll gain:

- **A Project Manager with significant LAFCO MSR/SOI experience.** Jeffrey O'Neal, AICP, will serve as the project manager. He has completed dozens of MSR/SOI reports, annexations, and other LAFCO processes for many special districts, including Madera County LAFCO, Mariposa County LAFCO, Fresno LAFCO, and many special districts affected through LAFCO jurisdiction. His experience includes data collection and analysis, coordination, consultation, and report preparation to assess governance, service capacities, and unique organizational issues facing the various public agencies.
- **A team deeply familiar with the public involvement process.** The key staff identified in our proposal regularly coordinate meetings for and present to various boards, councils, and commissions regarding LAFCO reports, and policy and environmental documents. Their familiarity with the process will allow us to efficiently coordinate with LAFCO staff as the team moves the project to completion.

If you have any questions, or if you would like additional information, please contact Project Manager Jeffrey O'Neal at (559) 449-2700 or email joneal@ppeng.com. Thank you for considering us to be a part of your team.

Respectfully,



Jeffrey O'Neal, AICP
Project Manager



Heather Bashian, PE
Director of Operations

MADERA COUNTY

LOCAL AGENCY FORMATION COMMISSION

MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY FOR THE GREATER RIO MESA AREA IN MADERA COUNTY

Proposal

May 26, 2023

Prepared for:

DAVID BRAUN, EXECUTIVE OFFICER

Madera County Local Agency Formation Commission
200 West 4th Street, Suite 3100
Madera, CA 93637

Submitted by:

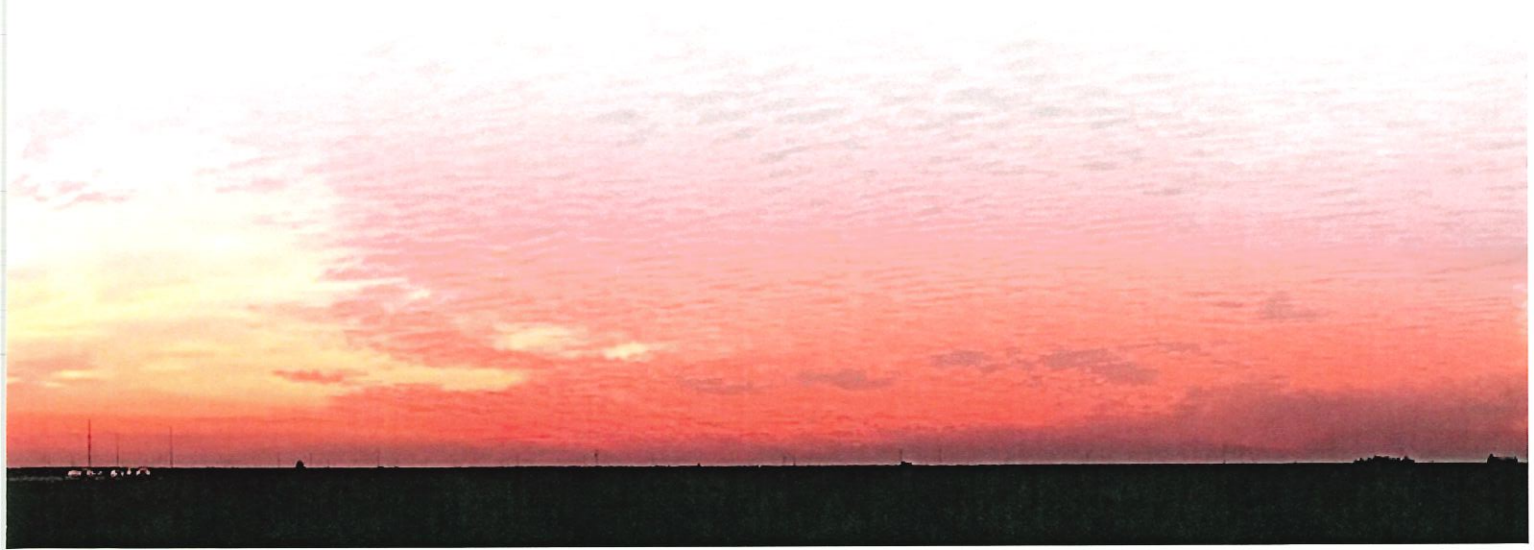
PROVOST & PRITCHARD CONSULTING GROUP

455 W Fir Ave
Clovis, CA 93611
Phone: (559) 449-2700

www.provostandpritchard.com

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APPROACH AND GENERAL UNDERSTANDING

PROJECT UNDERSTANDING

LAFCO is requesting proposals from qualified firms to prepare a new MSR and accompanying SOI update study for the Greater Rio Mesa Area, which will include assessment of seven (7) services and utilities providers:

- Root Creek Water District
- Sierra Foothills Public Utilities District
- County Service Area No. 16
- County Service Area No. 19
- County Service Area No. 22
- Maintenance District No. 14
- Maintenance District No. 57

The following scope of work further demonstrates our understanding of the project and our approach to fulfilling LAFCO's request.

SCOPE OF WORK

PHASE I: PROJECT MANAGEMENT

The tasks identified in Phase I are designed to streamline subsequent activities, reduce redundancy in the work effort, and result in deliverables that can be conveniently accessed by the parties and meet the needs of the overall project.

TASK 1.1: PROJECT KICKOFF AND ON-GOING ADMINISTRATION

Successful project management begins with coordination with LAFCO staff to review and confirm the expectations of the work effort. The Provost & Pritchard team will meet with staff to discuss the various processes and proposed scope of work. In this meeting, we will:

- Discuss communication protocols and confirm key points of contact for the project
- Confirm the objectives for the project and key messaging for public outreach efforts
- Identify key stakeholders
- Confirm the scope of work and schedule

Ongoing project management duties will include internal and external coordination, billings, record keeping, scheduling, meeting coordination, and staff work assignments.

TASK 1.1 MEETINGS:

- In-person meeting between staff and the Provost & Pritchard team
- Update calls and correspondence

TASK 1.1 DELIVERABLES:

- None

PHASE 2: REPORT PREPARATION

TASK 2.1: DATA COLLECTION

Provost & Pritchard will collect data via methods including but not limited to interviews, surveys, and research of existing information and documents.

TASK 2.1 MEETINGS:

- Conference or video calls, as necessary

TASK 2.1 DELIVERABLES:

- None

TASK 2.2: ADMINISTRATIVE DRAFT REPORT

The Provost & Pritchard team proposes to prepare a hybrid document addressing both the MSR requirements and the SOI updates. We will prepare an Administrative Draft MSR and SOI Update Report (MSR/SOI Report) for review and review by LAFCO and District staff. For each District, the MSR will address the items enumerated in Government Code Section 56430:

- Growth and population projections for the affected area
- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI
- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies
- Financial ability of the District to provide services
- Status of and opportunities for shared facilities
- Accountability for community service needs, including governmental structures and operational efficiencies
- Other matters related to the effective or efficient delivery of services as required by Commission policy

To determine the appropriate SOIs for the Districts, the study will provide determinations regarding:

- The present and planned land uses in the area, including agricultural and open space lands
- The present and probable need for public facilities and services in the area
- The present capacity of public facilities and adequacy of public services that the District provides or is authorized to provide
- The existing of any social or economic communicates of interest in the area if the Commission determines they are relevant to the District
- The present and probably need for public facilities and services for any disadvantaged unincorporated community in the existing SOI

The Administrative Draft MSR/SOI Update Report will be provided to LAFCO and District staff for review and comment. LAFCO will provide the Provost & Pritchard team with one consolidated, internally consistent set of comments for review and revision.

TASK 2.2 MEETINGS:

- No meetings anticipated

TASK 2.2 DELIVERABLES:

- Administrative Draft MSR/SOI Update Report (Word)

TASK 2.3: PUBLIC REVIEW DRAFT REPORT

The Provost & Pritchard team will prepare the Public Review Draft MSR/SOI Update Report in response to the comments provided by staff. The Public Review Draft Report will be made available for a 30-day public review period. LAFCO will receive all comments on the Report and will provide the Provost & Pritchard team with one consolidated set of comments for review and revision.

TASK 2.3 MEETINGS:

- No meetings anticipated

TASK 2.3 DELIVERABLES:

- Public Review Draft MSR/SOI Update Report (Word and PDF)

TASK 2.4: LAFCO MEETINGS

Selected members of the Provost & Pritchard team will attend two (2) LAFCO meetings. The first will be prior to the initiation of the public review period. We will prepare a PowerPoint® slideshow and present a status update to the Commission and receive any feedback offered by the Commission, staff, or the public. The second meeting will be the meeting at which we presume the Commission would take action on the Final MSR/SOI Update Report described below. To account for potential COVID-19 restrictions, we will follow the in-person or remote meeting attendance protocols established by LAFCO.

TASK 2.4 MEETINGS:

- Attendance by Provost & Pritchard team at two (2) LAFCO meetings

TASK 2.4 DELIVERABLES:

- PowerPoint presentation

TASK 2.5: FINAL REPORT

The Provost & Pritchard team will then prepare the Final MSR/SOI Update Report in response to the consolidated set of public review comments provided by staff. Should there be contradictory comments, Provost & Pritchard will coordinate directly with staff on how to address the comments in the Final Report.

TASK 2.5 MEETINGS:

- No meetings anticipated

TASK 2.5 DELIVERABLES:

- Final MSR/SOI Update Report (Word and PDF)

SCHEDULE

Provost & Pritchard estimates a one-year timeline assuming project initiation in June 2021. Following is an anticipated schedule for those tasks identified in the Scope of Work. Assistance requested from the LAFCO and the Districts includes provision of requested data, review and comment on deliverables, and consolidation of comments.

Phase/Task	2023						2024						
	J	J	A	S	O	N	D	J	F	M	A	M	J
1.1 Project Kickoff and On-going Management	O												
2.1 Data Collection													
2.2 Administrative Draft Report					X								
2.3 Public Review Draft Report									X				
2.4a LAFCO Meeting 1										O			
2.5 Final Report												X	
2.4b LAFCO Meeting 2													O

O = Meeting/Hearing	X = Key Deliverable
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ABILITY TO STAY WITHIN BUDGET AND MEET DEADLINES

Provost & Pritchard has a proven track record of successfully completing projects on time and within budget. Our strategy for maintaining overall project control is to recognize that budget, schedule, and quality control oversight are intimately related. These all rely on the thoroughness of data collection and completeness of documentation.

We assign the task of performing a concurrent review of a project to a senior- or principal-level staff person not currently working on that particular project. In this manner we achieve the equivalent of a peer review for each element of the project. The more thoroughly the project team has developed, researched, and documented solutions, the more accurate the budget and pricing, and the easier it is to stay on schedule.

Provost & Pritchard has been very successful at keeping projects on schedule. We typically develop a preparation schedule based upon clearly defined milestones and deliverables, established with the client at the outset of the project. Progress is tracked on a weekly basis and meeting minutes are formatted to identify information, deliverable, or decision due dates and the parties responsible. Ample time is also included for client and agency review.

The services Provost & Pritchard provided for the Mariposa Local Agency Formation Commission in 2021-2022 are a prime example of Provost & Pritchard's ability to stay within budget and meet deadlines on a project. Provost & Pritchard completed the required services approximately 12.5 percent under budget and within the allotted timeframe, accounting for landowner concerns, District Board and Mariposa LAFCO hearing schedules, and the COVID-19 pandemic. We were then able to complete additional, out-of-scope tasks without requesting additional consideration.

As an example of our most recent work product, please see the 2023 Triangle T Water District (TTWD) in Section 7 of this proposal. Appendices A and B to that MSR, which consist of the *TTWD Subsidence Control Measures Agreement* and the *TTWD Subsidence Control Measures Agreement Extension*, respectively, have been omitted here due to their page count of approximately 300 pages. Those Appendices are available upon request.

STAFF QUALIFICATIONS AND PRIMARY POINT OF CONTACT

Provost & Pritchard’s planners possess specialized knowledge and experience in the preparation of MSRs, assisting cities and special districts with updates to their spheres of influence, and providing assistance with annexations. Our team has served as the lead consultants on various LAFCO processes for both public agencies and private clients throughout Central California.

Following are brief biographies for each of our key individuals. Complete resumes, which further detail each individual’s capabilities and experience, are available in the Appendix. The team members identified below may also be supported by additional staff under the direction of the Project Manager, Jeffrey O’Neal, AICP as needed. Mr. O’Neal can be reached at (559) 449-2700 or at joneal@ppeng.com.



JEFFREY O’NEAL, AICP PROJECT MANAGER & TECHNICAL LEAD

Jeffrey O’Neal is a Principal Planner at Provost & Pritchard with nearly 20 years of experience in municipal, environmental, and land use planning. Mr. O’Neal has extensive familiarity with LAFCO procedures as a result of facilitating sphere of influence amendments for, and annexation of properties to, the cities of Parlier, Porterville, Fresno, Dinuba, Fresno, and numerous special districts. He has prepared MSRs and SOI updates for numerous special districts and cities, and provided quality control oversight for several others, in Madera, Mariposa, Fresno, Tulare, and Kern Counties. He is currently working on annexations to the cities of Mendota and Parlier as the contract city planner for both cities.

Project Role: Mr. O’Neal will serve as the Project Manager, Technical Lead, and primary point of contact for the project. He will be actively engaged in all tasks, including drafting of deliverables for this work effort, reviewing materials, attending meetings, managing the budget and timeline for the project, and maintaining open lines of communication with staff. He will be responsible for preparation of all written materials and for presentation to LAFCO.



RYAN MCKELVEY PROJECT PLANNER

Ryan McKelvey is an Assistant Planner at Provost & Pritchard with nearly three years of experience in municipal, environmental, and land use planning. Mr. McKelvey previously worked for the County of Fresno where he prepared CEQA reports such as preliminary environmental reviews and initial studies. He was also responsible for providing zoning, building, and General Plan information to the general public, as well as to engineers, surveyors, developers, and real estate agents. Prior to his time at the County, he served as an intern for the Fresno Local Agency Formation Commission. Since joining Provost & Pritchard, he has prepared numerous MSRs and assisted with LAFCO applications and related processes.

Project Role: Mr. McKelvey will serve as the project planner. His primary responsibilities will be research and document preparation.



SARA ALLINDER, AICP
QUALITY ASSURANCE

Sara Allinder is a Principal Planner at Provost & Pritchard with nearly 20 years of experience in both current and long-range planning. During her career she has been involved in and led the development of general plans and development code updates. She has also processed entitlement applications including Site Plan Reviews, Conditional Use Permits, Variances, Rezones, Plan Amendments, Subdivision Maps, Annexations, and Sphere of Influence Amendments as well as the associated environmental review and analysis. Ms. Allinder has also provided contract staffing for numerous local planning agencies.

Project Role: Ms. Allinder will serve as the designated Quality Assurance Manager for the project. She will be responsible for reviewing all work product by team members before it is distributed to the client or the public and for ensuring the accuracy of data, maps, other graphics, analysis, and recommendations.

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CHERYL HUNTER
GIS SPECIALIST

Cheryl Hunter is an Associate GIS Specialist at Provost & Pritchard with more than 20 years professional services and GIS experience. She is experienced in providing GIS services to a variety of clients including Mariposa LAFCO, Triangle T Water District, City of McFarland, and Lamont Public Utility District.

Project Role: Ms. Hunter will be responsible for the creation of exhibits.

RATE SCHEDULE

CLASSIFICATION	FEE RANGE
Assistant Planner	\$90.00 – \$110.00
Associate Planner	\$115.00 – \$138.00
Senior Planner	\$145.00 – \$173.00
Principal Planner	\$180.00 – \$206.00
Assistant GIS Specialist	\$85.00 – \$103.00
Associate GIS Specialist	\$105.00 – \$132.00
Senior GIS Specialist	\$140.00 – \$175.00

COST PROPOSAL

The Provost & Pritchard team will perform tasks described in the Scope of Work for the not-to-exceed fixed-fee amount of \$39,461. Services will be invoiced monthly on a percentage-complete basis. Reimbursable expenses are included in the fee amount and will be submitted for payment with supporting documentation.

TASK		Total Hours	Total Fee
1.1	Project Kickoff & Ongoing Administration	31	\$4,454
2.1	Data Collection	46	\$5,553
2.2	Administrative Draft Report	102	\$13,957
2.3	Public Review Draft Report	42	\$6,142
2.4	LAFCO Meetings (2)	12	\$1,760
2.5	Final Report	36	\$5,113
3.0	Quality Control	12	\$2,482
Total Hours		281	
Total Not-to-Exceed Fee			\$39,461

REFERENCES

Provost & Pritchard’s planners have completed many documents and processes for our municipal and special district clients pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, including but not limited to municipal service reviews and sphere of influence updates, annexations, detachments, and extraterritorial service agreements. Below is a list of a few select examples.

MUNICIPAL SERVICE REVIEW, SPHERE OF INFLUENCE AMENDMENT, AND REORGANIZATION ROOT CREEK WATER DISTRICT, MADERA COUNTY, CA

Root Creek Water District (RCWD) was formed in 1996 to provide water, reclaimed water, sewer, and flood control facilities and services for the Riverstone planned community in south-central Madera County. This project included an update to the 2010 Greater Rio Mesa Area MSR to account for recent activation of latent District services, a proposed SOI expansion and corresponding reduction of the Madera Irrigation District (MID) SOI, annexation of 353 acres to RCWD, and detachment of 314 acres from MID.

Reference: Julia Stornetta, Manager, (559) 970-8778, juliaberry@sbcglobal.net

MUNICIPAL SERVICE REVIEWS, SPHERE OF INFLUENCE UPDATES, AND ANNEXATIONS TEJON-CASTAC WATER DISTRICT, LEBEC, CA

Provost & Pritchard has prepared four municipal service reviews for the Tejon-Castac Water District as required by Kern LAFCO to facilitate major sphere of influence amendments and the annexation of more than 135,000 acres to the District. The sphere of influence expansions and annexations were intended to facilitate development of the Tejon Mountain Village, the Tejon Ranch Commerce Center, and the Grapevine Specific Plan Area; to facilitate establishment of conservation easements; and to provide for water balance under the Sustainable Groundwater Management Act. Most recently, in 2020 we prepared a municipal service review for a sphere of influence expansion and annexation of approximately 47,500 acres in support of the Centennial Specific Plan in Los Angeles County. The MSRs addressed water supply and delivery, wastewater collection and treatment, storm drainage, and an extensive system for reclaimed water irrigation.

Reference: Blair Knox, Executive Officer, (661) 716-1076, eo@kernLAFCO.org

2022 MUNICIPAL SERVICE REVIEW, SOI AMENDMENT, AND ANNEXATION OF MARIPOSA TOWN PLANNING AREA MARIPOSA LAFCO, MARIPOSA COUNTY, CA

This 2022 project involved the annexation of the Mariposa Town Planning Area into the Mariposa Public Utility District along with a corresponding SOI amendment to encompass the “Expanded Town Planning Area” as illustrated in the Mariposa County General Plan. Acting as an extension of LAFCO staff, Provost & Pritchard prepared the MSR and the annexation and SOI amendment materials and presented the item to LAFCO for its consideration. Project challenges included coordination between the LAFCO and the District and addressing concerns of landowners reluctant to be annexed.

Reference: Steve Engfer, Mariposa LAFCO Executive Officer, and Mariposa County Planning Director, (209) 742-1250, sengfer@mariposacounty.org