



## AGENDA ITEM 6D

**MEETING:** January 17, 2018  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** George Williamson, Executive Officer  
**SUBJECT: Professional Services Contracts**  
The Commission will receive a report regarding its professional services contracts for Executive Officer, Legal Counsel, and Engineering/Environmental Services. The current term for all contracts are effective through the 2017-18 fiscal year.

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Local Agency Formation Commissions (LAFCos) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 for making their own provisions for personnel and facilities. In making their own provisions, LAFCos may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCo under Government Code Section 56384, and marked by appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCos to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties.

### BACKGROUND

Humboldt LAFCo has contracted with Planwest Partners Inc. for executive officer services since 2007, with Mitchell, Brisso, Delaney and Vrieze, LLP for legal counsel services since 2012, and with GHD for on-call engineering and environmental related services since 2007. All contracts may be renewed or extended by mutual written agreement. The typical term for contract extensions is two-years.

At the March 16, 2016 meeting, the Commission discussed its professional services contracts and approved a recommendation to extend contracts for an additional two-years, through June 30 2018, with a commitment to carry out a Request for Proposals (RFP) process for the next two-year contract period: July 1, 2018 – June 30, 2020. The Commission discussed forming a subcommittee to guide the RFP process.

### DISCUSSION

This item provides the Commission the opportunity to provide early feedback on its current professional services contracts. The following schedule is proposed for the RFP selection process for executive officer services. The Commission has the option to extend its other current contracts (legal counsel and engineering/environmental) in May of 2018, or carry out a separate recruitment process.

**Request for Proposals  
Process Timeline**

<b>What</b>	<b>When</b>
Form Subcommittee	January LAFCo Meeting
Subcommittee prepares Draft RFP	January – March
Commission approves RFP distribution	March LAFCo Meeting
Subcommittee distributes RFP (approx. 30 days), reviews submittals, holds screening interviews with candidates	March – May
Commission holds finalist interviews; selection and authorization	May LAFCo Meeting

**RECOMMENDATION**

Staff recommends the Commission discuss this item, select a recruitment subcommittee to guide the RFP process, and provide future direction as needed.