



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 8b (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: February 3, 2025

SUBJECT: Consider Authorizing Commission Chair to Execute Consultant Contract for City of St. Helena Municipal Service Review

RECOMMENDATION

It is recommended the Commission authorize the Executive Officer to negotiate a contract with RSG to prepare the City of St. Helena Municipal Service Review (MSR), and authorize the Chair to sign the contract.

BACKGROUND AND SUMMARY

On February 3, 2025, the Commission directed staff to circulate a Request for Proposals (RFP) seeking consultant proposals to prepare an MSR for the City of St. Helena. The RFP was issued on February 5, 2025. Four consultants submitted proposals before the deadline.

An interview panel comprised of three LAFCO Executive Officers and the City of St. Helena Vice Mayor held thorough virtual interviews with each of the four consultants. The panel agreed to recommend RSG for the contract. RSG proposes a do-not-exceed amount of \$40,900 and an anticipated completion date of October 2025. RSG does not charge clients for travel or mileage and anticipates attending two Commission hearings.

Staff is working with RSG and Commission Counsel to finalize a professional services agreement, using the Commission's standard professional services agreement. Staff anticipates that a final agreement will be complete and ready for signature by the Chair of the Commission within the next two weeks. Staff recommends the Commission authorize the Chair to sign the contract once it is complete, with the assistance of Counsel.

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Brendon Freeman
Executive Officer