


**San Francisco
Local Agency
Formation Commission**

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.7702
Fax. 415.554.5163

TO: SF LAFCo Commissioners and Legal Counsel
FROM: Gloria Young, Executive Officer 
DATE: April 19, 2002
SUBJECT: Request for Release of Reserves for SF LAFCo

At its meetings of April 19, 2002, the SF LAFCo will interview and possibly select an energy consultant(s) and authorize the Executive Officer to enter into negotiations for the provisions of a feasibility study.

In order to complete negotiations and hire the energy consultant(s), it will be necessary to request a release of reserves from the Finance Committee and the Board of Supervisors in an amount to be determined. I plan to request that the Finance Committee and the Board of Supervisors expedite their review and approval based on SF LAFCo's desire for the energy consultant services to commence on May 1, 2002, or as soon as possible thereafter.

Therefore, staff requests that the SF LAFCo direct the Executive Officer to proceed with the negotiations with the energy consultant(s) and to also request a release of reserves from the Finance Committee and the Board of Supervisors. The Finance Committee requested that the SF LAFCo provide an actual figure to support additional SF LAFCo activities.

If you have any questions, please contact me at 554-7747.

Enclosure: Request for Qualifications for Energy Consultant
Budget document

cc: Finance Committee Clerk, Gail Johnson

INDEX CODE: 015016 PBDLAF 01
ORD. NO. 308-00
Fiscal year 07 2002 Feb. 2002

LOCAL AGENCY FORMATION COMM

Subobject	Description	2000-01 Budget	Expend./ Encumb.	FY2000-01 EXP.	FY01-02 EXP.	Upto FY01-02	Bal. Avail.	Increase /(Decrease)	Rev. Balance	Rev.Budget excl.Resv.	Total Rev. Budget
			RESERVED								
00500	Temporary Salaries	69,650			60,010	60,010	9,640	28,330	37,970	97,980	97,980
01300	Fringe Benefits	5,850			11,846	11,846	-5,996	6,028	32	11,878	11,878
02100	Travel	3,000	3,000	192		192	-192	200	8	200	3,200
02401	Membership Dues	2,000		2,000	2,070	4,070	-2,070	3,000	930	5,000	5,000
02700	Professional & Special Svc	446,300	335,194		67,597	67,597	43,509	(10,367)	33,142	100,739	435,933
03500	Other current Expense	59,000	26,250				32,750	(31,358)	1,392	1,392	27,642
03521	Freight/Delivery				76	76	-60	100	40	116	116
03552	Printing			34	129	163	-89	150	61	224	224
03581	Advertising	3,500		7,370	1,633	9,003	-5,503	7000	1,497	10,500	10,500
03599	Miscellaneous			1,717		1,717	-1,717	1,717	0	1,717	1,717
04000	Materials and Supplies	6,250		210	1,002	1,212	5,038	(4,800)	238	1,450	1,450
081CT	Services of Other Dept.-CT	153,700			153,699	153,699	1		1	153,700	153,700
081C5	Services of Other Dept.-DTIS	5,000					5,000		5,000	5,000	5,000
	TOTAL	754,250	364,444	11,523	298,062	309,585	80,311	0	80,311	389,896	754,340

Temp. Salaries	9,640	37,970
Fringes	-5,996	32
Non Personal Services	43,509	3,928
Other Services - Net	23,680	33,142
Materials & Supplies	5,038	238
Services of Other Dept.-DTIS	5,001	5,001
Total	80,872	80,311

LOCAL AGENCY FORMATION COMMISSION
OUTSIDE PROFESSIONAL & SPECIAL SERVICES

FY 01-02

(\$)

S N	Date	Doc. #	Miller	Maynor	Yanney (Fullbright)	Total	Remark
1	10/25/01	PRBD02000070, for Sept.'01	5,849.08			5,849.08	
2	11/14/01	PRBD02000090, for Sept.'01	5,849.08			5,849.08	Setoff Nov.'01 Inv.\$4,970.00;still overpaid \$879.08
3	"	PRBD02000090, for Oct.'01	5,494.56			5,494.56	
4	11/28/01	PRBD02000103,for Sept.'01		9,632.00		9,632.00	
5	"	PRBD02000103,for Oct.'01		5,056.00		5,056.00	
6	12/7/01	PRBD02000113, for Sept.'01			4,188.76	4,188.76	
7	"	PRBD02000113, for Sept.'01			4,188.76	4,188.76	
8	"	PRBD02000113, for Oct.'01			586.86	586.86	
9	12/7/01	PRBD02000114, for Nov.'01		1,280.00		1,280.00	
10	1/28/02	PRBD02000164,for Dec.'01	1,618.42			1,618.42	Setoff overpaid \$879.08 to Miller's Dec.'01 Inv.\$2,497.50;
11	2/7/02	PRBD02000184, for Jan.'02		2,848.00		2,848.00	
12	2/15/02	PRBD02000203,for Jan.'02	5,986.50			5,986.50	
13	3/7/02	PRBD02000217,for Feb.'02		9,568.00		9,568.00	
14	3/18/02	PRBD02000223,for Feb.'02	5,451.32			5,451.32	
15		Total Paid	30,248.96	28,384.00	8,964.38	67,597.34	67,597.34
16		Budget Balance	9,751.04	11,616.00	11,035.62	32,402.66	
17		Budgeted	40,000.00	40,000.00	20,000.00	100,000.00	

LOCAL AGENCY FORMATION COMMISSION

Advertising			
2/19/02	DVBD02000185 Cal. Newspaper Services -	Energy Consultants	1,072.36
3/15/02	DVBD02000261 Cal. Newspaper Services -	Public Hearing on Public Power	561.00
			1,633.36
Materials & Services			
9/7/01	JEPR02000050	Corp Ex - Office Supplies	177.20
12/18/01	JEPR02000473	Corp Ex - Office Supplies	30.31
2/20/02	DVBD02000188	Nameplate 2 nos.	84.20
3/6/02	PRBD02000216	Video Tape Duplicating Chgs.	602.41
3/15/02	DVBD02000263	Audio Tape 20 nos.	23.95
3/19/02	DVBD02000276	Nameplate 2 nos.	84.20
			1,002.27

**Request for Qualifications for
San Francisco Local Agency Formation Commission
Energy Consultant(s)**



**CITY AND COUNTY OF SAN FRANCISCO
LOCAL AGENCY FORMATION COMMISSION
(SF LAFCO)
1 DR. CARLTON B. GOODLETT PLACE
ROOM 244
SAN FRANCISCO, CA 94102-4689**

**Date Posted: By January 16, 2002
Closing Date: February 8, 2002
Contract to Commence: after February 8, 2002**

A. SERVICES SOLICITED

A.1. Background Information

The San Francisco Local Agency Formation Commission (SF LAFCO) is responsible for reviewing and approving proposed jurisdictional boundary changes, including annexations and detachments of territory to and/or from cities and special districts, incorporations of new cities, formations of new special districts, and consolidations, mergers and dissolutions of existing districts. In addition, SF LAFCO must review and approve contractual service agreements, determine spheres of influence for each city and district, and may initiate proposals involving district consolidation, dissolution, establishment of subsidiary districts, mergers, and reorganizations (combinations of these jurisdictional changes). SF LAFCO is currently investigating the risks, benefits, and feasibility of various municipal or other public agency options for providing electric and perhaps other utility services.

The full text of the LAFCO law can be found in Government Code Section 56000, et seq.

The SF LAFCO generally meets the fourth Friday of each month at 10:00 a.m.

A.2 Organization of the SF LAFCO

The SF LAFCO is comprised of the following:

Commissioners

Vacant
Vacant
Matt Gonzalez
Tom Ammiano
Jake McGoldrick
Vacant

Represents

Board of Supervisors
Board of Supervisors - Alternate
Board of Supervisors
City Officer
City Officer
City Officer - Alternate

Vacant

Public Member

Note: Vacancies will be filled.

Gloria Young, Executive Officer

A.3 Scope of Work

Request:

The San Francisco Local Agency Formation Commission (SF LAFCO) seeks energy consultant(s) to:

PHASE ONE: initially assist the SF LAFCO in investigating the risks, benefits, and feasibility of various municipal or other public agency options for providing electric and perhaps other utility services versus receiving such retail services by an investor-owned utility; and,

PHASE TWO: on a separately negotiated basis, and at the sole discretion of the SF LAFCO, prepare a feasibility analysis of one or more options identified by the SF LAFCO. Nothing herein, however, requires the SF LAFCO to use CONSULTANT for PHASE TWO work.

Approach to be Taken:

The SF LAFCO is the client and its Executive Officer, Gloria Young, will administer any and all contracts. The following are minimum requirements:

- Regular progress reports on assigned work to review (1) the work completed to date, (2) any issues or concerns to be resolved and (3) work status versus the original schedule and budget.

Deliverables:

Phase One deliverables will be dependent upon the request from SF LAFCO or the Executive Officer. The deliverables may be in the form of written communications, oral communications, faxes and e-mails, and attendance, upon request, at LAFCO meetings and other public hearings.

Proposal Requirements:

Proposals should contain the following information:

- Identification and confirmation of availability of the consultant(s)
- The qualifications and experience of the consultant(s)
- The percentage of time available by each consultant(s), i.e., full time and half time, etc.

- Cost (hourly rates of persons likely to be assigned to this work). All costs associated with providing consultant services to SF LAFCO and the Executive Officer will be assumed by the contractor, unless otherwise indicated by a separate line item within the proposed budget.

B. MINIMUM QUALIFICATIONS

B.1. Minimum Qualifications

1. The consultants must be able to perform all of the aforementioned scope of work (Phase One and Two), and in addition, must demonstrate knowledge and experience in the following areas:
 - a) Familiarity with all operational requirements of an electric distribution owner and retail service provider (public and investor-owned);
 - b) State and regulatory authority (including regulations and policies) over PG&E and public entities in the provision of generation, transmission, distribution, conservation, and other electric-related services, including emerging changes in such regulations and policies;
 - c) Possible advantages and disadvantages, risks/benefits, of providing retail electric services by various public agency forms, private/public partnership or by an investor-owned utility (i.e., PG&E);
 - d) Familiarity with the current status of PG&E, and its related corporate entities, and the effect of PG&E's bankruptcy proceeding and related litigation, on the ability of such entities to provide electric retail services, including the maintenance of its distribution and transmission facilities within the City and County of SF;
 - e) Familiarity with existing and proposed state and federal legislation affecting the provision of retail electric services by PG&E or by a public agency form;
 - f) Familiarity with load forecasting, conservation programs, generation and power purchase opportunities, including federal preference power and renewable resources;.
 - g) Familiarity with key trends (e.g., distributed generation), new technologies, and emerging issues that would affect a decision of whether to provide retail electric services by a public agency;
 - h) Familiarity with other utility services that may be complementary to the provision of electric utility services by a public agency.
 - i) Economic, engineering and practical feasibility of acquiring an investor-owned electric distribution system by negotiations or eminent domain and providing such services by a municipality, municipal or public utility district, or some other public agency form; and,
 - j) Familiarity with options for financing acquisition of distribution system

2. Provide three (3) references for similar work; name and telephone number is required.

NOTE: Documentation is required for all of the above.

B.2 Contract Term

The selected consultant is anticipated to begin work on or around February 15, 2002 and continue until completed, no later than December 31, 2002.

B.3 Submission Requirements

A. Time and Place for Submission of RFQ.

Proposals must be received by 5:00 p.m., on Friday, February 8, 2002.
Proposals may be delivered in person and left with:

Gloria L. Young, Executive Officer
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Proposers shall submit five copies in a sealed envelope clearly marked RFQ for Energy Consultant Services for the SF LAFCO.

B. Format and Content of Proposals

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 5 pages)

Submit a letter of introduction and executive summary of the proposal. A person authorized by your firm to obligate your firm to perform the commitments contained in the proposal must sign the letter. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Firm Qualifications (up to 10 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and

- c. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or sub-consultants are proposed provide the above information for each.
- d. Disclose claim(s) or disputes involving the firm or individuals of the firm regarding breach of contract, professional liability, termination of consulting services or non—payment for services within the last ten (10) years.

3. Consultant(s) Qualifications (up to 10 pages)

- a. Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without SF LAFCO's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

4. References (up to 5 pages)

5. Fee Proposal: Hourly rates for all consultants

SF LAFCO intends to award this contract to the firm that it considers will provide the best overall program services. SF LAFCO reserves the right to accept other than the lowest price offered and to reject any proposals that are not responsive to this request.

B.4 Evaluation Criteria

1. PASS/FAIL EVALUATION:

- a. Completion of all required forms
- b. Ability to meet minimum qualifications

Those proposals that pass the above evaluation will be judged on the following:

- 1. Minimum Qualifications

2. Five years of energy consulting experience in the areas outlined in the RFQ.

The SF LAFCO will keep a record of all parties who request and receive copies of the RFQ.

3. Schedule

The anticipated schedule for selecting a consultant is shown below:

RFQ is advertised and issued by the SF LAFCO: January 19, 2002
Proposals due: February 8, 2002

C. CONTRACT AWARD

The SF LAFCO will select energy consultant(s) with whom the Executive Officer shall commence contract negotiations regarding Phase One work. The consultants selected shall be accountable to the SF LAFCO and the Executive Officer. If a satisfactory contract cannot be negotiated in a reasonable time the Executive Officer in its sole discretion may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

PHASE TWO work will be separately negotiated, and will be at the sole discretion of the SF LAFCO. Nothing herein requires the SF LAFCO to use or even to negotiate with CONSULTANT for the PHASE TWO work.

D. ERRORS AND OMISSIONS IN PROPOSAL

Failure by the Executive Officer to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

E. FINANCIAL RESPONSIBILITY

SF LAFCO accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the SF LAFCO and may be used by SF LAFCO in any way deemed appropriate.

F. SUNSHINE ORDINANCE

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQ's and all other records of communications between SF

LAFCO and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

G. RESERVATION OF RIGHTS BY SF LAFCO

The issuance of this RFQ does not constitute an agreement by SF LAFCO that any contract will actually be entered into by SF LAFCO. The SF LAFCO expressly reserves the right at any time to:

1. Waive any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Procure any service by any other means;
5. Extend deadlines for accepting responses, or accept amendments to responses after expiration of deadlines; or
6. Determine that no project will be pursued.

H. STATEMENTS OF ECONOMIC INTERESTS

The SF LAFCO will require that the consultant(s) comply with the Political Reform Act and provide a Statement of Economic Interests (see attachment).

I. STANDARD CONTRACT PROVISIONS

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Copies will be provided by the Executive Officer. Failure to timely execute the contract, or to furnish any and all certificates, bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. SF LAFCO, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

In addition the successful proposer will be required to execute the following SF LAFCO form:

J. SAN FRANCISCO BUSINESS TAX REQUIREMENTS

The successful proposer must have a San Francisco Businesses Tax Certificate. Businesses not already having this certificate must apply for a certificate and pay the \$200 registration fee in order to be awarded this contract.