

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
(LAFCo)**

**REQUEST FOR PROPOSALS
TO CONDUCT AN
ENVIRONMENTAL REVIEW FOR THE LANDOWNER INITIATED
PROPOSED BILBY RIDGE SPHERE OF INFLUENCE AMENDMENT
FOR THE CITY OF ELK GROVE
(LAFc #04-16)**

**PROPOSALS DUE
Monday, November 28, 2016 by 4:00 pm**

CONTACT:

**Don Lockhart, AICP, Assistant Executive Officer
Sacramento Local Agency Formation Commission
1112 I Street, Suite 100
Sacramento, California 95814
(916) 874-2837
Don.Lockhart@SacLAFCo.org**



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
REQUEST FOR PROPOSAL

**ENVIRONMENTAL REVIEW FOR
THE PROPOSED BILBY RIDGE SPHERE OF INFLUENCE AMENDMENT
(LAFCo# 04-16)**

I. INTRODUCTION

The Sacramento Local Agency Formation Commission (Sacramento LAFCo,) as Lead Agency, hereby solicits proposals from qualified planning and environmental consulting firms for the preparation of the appropriate environmental document for a landowners group proposed Sphere of Influence Amendment for the City of Elk Grove located in Sacramento County.

Your firm is encouraged to review and respond to this Request For Proposal (RFP). Proposals should reflect a firm's ability to prepare the environmental documentation appropriate to analyze the programmatic environmental impacts of the proposed project as well as possible alternatives. Proposals must be submitted to Sacramento LAFCo; 1112 I Street, Suite 100; Sacramento, California 95814. Proposals must be received by **4:00 pm on Monday, November 28, 2016** to be considered.

II. PROJECT DESCRIPTION

A. Background on Spheres of Influence

The project is a landowner initiated request is for a Sphere of Influence Amendment (SOIA) for the City of Elk Grove. This request has been initiated by a landowners group for territory abutting the southerly city limits of the City of Elk Grove. A Sphere of Influence is defined as a plan for the probable physical boundary and service area of a local agency, as determined by the Local Agency Formation Commission (LAFCo). The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 outlines the purpose and intent of a Sphere of Influence (SOI) as an important tool for "planning and shaping the logical and orderly development and coordination of local agencies so as to advantageously provide for the present and future needs of the county and its communities." Local governmental agencies must have an adopted Sphere of Influence defining the probable boundary and service area of the agency before it can submit an annexation application to Sacramento LAFCo. The current SOI for the City of Elk Grove is coterminous with the city boundary.

Annexations to a city or special district cannot occur outside of the approved SOI boundary of an affected agency. Therefore, including unincorporated property within a SOI implies the eventual annexation and urbanization of the area within the approved SOI. A SOI is typically a mid-to-long term (5-20 year planning horizon) planning tool used by cities and



special districts to plan for future growth of an area. The SOI primarily should accommodate the future demand for urban uses in order to provide the city with an adequate supply of land to accommodate population and employment growth anticipated to occur within its jurisdictional boundary.

The SOI amendment does not result in any jurisdictional change or direct environmental impacts; however, placement of an area within a SOI would allow the landowner or City to submit an application to LAFCo to annex a portion or all of the territory within the SOI boundary. Prior to annexation, the City would have to conduct an environmental analysis, prezone the area to be annexed, and enter into a Property Tax Exchange Agreement with the County of Sacramento. The City would act as the Lead Agency to prezone the territory proposed to be annexed. Placement of an area within a SOI does not guarantee that the territory will be annexed but clarifies which jurisdiction should plan and be responsible for anticipated growth of an area. The SOI is intended to facilitate cooperative planning between local land-use jurisdictions.

The Sphere of Influence plan must contain the following information and elements:

- A map setting forth the probable boundary of the proposed service area;
- A statement of 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 proposed area;
- The present capacity of public facilities and adequacy of public facilities that the agency and special service districts provide;
- The existence of any relevant social and economic communities of interest in the area; and,
- A Municipal Service Review (MSR) that identifies the proposed service providers and their ability to provide municipal services should the area be annexed in the future. Please note: the MSR will be a separate document, not subject to CEQA review.

B. LAFCo Legislative Policies and Factors Required for a Sphere of Influence Amendment

- Encourage orderly growth and development.
- Encourage the logical formation and determination of local government boundaries.
- Ensure that the affected population receives cost-effective and efficient governmental and municipal services.
- Discourage urban sprawl.



- Preserve open-space and prime agricultural lands by guiding development in a manner that minimizes resource loss.
- Establish priorities by assessing and balancing total community service needs with available financial resources to secure and provide community services and to encourage government structures that reflect local circumstances, conditions, and financial resources.
- Guide development away from open space and prime agricultural land unless such actions would not promote planned, orderly, and efficient development.

In order to carry out these legislative policies, LAFCo has the power to approve, modify boundaries of a proposal and approve, or disapprove a proposal; and the authority to impose Mitigation Measures and reasonable terms and conditions of project approval. However, LAFCo's do not have any direct land use authority.

III. SCOPE OF WORK

The consultant selected will be required to prepare all necessary environmental documentation for the proposed project that appropriately analyzes the impacts associated with the proposed project. In addition, the consultant shall utilize and/or update existing documentation and studies pertinent to the subject matter.

The selected consultant is expected to work closely with Sacramento LAFCo staff and its legal counsel and perform work that is consistent with Sacramento LAFCo Policies, Standards and Procedures ([www.saclafo.org/PolicyStandardsandProcedures Manual](http://www.saclafo.org/PolicyStandardsandProceduresManual)) and the Cortese Knox Hertzberg Local Government Reorganization Act of 2000. The consultant is expected to participate in meetings with the LAFCo staff, the project proponents, public groups and other interested agencies/parties (see Meetings Section). The consultant is also required to make written and/or oral presentations to the Sacramento LAFCo.

A. Major Tasks and Work Plan Components

The selected consultant shall prepare a Notice of Preparation, administrative draft environmental document, public review draft environmental document, final environmental document, Mitigation Monitoring and Reporting Program, and Statement of Findings of Fact and Overriding Considerations, if necessary.

The consultant shall prepare the following work program components. All work products shall be prepared in accordance with the California Environmental Quality Act (CEQA) and Guidelines and the Sacramento LAFCo Policies, Standards and Procedures Guidelines. All work products will become the property of Sacramento LAFCo.

1. In consultation with LAFCo staff, review the application to amend the Sphere of Influence, along with relevant regional growth data, and develop a detailed set of project assumptions for purposes of framing the environmental review. The project



assumptions shall be consistent with the overall project description as well as LAFCo and Applicant project objectives. See Section IV for a discussion of the initial assumptions for this project. The consultant will need to propose a process for analysis of the project in the absence of an adopted or preliminary land plan.

2. Conduct an Initial Study of the Proposed Project consistent with the California Environmental Quality Act (CEQA), State CEQA Guidelines, and Sacramento LAFCo policies.
3. In consultation with LAFCo staff and legal counsel:
 - a. Prepare and circulate all appropriate and CEQA required notices;
 - b. Schedule and conduct project scoping meetings and any necessary consultations;
 - c. Review all comments received in response to the appropriate notice;
 - d. Develop scope and contents of the environmental document; and
 - e. File (digital) Notice of Preparation with Executive Summary with the Office of Planning and Research (OPR) State Clearinghouse;
4. Work closely with LAFCo staff and legal counsel, including attending meetings, to identify all pertinent information that should be used and incorporated into the scope of the draft environmental document.
5. Undertake all specific and technical studies necessary to prepare a draft environmental document in full compliance with CEQA.
6. Review the environmental impacts associated with the proposed Sphere of Influence Amendment with LAFCo staff and legal counsel. Recommend measures that should be applied to mitigate project impacts to a less than significant level and identify significant environmental impacts that cannot be mitigated.
7. Submit six (6) hard copies and six (6) discs (CDs), in MS Word format, of the Administrative draft environmental document to LAFCo staff and legal counsel for review and comment prior to final printing of the draft environmental document.
8. Incorporate all LAFCo staff and legal counsel's comments into the draft environmental document.
9. Prepare an agency and stakeholder mailing list for review by LAFCo staff. Coordinate with the LAFCo Commission Clerk regarding the distribution of the draft environmental document and any technical appendices. Provide the LAFCo Commission Clerk with a camera-ready and electronic copy of the draft environmental document and all technical appendices.
10. Provide LAFCo staff and legal counsel with an Executive Summary of the draft environmental document. The summary should be written and formatted in a manner



that will allow the LAFCo Commissioners to identify the environmental impacts associated with the proposed project in a straightforward and direct manner.

11. Present the draft environmental document analysis at a series of public meetings/workshops to gather public comments. At a minimum, the consultant's scope of work shall include the following public comment meetings:
 - A meeting before Sacramento LAFCo;
 - At least one other public workshop.
12. Review the oral testimony and written comments received regarding the content of the draft environmental document with LAFCo staff and legal counsel and determine appropriate responses.
13. In consultation with LAFCo staff and legal counsel, prepare a final environmental document, including appropriate response to comments, both written and verbal and, as appropriate, a Mitigation Monitoring and Reporting Program (MMRP).
14. Provide LAFCo staff and legal counsel with an Executive Summary of the final environmental document. The summary shall be written and formatted in a manner that will allow the LAFCo Commissioners to identify the environmental impacts associated with the proposed project in a straightforward and direct manner.
15. Coordinate with the LAFCo Commission Clerk regarding the distribution of the final environmental document and all technical appendices. Provide the LAFCo Commission Clerk with a camera-ready and electronic copy of the final environmental document and all technical appendices.
16. Present the final environmental document analysis to Sacramento LAFCo at public hearings. Attend up to four LAFCo Commission meetings.
17. Prepare final adoption documentation (e.g., Findings of Fact and Statement of Overriding Considerations) as necessary and provide an administrative draft to LAFCo staff and legal counsel for review and comment. Review the documentation with LAFCo staff and legal counsel. Prepare a final set of documents based upon staff and legal comments.
18. If necessary, modify the final environmental document based on certification by the LAFCo Commission and provide 30 copies plus one original of the final certified document to the LAFCo Commission Clerk. Also provide a copy of the environmental documents, (e.g., draft document, final document, findings of fact and overriding considerations, MMRP) and all technical appendices on computer disk in a format directed by LAFCo staff. In addition, provide the documents in a universal electronic format (pdf).



B. Format of the Document(s)

The draft and final environmental document should be an easily accessible document. The environmental document should be prepared in a format (e.g., loose-leaf binder or handbook format) that is easy to use and clearly understood by all interested parties. The environmental document should also serve as an informative and educational tool for the public and Sacramento LAFCo Commissioners to understand the potential impacts to the physical environment and how the potential impacts can be mitigated.

The consultant shall be responsible for the preparation and filing (and/or publication) of all required notices and exhibits associated with the environmental review and documentation process, including but not limited to: the Initial Study, the Notice of Preparation, the Notice of Intent, the Notice of Availability, the Notice of Completion and the Notice of Determination. Prior to filing a notice, the consultant shall notify LAFCo staff and receive any signatures required of the LAFCo Executive Officer.

C. Gathering Information & Relevant Data

The consultant is expected to take the lead in gathering data and relevant environmental documents, plans, and/or studies available from other public agencies (e.g., local wastewater, water agencies, school district, park district, fire districts, community service districts, Caltrans, etc.). LAFCo staff is available as a resource for locating information or providing contacts and other source materials.

D. Meetings

LAFCo is the primary contact for the consultant and is responsible for scheduling any relevant public meetings that the consultants are expected to attend. The proposal should consider attendance at all meetings with LAFCo staff and legal counsel, meetings with the project proponents, and up to four (4) public hearings for presentations to Sacramento LAFCo, as described in the Major Tasks section above.

Any additional meetings requested by LAFCo staff or legal counsel may be charged on a time and material basis if approved in advance.

E. Detailed Work Plan and Time Schedule

Prior to beginning work on the project, the consultant is required to prepare and submit, for approval by the LAFCo Executive Officer, a detailed work plan and time schedule for the completion of the project. The plan and schedule should define the tasks associated with the project and identify appropriate progress benchmarks and deliverables to measure work performance.



IV. Initial Assumptions for the Environmental Review

The City of Elk Grove was incorporated in 2000. The current SOI is coterminous with the City limits. This landowner group initiated proposal is to amend the SOI to include lands south of Bilby Road, north of the east/west alignment of Kammerer Road (Capital/Southeast Connector), east of Willard Pkwy and west of Bruceville Road as described in the attached exhibit. The total land area of the SOI Amendment (SOIA) is approximately 480 acres. (The project application with maps are attached.)

In 2008, the City of Elk Grove submitted an application for a Sphere of Influence Amendment of 7,869 acres, which included this territory. However, after an extensive Public Hearing wherein the Commission passed an Intent Motion to deny the application, the City withdrew its application in 2013

The SOIA area for the Bilby Ridge proposal is currently within the jurisdiction of the County of Sacramento ("County"), situated inside of the County's General Plan Urban Services Boundary. The SOIA area is designated in the Sacramento County General Plan as "Agricultural Cropland," and is currently used primarily for dry-farmed and irrigated croplands and rural residential.

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and adopted LAFCo policies, LAFCo will analyze the policy, community of interest issues, adequacy of service providers, available land inventory and current demand trends for land to meet future growth, and political impacts of the proposed project. The intent of the environmental review is only to review the potential and probable programmatic environmental impacts of the proposed project relative to and as required under CEQA.

No infrastructure or land use planning has been completed for the project area, as such, any estimation on the timeframe within which development may occur would be speculative.

As described in the Major Tasks and Work Plan Components section above, the consultant, in consultation with the applicant and LAFCo staff, shall prepare a complete project description that provides sufficient information for an adequate environmental analysis to be completed. The final assumptions used for the environmental analysis shall not limit or otherwise prohibit future detailed land planning on the part of the City as part of a rezoning and related annexation process.

The landowner proposed project is for a SOI amendment (SOIA) for the City. The proposed SOIA would not change the existing land use designations or jurisdiction, or zoning regulation within the City of Elk Grove or Sacramento County. Land uses in the SOIA area would remain consistent with the County of Sacramento's General Plan and zoning ordinances. No city development activity would be specifically permitted under the SOIA. Rather, the SOIA would allow for the future land and infrastructure planning of the SOI amendment area so that the City could bring forward a plan for annexation. (Note, some infrastructure and services may be provided by other independent special districts. No district SOIA are included with this application.) The City would be required to rezone any area that it intends to annex and



would be the Lead Agency under CEQA for the future environmental review for such annexation.

A city SOIA assumes that urbanization will occur in the future after territory is annexed, however, land use assumptions for a SOIA are typically speculative and not certain because property has not been rezoned. The environmental analysis should analyze the programmatic environmental impacts that would likely result from converting agricultural and open space lands to an urbanized setting.

The City of Elk Grove has the following General Plan Policies and City Ordinances related to the implementation of the General Plan and preservation of natural resources:

Elk Grove General Plan

The General Plan provides land use planning for the city and a larger Planning Area. The Planning Area is intended to be an area in which the City has an interest in guiding land use decisions by the County of Sacramento, and is envisioned as the area into which the incorporated city boundaries may eventually expand.

LU-13 The City will work with the Sacramento Local Agency Formation Commission to establish and update a Sphere of Influence, which reflects the City's near term goals for potential additions to the corporate boundaries.

LU-16 The areas designated in the Planning Area as "Urban Study Areas" are envisioned as areas in which urbanization to some extent could occur, generally in compliance with the following criteria:

- Development should be limited to areas outside of the 100-year floodplain.

- Development should take place in compliance with the goals and policies of this General Plan.
- Any study of potential land uses in these areas should be accomplished in cooperation with the County of Sacramento, the Sacramento Local Agency Formation Commission, and other agencies and parties with ownership or jurisdiction of lands in and near the study area.

- Any study of land uses in these areas should be accompanied by an environmental evaluation of the potential impacts of development.

- Prior to the completion of land use studies, the City's policy is that County of Sacramento land use designations in effect as of December 31, 2002, are retained.

LU-17 Implement a comprehensive and city-wide strategy for the preservation of open space, habitat and agriculture, both inside and outside the City's existing city limits.

The City of Elk Grove is no longer participating in the South Sacramento Habitat Conservation Plan (SSHCP) and the related Environmental Impact Report (CEQA) and Environmental Impact Statement (NEPA) review process. The SSHCP and its related environmental studies have not been completed. Potential habitat issues should be addressed in this CEQA review.

The landowner group offers the following rationale and objectives in support of amending the City Sphere of Influence:



The project area is not impacted by any airport overflight restrictions, and is adjacent to existing urban services for sanitary sewer, water, drainage, transportation, power and communication utility systems

There are no changes to land uses proposed as part of this SOI Amendment Application. However, in order to facilitate environmental analysis, the applicant has reviewed and considered the City's current land planning strategies

The following offers a possible land use scenario from which potential environmental impacts can be projected and analyzed, understanding that the City will be the ultimate land use authority and will conduct subsequent public planning processes. . It is the intent of the applicant to continue the same pattern of low density, suburban development that abuts the project site on the west, north and east within the City of Elk Grove. The population projected at buildout could be approximately 5500 people.

To provide a complete application and aid in the EIR process, the applicant has prepared a preliminary land use map outlining a possible land use scenario for the SOIA area. Although there are no changes to land use proposed as part of this SOI Amendment Application, the following offers a possible land use scenario from which potential environmental impacts can be projected and analyzed. The applicant understands and recognizes that the City will be the ultimate land use authority and will conduct subsequent public planning processes to determine the solutions for their continuing needs for housing opportunities and expanding population.

Based on the surrounding areas current zoning, the applicant mirrored the surrounding land uses and applied them to the attached preliminary land use scenario map. The attached preliminary land use scenario map outlines a zoning and holding capacity for:

- Commercial elements on the corner of Bilby and Bruceville Roads as well as Kammerer Road and Willard Parkway;
- A residential component (ranging around 1,800 units) implementing a broad array of housing types complementary to the needs of the employment component and the Elk Grove community;
- Accompanying parks to serve the residential and surrounding areas;
- Supporting master-planned infrastructure providing transportation, public lands and associated retail land use; and

A business professional area on the corner of Kammerer and Bruceville Roads to feed off of the adjacent commercial and professional designations.

Development of the area would require the supporting master-planned infrastructure providing transportation, public lands and associated retail land use elements oriented to the Kammerer Road corridor.



V. QUALIFICATIONS

Sacramento LAFCo is seeking a consultant committed to providing the highest quality of service with proven LAFCo experience in environmental analysis related to analyzing the environmental impacts for a SOIA. The consultant should have knowledge and experience with local government including but not limited to the following areas:

Cortese Knox Hertzberg Local Government Reorganization Act of 2000
California Environmental Quality Act
California Government Code
California Public Resources Code
Sacramento LAFCo Policies, Procedures and Standards
City and County General Plans, Ordinances and Regulations
California Planning, Zoning and Development Law
City, County and Regional planning issues
National Environmental Policy Act
Habitat Conservation Planning (HCP) Practices and Regulations
FEMA Floodplain Management Criteria and Regulations
SACOG Blueprint and Metropolitan Transportation Plan (MTP)

VI. RFP PROPOSAL FORMAT

A proposal that is timely received will be reviewed by LAFCo staff to determine if it is complete. A proposal will be determined to be complete if it addresses all of the following points:

- A. A brief description of the consultant firm and a statement of the firm's qualifications for performing the subject consulting services. (Sample copies of work may be requested.)
- B. A summary of the firm's experience with similar projects, including dealing with controversial projects.
- C. A statement of the firm's understanding of the proposed project and an understanding of the environmental analysis necessary for the proposal. The firm or individual must also acknowledge that it has reviewed and accepted LAFCo's sample Professional Services Agreement attached hereto with or without qualifications.
- D. A statement indicating the firm's approach to the project, including: a description of the main tasks to be completed during the project and a time schedule reflecting the completion of each task and delivery of products.
- E. An organization chart depicting the project team that will perform the work on the project and a brief summary of the qualifications and experience of each team member, including length of service with the firm and resume.



- F. A detailed cost proposal with subtotals for each of the major tasks identified in the proposal provided by your firm. The cost proposal shall include time allotments for all assigned employees, as well as all other direct and indirect costs. Consultant participation in meetings and public hearings should be specifically identified in the proposal. Hourly rates for additional meetings should also be identified.
- G. A list of references for lead staff and a brief description of similar projects, including contact person and phone number. Results of reference checks may affect the final award of the contract.
- H. A list of past or ongoing contracts for environmental or planning services with the landowner group, and the City of Elk Grove, including those for contract staff or on-call services.
- I. Optional: Provide any other information you feel is relevant to the consultant review and selection process.

VII. RFP PROPOSAL SUBMITTAL DEADLINE

- A. Five (5) hard copies of the proposal shall be received no later than **4:00 P.M. on Monday, November 28, 2016** at offices of the Sacramento LAFCo, 1112 I Street Suite 100, Sacramento, California, 95814. Post marks are not acceptable. Proposals received after the deadline will not be considered and will be returned.
- B. All proposals shall be submitted in a sealed envelope that is clearly marked with the title of the RFP. Cost proposals shall be submitted in a separate, sealed envelope that is clearly marked "Cost Proposal" with the firm's name and title of the RFP clearly shown.
- C. All proposals, whether selected or rejected, shall become the property of Sacramento LAFCo.
- D. Cost of preparation of proposals shall be borne by the proposers.
- E. Proposals must be signed by an authorized employee or officer in order to receive consideration.
- F. Sacramento LAFCo is not responsible for proposals delivered to a person/location other than that specified herein.
- G. The LAFCo Executive Officer reserves the right to reject any and all proposals submitted, to request clarification of any information that is submitted, to request additional information from competitors and to waive any irregularity in the proposal submission and review process.



VIII. SELECTION PROCEDURE

- A. All proposals that are timely submitted will be screened by a selection committee, which will include both LAFCo staff and representatives of the landowners group. Consulting firms with the highest rated proposals will be invited for interviews.

Each firm will be rated using the following criteria and rating system:

<u>Evaluation Criteria</u>	<u>Value</u>
Qualifications, background and experience of Firm with similar projects, experience of personnel assigned to the project.	25%
Approach to and understanding of the project, Including the completeness of the proposed work program and the time frames described in the project schedule.	20%
Quality of work and general reputation in the business community (i.e., reference verification).	20%
Proposed project budget.	30%
Other factors.	<u>5%</u>
Total	100%

- B. The Executive Officer will recommend that the Commission approve an Agreement for consulting services with the selected firm based on the Selection Committee's evaluation and interviews.
- C. Sacramento LAFCo reserves the right to award a contract to the firm(s) or individual(s) that present the proposal which, in the sole judgment of Sacramento LAFCo, best accomplishes the desired results.
- D. Sacramento LAFCo reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate deviations with the successful firm.
- E. Based upon evaluation of the proposal's costs, Sacramento LAFCo may revise the work program to meet budget constraints.



IX. NON-DISCRIMINATION & EQUAL OPPORTUNITY

It is the desire of Sacramento LAFCo to provide Minority/Women-Owned Business Enterprises (M/WBEs) and all other business enterprises an equal opportunity to participate in the performance of all contracts, subcontracts, and other LAFCo business activities. Sacramento LAFCo is an equal opportunity employer.

In connection with the performance of this contract, the selected firm shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

X. CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of Sacramento LAFCo, nor any business entity in which an official of Sacramento LAFCo has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to Sacramento LAFCo. Proposers will notify LAFCo of any potential conflict of interest regarding other work or third party contracts with proposer.

XI. INSURANCE REQUIREMENTS

The successful proposer shall furnish Sacramento LAFCo with a Certificate of Insurance which provides for the following:

- A. Worker's Compensation;
- B. General Liability Insurance in an amount not less than \$1,000,000.00 in the aggregate, for bodily injury and property damage. Sacramento LAFCo, its agents, officers and employees shall be named as additional insured on the Certificate of Insurance;
- C. Automobile Liability Insurance in an amount not less than \$1,000,000.
- D. The policy shall not be cancelable without thirty (30) days advance written notice to Sacramento LAFCo, and shall be in a form and by a surety approved by Sacramento LAFCo;
- E. In the event the policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation,



Sacramento LAFCo may obtain the required insurance and deduct the premium(s) from contract monies due the Contractor.

- F. As used above, the term "Contractor" includes the Contractor, and its officers, agents or employees, and any sub-contractors.

XII. TENATIVE SCHEDULE:

The consultant selected for the project is expected to complete the preparation of the administrative draft environmental document within **eight (8) to eighteen (18)** months after receiving the authorization to proceed with the project.

XIII. DISCLAIMER

LAFCo reserves the right to refuse any or all proposals submitted which are not in substantial compliance with the RFP proposed criteria. Additionally, LAFCo reserves the right to reject all proposals and cancel the proposal process at any time.

XIV. CONTRACT

The Consultant will be required to enter into a mutually agreeable contract with LAFCo prior to commencement of any work on the project. The firm or individual must also acknowledge that it has reviewed and accepted LAFCo's sample Professional Services Agreement attached hereto with or without qualifications.

XV. CONTACT PERSON:

Direct all inquiries regarding the RFP process or proposal submissions to:

Don Lockhart, AICP, Assistant Executive Officer
Sacramento Local Agency Formation Commission
1112 I Street, Suite 100
Sacramento, California 95814

Phone: (916) 874-2937
Fax: (916) 854-9097

(Message Phone) (916) 874-6458

Email: Don.Lockhart@SacLAFCo.org

Attachments: Project Application
Context /Setting Map
Preliminary Land Use Map
Sample Professional Services Agreement

Thank you for responding to this request.

