

PACKET MATERIALS

DATE October 16, 2009

Item No. 6

LOCAL AGENCY FORMATION COMMISSION AGENDA PACKET CONTENTS LIST *

- Memo from Nancy Miller, Interim Executive Officer
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Exceeds 20 pages; see file to review
Available for review at City Hall, Room 244

Completed by: Alisa Somera

Date: October 13, 2009

* This list reflects the explanatory documents provided.

San Francisco Local Agency Formation Commission

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.5184
Fax. 415.554.5163

TO: San Francisco Local Agency Formation Commission

FROM: Nancy Miller, Interim Executive Officer

DATE: October 16, 2009

SUBJECT: Item #6: Authorization to Extend Consultant Contracts (Discussion and Action Item)

Both Navigant and Local Power contracts expire at the end of October. Both firms have been under contract to work on tasks that include preparation of the Risk Assessment Report, Draft Term Sheet, Peer Review of the Risk Assessment Report, Monitoring of the SFPUC Timeline, Reports, and Review and Comment on the SFPUC Draft RFP. With the RFP on task for completion by October 27, 2009, there will be work potentially needed in November to complete the RFP and ensure it remains on schedule. In addition to ensuring the completion of the RFP, LAFCo staff and SFPUC plan on presenting a next steps agenda item at the November meeting. In the interim, staff may need assistance from our consultants to ensure we are covering all needed items. By way of example, SFPUC consultant GES will be completing reports that may require comment or staff may discover the need to amend or provide additional information to the RFP.

Staff is requesting that the Executive Officer have the authority to extend the contracts of the consultants until November 30, 2009 in a total amount not to exceed \$20,000. This money will only be used if work is deemed by the Executive Office to be necessary to be completed prior to the next LAFCo meeting.