



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** September 19, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Storm Water Utility Fee

**SUMMARY:**

This ordinance authorizes a contract with Raftelis Financial Consultants, Inc. to provide services for the Public Works Department for the development and implementation of a Storm Water Utility Fee (SWUF) system for assessing charges that are due by property owners by City Ordinance to follow the Federal Water Act of 1987 and implementation regulations enacted by the U.S. Environmental Protection Agency (EPA) in 1990. This agreement will begin October 1, 2024, and remain in full force and effect for a one-year period after implementation/setup and City's acceptance of the technology system. Four additional one-year renewals at the City's option will also be authorized by this ordinance. The estimated cost for the first year of the contract is \$350,000.00 the total value for the contract is \$830,000.00, inclusive of all available renewal years. Funding is available from the Storm Water Operating Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Raftelis Financial Consultants, Inc. to provide services for the Public Works Department for the development and implementation of a Storm Water Utility Fee technology system for assessing charges that are due by property owners by City Ordinance to follow the Federal Water Act of 1987 and implementation regulations enacted by the U.S. Environmental Protection Agency (EPA) in 1990.

The Storm Water Utility Fee plays a critical role in protecting public health and safety in the community by maintaining water quality and reducing flooding events. The fee is assessed on residential and commercial benefited properties and collected on a monthly basis through San Antonio Water System (SAWS) bills where it appears as the “Federal Storm Water Fee.” SAWS serves as the City’s billing agent. The Storm Water Utility Fee is based on an impervious area, which has a direct relationship to the amount of storm water runoff generated from a property.

Revenues generated from the fees are used to provide service enhancements to storm water capital and maintenance projects. The Storm Water Utility Fee is structured so that every property owner pays the same unit rate based on the amount of surface area that is resistant to infiltration by water on the property. Examples of these types of surface areas include asphalt or concrete pavement, parking lots, driveways, sidewalks, and buildings. This is referred to as an impervious area.

The City issued a Request for Competitive Sealed Proposals for “Storm Water Utility Fee” (RFCSP 24-114, 6100018095) on May 17, 2024, with a submission deadline of June 27, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAePS) and an email notification was released to a list of potential Respondents. Two proposals were received, and both proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Public Works Department and the Information and Technology Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points were allotted for experience, background and qualifications; 35 points were allotted for proposed plan; 20 points were allotted for respondent’s price schedule; 10 points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 5 points were allotted for the Minority/Women-Owned Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss the two proposals on July 25, 2024. The top ranked firm was Raftelis Financial Consultants, Inc. and is recommended for award.

This agreement will begin October 1, 2024, and remain in full force and effect for a one-year period after implementation/setup and City’s acceptance of the technology system. Four additional one-year renewals at the City’s option will also be authorized by this ordinance.

**ISSUE:**

This contract will provide services for the Public Works Department for the development and implementation of a Storm Water Utility Fee technology system for assessing charges that are due by property owners by City Ordinance to follow the Federal Water Act of 1987 and implementation regulations enacted by the U.S. Environmental Protection Agency (EPA) in 1990.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points and the Minority/Women-Owned Business Enterprise (MWBE) Prime Contract Program with five (5) evaluation preference points. Raftelis Financial Consultants, Inc. was not eligible to receive any points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, the Public Works Department would be required to use multiple raw data files and multiple methods to prepare data files. The customers' billing fees and adjustments would be manually performed in Microsoft Excel, which may result in miscalculations, errors in billing, overtime and/or reduced staff capacity for other duties.

**FISCAL IMPACT:**

The estimated cost for the first year of the contract is \$350,000; the total value for the contract is \$830,000, inclusive of all available renewal years. Funding is available from the Storm Water Operating Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.