



CITY OF SAN MATEO

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330 W. 20th Avenue
San Mateo CA 94403
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Agenda Report

Agenda Number: 13

Section Name: {{section.name}}

Account Number: 10-4651

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Public Works Department
MEETING DATE: September 16, 2024
SUBJECT: Assessment District and Fee Administration Services - Agreement

RECOMMENDATION:

Approve a four-year professional services agreement in an amount not to exceed \$102,721 with David Taussig and Associates, Inc. (dba DTA) for assessment and fee administration services for the North Shoreview and South Bayfront assessment districts and the citywide Community Flood and Storm Protection Fee; and authorize the Public Works Director to execute the agreement in substantially the form presented.

BACKGROUND:

The City has two flood assessment districts, the North Shoreview and South Bayfront (Districts), which have been approved by residents impacted by the Federal Emergency Management Agency's (FEMA) designated Special Flood Hazard Area. The Districts pay debt service on bonds issued to construct improvements to San Mateo's Bayfront levee system. Both assessments are for 20 years, and the annual fee varies depending on the zone of benefit, type of property, and square footage. Note that since FEMA just recently revised the Special Flood Hazard Area map to remove the North Shoreview area from the flood zone, assessments in the North Shoreview District have been deferred until the 2025-26 tax year.

Residents also approved the Community Flood and Storm Protection Fee to fund improvements to the stormwater system, including storm pipelines, pump stations, assessing and restoring aging infrastructure, improving water quality in local waterways, and implementing proactive maintenance and system reliability measures.

Consultants are needed to provide fee administration services to help maintain the assessment district/fee data and develop the annual assessment levies for the property tax rolls. The consultant would respond to residents' questions via phone calls and develop information for the City's reporting requirements around the assessments/fee.

In accordance with Municipal Code section 3.60.30, a competitive public process was used to obtain proposals for this service. Specifications and a Notice Inviting Proposals were published in July 2024. Three proposals were received and opened on August 14, 2024. The three proposals received were as follows:

Consultant	Annual Fee
David Taussig and Associates, Inc. dba DTA	\$24,553
NBS Government Finance Group	\$34,500
SCI Consulting Group	\$45,500

The proposals were evaluated based on experience, qualifications, proposed approach to provide the service, and cost.

Staff recommends awarding the agreement to David Taussig and Associates, Inc. dba DTA because they understand the needs of the service, has the necessary level of expertise, and provide the best value for the required services. David Taussig and Associates, Inc. dba DTA is currently the consultant for the South Bayfront Assessment District and has provided quality service without interruptions.

BUDGET IMPACT:

This is a four-year agreement and will cover the period of October 1, 2024, through September 30, 2028. The first year of the agreement is \$24,553. The amount will increase annually by CPI (maximum 3%), beginning in year two and so forth, in an amount not to exceed \$102,721. Sufficient funds are budgeted for the South Bayfront Levee Improvement Project (468301), North Shoreview Assessment District Project (468202), and the Storm Drain Condition Assessment Project (46W002) for the award of this agreement.

ENVIRONMENTAL DETERMINATION:

Approval of this professional services agreement is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).).

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Agreement

Att 2 - Request for Proposal Results

STAFF CONTACT

Alonso Barahona, Management Analyst II
abarahona@cityofsanmateo.org
(650) 522-7334

Jamie Perez, Senior Management Analyst
jperez@cityofsanmateo.org
(650) 522-7242