



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: {{item.number}} Section Name: {{section.name}} Account Number: 21-4678 File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Public Works Department

MEETING DATE: October 21, 2024

SUBJECT:
Solid Waste Rate Setting Consultant - Agreement

RECOMMENDATION:

Approve an agreement with HF&H Consultants, LLC for solid waste rate setting consultant services through March 31, 2028, in an amount not to exceed \$217,646, with up to three optional one-year extensions in the amount of \$64,018 each, and each subject to an annual inflationary adjustment capped at 5% based on the change in the CPI-U (San Francisco) published by the Bureau of Labor Statistics, for a total potential agreement amount not to exceed \$409,700 plus CPI-U increases; and authorize the Director of Public Works to execute the agreement in substantially the form presented and issue amendments for no-cost time extensions.

BACKGROUND:

Each year the City is required to set solid waste rates. On June 7, 2024, staff published a Request for Proposals for solid waste rate setting consultant services. HF&H Consultants, LLC (HF&H) was selected from among the three consultants that responded.

HF&H has successfully provided solid waste rate setting consultation services for the City for the past four years and has extensive knowledge of the solid waste rates and rate setting procedures of the City and the South Bayside Management Authority (SBWMA) of which the City is a member.

HF&H specializes in calculating and establishing solid waste rate structure recommendations that reflect the actual cost of provided services and is fully acquainted with both the City's current solid waste rate structure and the State's current and future waste diversion mandate requirements. By contracting with HF&H, the City will continue to obtain the consulting services of an expert in the field.

Under this agreement, HF&H will assist the City, for the term of January 2025 through March 2028, with various consulting services including a solid waste cost of service analysis and rate setting assistance during each of the rate setting years of 2025 (partial) and 2026-2028.

BUDGET IMPACT:

Sufficient funding is budgeted for rate setting services in the Solid Waste Management operating budget.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it can be seen with certainty that there is no possibility that approving an agreement for solid waste rate setting consultant services will have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Agreement

STAFF CONTACT

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