

MEMORANDUM

To: Mayor and City Council Members
Douglas Faseler, City Manager

From: David Rabago, P.E., CFM, City Engineer

Through: Rick Cortes, Assistant City Manager

Subject: Stormwater Program and Utility Fee

Date: May 1, 2019

On February 5, Mr. Segovia-Assistant Director of Planning and Codes, presented to City Council the process of the Request for Qualifications (RFQ) for the planning and implementation of a Stormwater Program and Utility Fee, which is needed based upon the following:

- Existing stormwater infrastructure is in need of maintenance and/or upgrading
- Stormwater Program & Drainage Utility Fees will assist in creating a funding source for City maintenance and/or development of drainage structures
- EPA mandates municipalities with a residential population greater than 50,000 to obtain Municipal Separate Storm Sewer System (MS4) permit coverage
- Flood control and prevention
- Protection/restoration of creeks, streams, and tributaries

The City of Seguin received five responses to our solicitation for Statements of Qualifications regarding the development of the Stormwater Program and Utility Fee. A Selection Committee comprised of staff from Purchasing, Planning and Codes, Water and Wastewater Utilities, and Capital Projects and Engineering Departments evaluated and scored the responses based on criteria established in the Request for Qualifications (RFQ).

Three firms were selected to be interviewed on April 26, 2019 by Selection Committee, Councilmember Crabb (Utility Committee Member), and Mr. Cortes (Assistant City Manager). Halff and Associates was selected as the most qualified firm to enter into contract negotiations for professional services based on the performance of the interview and Statement of Qualifications evaluation.

The negotiations and scope of professional services contract will focus on the following:

- Outreach-Communication Strategy
- Stormwater Program Analysis
- Financial Analysis

Staff recommends entering into contract negotiations with Halff and Associates based on interview performance, strong qualifications, and experience with similar projects and will be available to answer any questions at the Tuesday, May 7, 2019 City Council Meeting.