



MEMORANDUM

DATE: June 30, 2023

TO: Governing Board
San Francisco Bay Restoration Authority

FROM: Karen McDowell, Deputy Program Manager
San Francisco Bay Restoration Authority

SUBJECT: Authorization to Release a Request for Qualifications for Parcel Tax Administration Services and Enter into a Contract for Services with the Selected Applicant

Staff recommends that the San Francisco Bay Restoration Authority (Authority) authorize the Executive Officer to release the Request for Qualifications (RFQ) for Parcel Tax Administration Services and, subject to the Chair's approval, enter into a contract for services with the selected applicant.

The Authority selected a consultant in 2014 to provide pre-election services for parcel tax information, with an option to amend to include post-election parcel tax administration services. In 2016, after the passage of Measure AA, the amendment was approved and has been since amended to augment the contract and extend the time period for the services through August 31, 2023.

An RFQ has been developed so that parcel tax administration services can be secured starting September 1, 2023 and continuing through December 31, 2028. The applicants are asked to submit a budget with their Statement of Qualifications (SOQ) package. Evaluation criteria and selection criteria are included in the RFQ. The objective is to obtain the highest qualified consultant to achieve the objectives within a reasonable cost. Since there is a large time gap between now and the next Governing Board meeting, staff recommend that the Board delegate authority to the Executive Officer to select a consultant and enter into a contract, subject to the Chair's approval of the amount of the proposed services and the selected consultant. In addition, pursuant to the Authority's current procedures for services contracts, the Chair will view the contract prior to signature.

Recommendation

Staff recommends the Authority adopt Resolution 113, authorizing the Executive Officer to release the Request for Qualifications for Parcel Tax Administration Services, attached to the Resolution as Exhibit A, and to enter into the contract for parcel tax administration services subject to the Chair's approval of the amount of the proposed services and the selected consultant.