



CITY OF LONG BEACH

C-12

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

June 14, 2005

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute a First Amendment to Contract No. 28002 between the City of Long Beach and Overland, Pacific & Cutler, Inc., a California corporation, for relocation, property management, and real estate consulting services. (Citywide)

DISCUSSION

On October 2, 2001, the City Council approved Contract No. 27450 with Cutler & Associates, Inc. (Cutler), for real estate consulting services including acquisition assistance, document preparation, and tenant and owner negotiations. The three-year Cutler contract commenced October 1, 2001 and provided for a maximum annual contract amount of \$275,000. The Cutler contract terminated September 30, 2004.

On October 15, 2002, the City Council approved Contract No. 28002 with Stadler, Shoher and Cline, DBA Pacific Relocation Consultants (PRC) for relocation and property management services. The three-year PRC contract commenced December 1, 2002 and will terminate on November 30, 2005. The PRC contract provides for a maximum annual amount limit of \$250,000.

Cutler and PRC merged into Overland, Pacific & Cutler, Inc. (OPC). OPC continued providing the services of both companies under Contract, No. 28002, but the contract amount is not adequate to pay for all services previously under the two contracts.

Contract No. 28002 will terminate on November 30, 2005. An extension of the term will be necessary in order to maintain continued services for the City while separate RFP processes for real estate consulting services and relocation services are prepared, issued and concluded. At the conclusion of the RFP processes, Contract No. 28002 will be terminated.

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The proposed First Amendment to Contract No. 28002 will contain the following provisions:

- Consultant: Name changed to Overland, Pacific & Cutler, Inc.
- Scope of Work or Services: In addition to relocation, property management and site clearance services, OPC will also provide real estate consulting services including acquisition assistance, document preparation, and tenant and owner negotiations. The annual not-to-exceed contract limit shall increase to \$525,000, representing a combination of the two contract amounts for \$250,000 and the other for \$275,000.
- Term: The term of the Contract will be extended one year and will terminate on November 30, 2006.

All other remaining terms and provisions of Contract No. 28002 shall remain in full force and effect.

This letter was reviewed by Senior Deputy City Attorney Donna F. Gwin and Budget Management Officer David Wodynski on June 2, 2005.

TIMING CONSIDERATIONS

City Council action is requested on June 14, 2005, in order to continue uninterrupted consultant services.

FISCAL IMPACT

The cost is estimated to be \$525,000 per year. Services will be on an as-needed basis and paid as incurred. Payments will be made out of various funds citywide by the departments requesting services. Appropriation of funds exists for these services within the requesting departments' budgets.

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SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

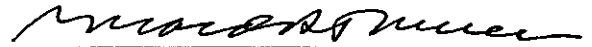


CRAIG BECK
ACTING DIRECTOR OF
COMMUNITY DEVELOPMENT

CB:JMLR:lei

6.14.05 OPC CCLtr.

APPROVED:



GERALD R. MILLER
CITY MANAGER