



# CITY OF LONG BEACH

# R-20

DEPARTMENT OF PUBLIC WORKS

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May 7, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager to execute all documents necessary for an agreement with Overland, Pacific and Cutler, Inc., a California corporation, for acquisition, relocation, property management and related services for a three-year term in an amount not to exceed \$300,000 per year. (Citywide)

## DISCUSSION

Historically, the City of Long Beach uses outside firms on an as-needed basis to supplement City staff with necessary real estate property acquisition, relocation, property management and related services, including compliance with Federal and State guidelines, on various projects. These services are utilized to address the acquisition, property management and/or disposition needs of City departments for current, as well as unforeseen projects, that will arise over the next three years. At this time, all prior agreements for these specialized professional services have expired. A Request for Proposals (RFP) process was conducted in accordance with Administrative Regulation 8-4, "Selecting Professional Services," to secure qualified firms.

On November 5, 2012, RFP13-008 for Real Estate Property Acquisition Services and RFP PW13-009 for Relocation, Property Management and Related services were advertised in the Long Beach Press-Telegram, and approximately 1,130 potential bidders specializing in these real estate services were notified of the bid opportunity. Of those bidders, 64 downloaded the RFPs via our electronic bid system. The RFP documents were made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at: [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). RFP announcements were also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women-owned business groups. Twelve firms submitted proposals on December 11, 2012. Of those twelve firms, three were Minority-owned Business Enterprises (MBEs), four were a Women-owned Business Enterprise (WBE), eleven were certified Small Business Enterprises (SBEs), and three were Long Beach businesses (Local).

### **Local Business Outreach**

It is the City's goal to encourage Long Beach-based businesses to participate in the procurement processes and submit proposals for City contracts. We assist businesses with registering on our Bids Online database to download the proposal specifications. Of the three Long Beach businesses that were notified, all three submitted proposals.

A review committee comprised of City staff evaluated the proposals and determined that Overland, Pacific and Cutler, Inc., was best qualified to provide the as-needed specialized professional services, as required in the RFPs. This firm is Long Beach-based, and committed to using small or disadvantaged firms, as appropriate, based on the work assigned to them by the City.

In order to maintain continuity of service for existing projects, City staff would like to proceed with entering into a Professional Services Agreement with Overland, Pacific and Cutler, Inc., under the following terms and provisions:

- Consultant: Overland, Pacific and Cutler, Inc., a California Corporation.
- Term: The term shall commence as of December 1, 2012, and shall terminate on November 1, 2015.
- Contract Amount: The agreement shall be for an amount not to exceed \$300,000 per year.
- Termination: Either the City or the firm may terminate the respective agreement at any time during the Term by providing the other party with 30-days prior written notification.

This matter was reviewed by Deputy City Attorney Linda Vu on April 15, 2013, and by Budget Management Officer Victoria Bell on April 17, 2013.

### **TIMING CONSIDERATIONS**

City Council action on this matter is requested on May 7, 2013, in order to allow for the timely execution of the agreements.

### **FISCAL IMPACT**

Total cost of the requested contract is estimated at a maximum of \$300,000 per year for three years. Expenditures for as-needed services will accrue in the Public Works Department (PW). PW will recover costs from client Departments requesting these services. No appropriation increase is requested at this time. Any work not currently budgeted will only proceed at such time as appropriations have been approved by the City Council. The anticipated job impact created by this action is unknown at this time, and will depend on the funds budgeted and the type of work assigned over the term of the contract.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ARA MALOYAN, PE  
ACTING DIRECTOR OF PUBLIC WORKS

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APPROVED:

  
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PATRICK H. WEST  
CITY MANAGER