

May 5, 2020

R-26

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP ED19-120 and award contracts to Overland, Pacific and Cutler, LLC., of Long Beach, CA, and Interwest Consulting Group, Inc., of Long Beach, CA, for as-needed real property acquisition, relocation, and related services, in an aggregate amount not to exceed \$2,000,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contracts, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with Overland, Pacific and Cutler, LLC., and Interwest Consulting Group, Inc., for as-needed real property acquisition, relocation, and related services. Historically, the City has used outside firms on an as-needed basis to provide these necessary real property services, including property identification, noticing and pre-condemnation services, compliance with federal and state relocation statutes, and property maintenance on various projects. These specialized services will be utilized to augment City staff for acquisition, relocation, property management, and/or disposition needs of City departments for current, as well as unforeseen, projects that may arise over the course of the next two years.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on October 5, 2019, and 44 potential proposers specializing in real property acquisition, relocation, and related services downloaded the RFP document via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 28 local, minority-owned, and women-owned business groups. Six proposals were received by the November 5, 2019 deadline. Of those proposers, none were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), two were certified Small Business Enterprises (SBEs), and three were Long Beach businesses (Local).

A Selection Committee, comprised of employees from City departments, unanimously selected the two firms based on the anticipation of forecasted assignments over the next two years. Both firms demonstrated competence, prior experience with similar assignments, and expertise of key personnel. Further, these firms have the capability to provide the requested services in the timeframe and manner most aligned with the needs of the City.

HONORABLE MAYOR AND CITY COUNCIL

May 5, 2020

Page 2

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download the bid specifications. Through outreach, 20 Long Beach vendors were notified to submit bids, of which three submitted bids. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on April 9, 2020, Deputy Finance Director Sandy Tsang Palmer on April 14, 2020, and by Budget Management Officer Rhutu Amin Gharib on April 16, 2020.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP EP19-120 and award contracts concurrently is requested on May 5, 2020, to ensure the contracts are in place expeditiously.

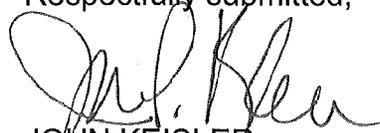
FISCAL IMPACT

The aggregate contract authority for as-needed real property acquisition, relocation, and related services will not exceed \$2,000,000 for a period of two years, with the option to renew for three additional one-year periods. Any work not currently budgeted will be brought to the City Council for approval and appropriation increases. Requests for these services will be on an as-needed basis and funded by the requesting department prior to the workorder being issued to the firms. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The anticipated job impact created by this recommendation is unknown at this time and will depend on the type of funds and work assigned over the term of the contracts.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN KEISLER
DIRECTOR OF ECONOMIC DEVELOPMENT

APPROVED:



THOMAS B. MODICA
CITY MANAGER