



CITY OF LONG BEACH

R-13

DEPARTMENT OF ECONOMIC AND PROPERTY DEVELOPMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CA 90802 • (562) 570-6099 • Fax (562) 570-6380

September 8, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP CM15-079 for as-needed real estate economic analysis professional services; award contracts to Allan D. Kotin & Associates, of Los Angeles, CA; HR&A Advisors, Inc., of Los Angeles, CA; and Keyser Marston Associates, Inc., of Los Angeles, CA, in an aggregate amount not to exceed \$400,000 over a three-year term, with the option to renew for one additional one-year period at the discretion of the City Manager; and authorize the City Manager to execute all documents necessary to enter into the contracts, including any necessary amendments thereto relative to extending the terms, changing the contract dollar amounts, authorizing additional services, if required, within the provisions of the agreements, and adjusting the fee schedules for inflation, all provided that the aggregate total amount of contract authority is not exceeded. (Citywide)

DISCUSSION

City Council approval is requested to enter into agreements with three firms for as-needed real estate economic analysis professional services.

The City has historically used outside firms on an as-needed basis to assist with necessary third party economic analysis services for various acquisition, disposition, development and leasing transactions. These services will address economic analysis needs of City departments for planned, as well as unforeseen projects, that may arise over the course of the next three to four years. All prior agreements for these specialized professional services have expired.

A Request for Proposals (RFP) was advertised in the Press-Telegram on April 3, 2015, and 3,602 potential proposers specializing in economic analysis professional service were notified of the RFP opportunity. Of those proposers, 56 downloaded the RFP via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh 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 22 local, minority and women-owned business groups. Nine proposals were received on April 30, 2015. Of those nine proposals, two were Disadvantaged Business Enterprises (DBEs), one was a Minority-owned Business Enterprise (MBE), two were Women-owned Business Enterprises (WBEs), six were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the RFP specifications. Through outreach, 400 Long Beach vendors were notified to submit proposals, of which nine downloaded and none submitted proposals. The Purchasing Division is committed to continuing to perform outreach to local businesses to expand the vendor pool.

A review committee comprised of City staff evaluated the nine proposals submitted, and determined that following three firms submitted the most qualified and responsive proposals based upon the criteria specified in the RFP:

- Allan D. Kotin & Associates, of Los Angeles, CA (not an MBE, WBE, SBE or Local);
- HR&A Advisors, Inc., of Los Angeles, CA; (not an MBE, WBE, SBE or Local); and
- Keyser Marston Associates, Inc., of Los Angeles, CA (SBE).

While none of these firms are Long Beach-based firms, they are all committed to using small or disadvantaged firms, as appropriate, based on the work assigned to them by the City. City staff would like to proceed with executing Professional Services Agreements with these firms under the following terms and provisions:

- Term: The agreements shall commence June 1, 2015, and shall terminate on May 30, 2018.
- Options to Extend: The agreements may be extended for up to one additional year at the discretion of the City Manager.
- Contract Amount: The agreements shall be for an aggregate amount not-to-exceed \$400,000.
- Termination: Either the City or the firms may terminate their 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 August 10, 2015 and by Budget Management Officer Victoria Bell on August 25, 2015.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP CM15-079 and award contracts concurrently is requested on September 8, 2015, to ensure new agreements are in place expeditiously.

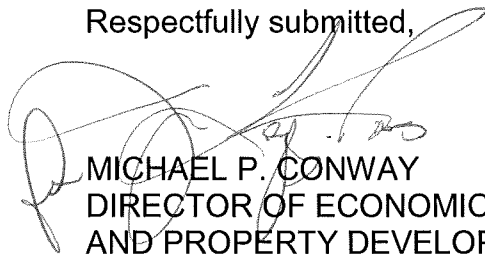
FISCAL IMPACT

Contract authority for \$400,000 is requested for a three-year term plus a one-year option to extend. No appropriation increase is requested at this time. Any work not currently budgeted will only proceed at such time that appropriations have been approved by the City Council, and will be funded by the requesting department. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



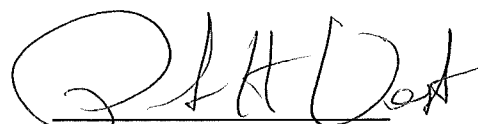
MICHAEL P. CONWAY
DIRECTOR OF ECONOMIC
AND PROPERTY DEVELOPMENT

MPC:mt



JOHN GROSS
DIRECTOR OF
FINANCIAL MANAGEMENT

APPROVED:



PATRICK H. WEST
CITY MANAGER