

CITY OF LONG BEACH

R-9

DEPARTMENT OF ECONOMIC AND PROPERTY DEVELOPMENT
333 WEST OCEAN BOULEVARD • LONG BEACH, CA 90802 • (562) 570-6099 • Fax (562) 570-6380

February 9, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP CM15-110 for as-needed real estate property acquisition services;

Adopt Specifications No. RFP CM15-111 for as-needed relocation, property management and related services; and,

Authorize the City Manager to execute all documents necessary to enter into agreements with Epic Land Solutions, Inc., of Torrance, CA, Overland, Pacific and Cutler, Inc., of Long Beach, CA and Paragon Partners, Ltd., of Huntington Beach, CA, for both real estate property acquisition services and relocation, property management and related services, in an aggregate amount not to exceed \$1,000,000 over a three-year term, with the option to renew for one additional one-year period at the discretion of the City Manager and to execute any necessary amendments to the agreements, relative to 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 property acquisition services and relocation, property management and related services. Historically, the City has used outside firms on an as-needed basis to provide these necessary real estate services, including compliance with Federal and State guidelines, emergency board ups and property maintenance, on various projects. These services will be utilized to address acquisition, 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 three to four years. At this time, all prior agreements for these specialized professional services have expired. Both RFPs were released at the same time as many firms in these industries provide both sets of services, and to facilitate efficient management, one contract is being issued for all services, to each firm.

A Request for Proposals (RFP) for real estate property acquisition services was advertised in the Press-Telegram on May 4, 2015, and 3,685 potential proposers specializing in these services were notified of the RFP opportunity. Of those proposers, 68 downloaded the RFP documents 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. 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. Seven proposals were received on June 25, 2015. Of those seven proposals, one was a Disadvantaged Business Enterprise (DBE), one was a Minority-owned Business Enterprise (MBE), two were Women-owned Business Enterprises (WBEs), five were Small Business Enterprises (SBEs), and two were Long Beach businesses (Local).

A Request for Proposals (RFP) for relocation, property management and related services was advertised in the Press-Telegram on May 4, 2015, and 3,688 potential proposers specializing in these services were notified of the RFP opportunity. Of those proposers, 55 downloaded the RFP documents 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. 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. Four proposals were received on June 25, 2015. Of those four proposals, one was a Disadvantaged Business Enterprise (DBE), one was a Minority-owned Business Enterprise (MBE), two were Women-owned Business Enterprises (WBEs), three were Small Business Enterprises (SBEs), and one was a Long Beach business (Local).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach-based 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.

For RFP No. CM15-110, through outreach, 416 Long Beach businesses were notified to submit proposals, of which 16 downloaded and two submitted proposals.

For RFP No. CM15-111, through outreach, 415 Long Beach businesses were notified to submit proposals, of which 11 downloaded and one submitted a proposal. 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 11 proposals submitted, and determined that following three firms submitted the most qualified and responsive proposals based upon the criteria specified in the RFPs:

HONORABLE MAYOR AND CITY COUNCIL

February 9, 2016

Page 3

- Epic Land Solutions, Inc., of Torrance, CA (DBE, MBE, WBE and SBE);
- Overland, Pacific and Cutler, Inc., of Long Beach, CA (Local); and
- Paragon Partners, Ltd., of Huntington Beach, CA (WBE, SBE).

One of these firms is a Long Beach-based firm, and all are 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 February 1, 2016, and shall terminate on January 31, 2019.
- 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 amount not-to-exceed \$1,000,000 over the three-year term.
- 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 T. Vu on January 25, 2016 and by Budget Management Officer Victoria Bell on January 22, 2016.

TIMING CONSIDERATIONS

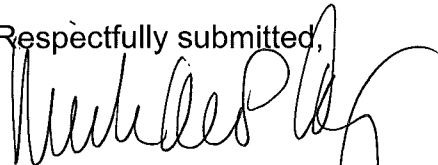
City Council action to adopt Specifications No. RFP No. CM15-110 and RFP CM15-111 and award contracts concurrently is requested on February 9, 2016, to ensure agreements are in place expeditiously.

FISCAL IMPACT

Contract authority for \$1,000,000 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. Each work order will be funded by the requesting department for each particular project as the need arises. The award of these contracts will provide continued support to our local economy by assisting in the preservation of employment for 24 full-time employees and one part-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


MICHAEL P. CONWAY
DIRECTOR OF ECONOMIC
AND PROPERTY DEVELOPMENT

MPC:mft



JOHN GROSS
DIRECTOR OF
FINANCIAL MANAGEMENT

APPROVED:


PATRICK H. WEST
CITY MANAGER