

City of Sacramento

Legislation Text

File #: 2020-00314, **Version:** 1

Title:

Agreements: Public Works On-Call Professional Services for Real Estate and Relocation Services [Continued from 03/24/2020]

File ID: 2020-00314

Location: Citywide

Recommendation:

Pass a Motion: 1) authorizing the City Manager or the City Manager's designee to execute four agreements for on-call professional real estate and relocation services with the consultants identified in On-Call Professional Services List, each in an amount not to exceed \$750,000 for an initial three-year term, with two one-year renewal options; and 2) authorizing other City departments to use the on-call professional services list contained in On-Call Professional Services List to satisfy the competitive selection requirements for the categories of services on such list, provided that sufficient funding exists for that department to execute its own agreements and purchase orders.

Contact: Richard Sanders, Facilities & Real Property Superintendent, (916) 808-7034; James Christensen, Facilities Manager, (916) 808-5863, Department of Public Works

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-On-Call Professional Services List
- 3-Agreements

Description/Analysis

Issue Detail: On-call professional services agreements are often established as “best management practices” to provide timely and more efficient services and are well suited for small to medium service requests. City staff will typically assign work on a rotational basis, providing that consultants are assigned approximately the same value of available work over the agreement term.

To maximize economic efficiencies and provide essential City services expeditiously, the Facilities and Real Property Management Division is seeking City Council approval of four on-call professional services agreements for the Real Estate and Relocations Services discipline. The four consultants are listed in On-Call Professional Services List. The four agreements recommended in this staff report are each in the amount of \$750,000 for the initial three-year term and contain two one-year renewal options, for a total term of five years if all renewal options are exercised by the City.

The services provided under such on-call professional real estate and relocation services agreements include coordination and management of the real estate process with City Real Estate Services/Asset Management Section, Project Manager, fee appraisers, and consultant engineers. The consultant shall also be able to conduct all activities necessary for the effective relocation of residential and business occupants.

Policy Considerations: The recommendations in this report are in accordance with City Code Chapter 3.64 regarding agreements for professional services.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): The recommended professional services agreements specified in this report do not constitute a project under CEQA because the activities amount to continuing administrative activities under CEQA Guidelines section 15378 (b)(2). Additionally, the activities are exempt from CEQA because it can be seen with certainty there is no possibility the activities in question will cause a significant impact on the environment pursuant to CEQA Guidelines section 15061(b)(3).

Sustainability: None

Commission/Committee Action: None

Rationale for Recommendation: On September 27, 2016, the City Council passed Motion No. 2016-0295 approving on-call professional service agreements for a term of three years. Those agreements expired on September 26, 2019. On July 10, 2019, the Department of Public Works, Facilities and Real Property Management Division issued Request for Qualifications (RFQ) #Q19014541006 for On-Call Professional Services to replace the expired agreements.

A total of 5 statements of qualifications were received for the Real Estate and Relocation Services discipline. A selection committee of subject matter experts evaluated and ranked the responders based on their submitted statements of qualifications. Staff is recommending agreements with the top four firms identified in On-Call Professional Services List based on forecasted project needs.

Financial Considerations: Each agreement will have a not-to-exceed amount of \$750,000 for a three-year term. The City may extend the agreement term in writing for additional successive one-year periods, provided that the total agreement term including any such extensions shall not exceed five years.

When professional services are required, City staff will prepare a scope, request a proposal, and negotiate a fee. When a cost and schedule are agreed upon, a purchase order will be issued against a fully funded capital improvement project. Professional service providers may have multiple service requests or purchase orders during a given year; however, the aggregate amount of purchase orders may not exceed \$750,000 for the term of the agreement. Capital improvement projects must be established and have sufficient funds to issue a purchase order.

Local Business Enterprise (LBE): The RFQ required consultants to submit their local business enterprise certification status. LBE firms were given 5 additional points on the evaluation criteria worksheet. Firms receiving preference are indicated in On-Call Professional Services List.