



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE  
REFER TO FILE

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

26 March 6, 2018

CELIA ZAVALA  
ACTING EXECUTIVE OFFICER

March 06, 2018

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**SUPPLEMENTAL CONSULTANT SERVICES AGREEMENT  
ENVIRONMENTAL SERVICES CORE SERVICE AREA  
AS-NEEDED CONSULTANT SERVICES FOR RIGHT-OF-WAY ENGINEERING,  
LAND TITLE, APPRAISAL, ACQUISITION, AND MAPPING SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This action will authorize the Director of Public Works or his designee to execute a supplemental consultant services agreement with Paragon Partner, Ltd., extending the current agreement for 9 months to continue providing as-needed right-of-way engineering, land title, appraisal, acquisition, and mapping services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed action is exempt from the California Environmental Quality Act for the reasons stated in this Board letter.
2. Authorize the Director of Public Works or his designee to execute a supplemental agreement to Contract No. PW13717 with Paragon Partners, Ltd., to extend the term of the agreement for 9 months, commencing on April 2, 2018, to continue to provide as-needed right-of-way engineering, land title, appraisal, acquisition, and mapping services for various County projects and to accommodate requests for real estate services from other County departments. The original contract amount remains the same at \$2,000,000.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to authorize the Director of Public Works or his designee to execute a supplemental consultant services agreement that will authorize the Department of Public Works to retain and continue to utilize the services of Paragon Partners, Ltd. to provide specialized real estate support services, which are essential to perform various real estate transactions for an additional 9 months beyond the original contract expiration. Paragon Partners, Ltd.'s original agreement will expire on April 2, 2018.

On June 6, 2012, the Board awarded an as-needed consultant services contract to Paragon Partners, Ltd, for 3 years with two 1-year options, with a total contract amount of \$2,000,000. The supplemental agreement will not change the contract amount. The contract currently has a balance of \$1,612,341.19

Public Works is currently in the process of soliciting proposals for as-needed right-of-way appraisal, land title, acquisition and relocation services for a term of 3 years, with one 1-year option. The agreement will include one 1-year option to extend the contract at the discretion of the Director of Public Works or his designee. We anticipate to have these as-needed contracts in place by June 2018. Public Works is requesting that the Board extend the original contract term of Contract No. PW13717 for 9 months.

The supplemental agreement will ensure that adequate resources are available to provide real estate services, not only for various Public Works administered infrastructure improvement projects, but also to accommodate requests for services from other County departments.

## **Implementation of Strategic Plan Goals**

The County Strategic Plan directs the provision of Strategy II.1, Drive Economic and Workforce Development in the County, Objective II.1.2, Support Small Businesses and Social Enterprises; and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2, Manage and Maximize County Assets. The recommended actions improve the economic and social well-being of our communities while maximizing and leveraging resources.

## **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The supplemental consultant services agreement with Paragon Partners, Ltd. will maintain the previously authorized not-to-exceed amount of \$2,000,000 for the additional 9-month period. Should additional work be required that exceeds the amount authorized, Public Works will return to the Board for approval. Financing for these real estate services are included in various Public Works Fiscal Year 2017-18 Budget Funds. When the need arises for services under this contract, financing for the required real estate services will be made from the appropriate fund. Total expenditures for these real estate services, however, will not exceed the \$2,000,000 contract amount previously approved by the Board.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard supplemental consultant services agreement, in the form previously approved by County Counsel, will be used. The supplemental consultant services agreement will contain terms and conditions in compliance with the Chief Executive Office's and the Board's requirements.

As part of Public Works' Workforce Reinvestment Plan, a contract analysis is currently underway to determine possible alternate service delivery through permanent County Labor. We expect to complete our analysis and brief the Board on our findings by the end of March 2018.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed action is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action to provide as-needed real estate services is an administrative activity of the government, which will not result in direct or indirect changes to the environment. Public Works will return to the Board as necessary for consideration of the appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

## **CONTRACTING PROCESS**

On September 27, 2011, Public Works issued a Request for Proposals (RFP) for right-of-way engineering, land title, appraisal, acquisition, and/or mapping services. On October 25, 2011, Paragon Partners, Ltd. was one of 16 firms that submitted proposals. An Evaluation Committee, consisting of Public Works technical staff, evaluated the proposals. Each firm's proposal was evaluated on its proposed work plan, experience, personnel, qualifications, and understanding of the work requirements in the RFP. These evaluations were completed without regard to race, creed, color, or gender. From these proposals, the Evaluation Committee recommended Paragon Partners, Ltd. as one of the best qualified firms to perform the specified services.

The RFP was posted on the County's "Doing Business with Us" website and the Public Works' "Business Opportunities" website.

The Community Business Enterprises participation data and 3-year contracting history for the selected firm are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended consultant services agreement. This consultant services agreement is exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreement. This consultant services agreement will provide necessary as-needed comprehensive real estate services to support various County projects in an efficient manner and will assist Public Works to better manage fluctuations in workload.

**CONCLUSION**

Please return one adopted copy of this letter to the Department of Public Works, Survey/Mapping & Property Management Division. Retain the duplicate for your files.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, written in a professional style.

MARK PESTRELLA

Director

MP:GE:el

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office