



MARK PESTRELLA, Director

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

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

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**ADOPTED**

IN REPLY PLEASE  
REFER TO FILE

November 20, 2018

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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

28 November 20, 2018

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION-RELATED CONTRACT  
ENVIRONMENTAL SERVICES CORE SERVICE AREA  
AWARD CONSULTANT SERVICES AGREEMENTS FOR  
AS-NEEDED REAL ESTATE APPRAISAL SERVICES,  
TITLE SERVICES, ACQUISITION SERVICES,  
RELOCATION ASSISTANCE SERVICES,  
AND AS-NEEDED REAL ESTATE APPRAISAL SERVICES FOR  
FEDERAL FUNDED AND NONFEDERALLY FUNDED PROJECTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to authorize Public Works to execute two consultant services agreements for as-needed real estate appraisal, title, acquisition, relocation assistance services for nonfederally funded projects: two consultant services agreements for as-needed real estate appraisal services for nonfederally funded projects; and one consultant services agreement for as-needed real estate appraisal services for federally and nonfederally funded projects. Each contract is for a 3-year term plus a single 1-year extension option.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed action is not a project in accordance with the California Environmental Quality Act for reasons stated in this Board letter.
2. Award and authorize the Director of Public Works or his designee to execute consultant services agreements with Paragon Partners, Ltd., and California Property Specialists, Inc., to provide as-needed real estate title services, acquisition services, and relocation assistance services for various

County projects, which are nonfederally funded, for a not-to-exceed contract amount of \$200,000, for each contract, for an initial term of 3 years plus a single 1-year extension option, commencing upon full execution of the agreements. The expiration of each of the consultant services agreements is subject to the following condition: Where services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

3. Award and authorize the Director of Public Works or his designee to execute consultant services agreements with Ellis Group, Inc. (d.b.a. Integra Realty Resources), and Overland, Pacific & Cutler, LLC, to provide as-needed real estate appraisal services for various County projects, which are nonfederally funded, for a not-to-exceed contract amount of \$500,000 for each contract, for an initial term of 3 years plus a single 1-year extension option, commencing upon full execution of the agreements. The expiration of each of the consultant services agreements is subject to the following condition: Where services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

4. Award and authorize the Director of Public Works or his designee to execute a consultant services agreement with Ellis Group, Inc. (d.b.a. Integra Realty Resources), to provide as-needed real estate appraisal services for various County projects, which are both federally and nonfederally funded, for a not-to-exceed contract amount of \$1,000,000 for an initial term of 3 years plus a single 1-year extension option, commencing upon full execution of the agreement. The expiration of the consultant services agreement is subject to the following condition: Where services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

5. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend each of the five agreement's expiration dates as necessary to complete those additional services when those additional services are: (1) previously unforeseen, (2) directly related to the initial scope of work on a given project, and (3) are necessary for the completion of that given project.

6. Delegate authority to the Director of Public Works or his designee to supplement each of the not to exceed contract amounts for the five agreements by up to 10 percent based on workload requirements.

7. Delegate authority to the Director of Public Works or his designee to administer the above-referenced agreements, and at the discretion of the Director of Public Works or his designee, to exercise the options extending these contracts for the single 1-year extension option based upon project demands and the level of satisfaction with the services provided.

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

The purpose of the recommended actions is to award consultant services agreements that will allow the Department of Public Works to readily provide as-needed real estate appraisal, title, acquisition, and relocation assistance services on various County projects. Federal funded projects, which are funded through the Federal Highway Administration, require that the solicitation and contract documents comply with the Local Assistance Procedures Manual. Accordingly, two separate

solicitations were conducted for as-needed real estate appraisal services: One solicitation for projects funded by both Federal and nonfederal funds and a second solicitation for projects strictly funded by nonfederal funds. The solicitation for Federal and nonfederally funded projects was solicited in compliance with the Local Assistance Procedures Manual, and this solicitation has a disadvantaged business enterprise goal of 6 percent.

The agreements will ensure that adequate resources are available to provide real estate appraisal, title, acquisition, and relocation assistance services, not only for various Public Works administered infrastructure improvement projects, but also to accommodate requests for these 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; Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability; and 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**

For as-needed real estate title, acquisition, and relocation assistance services for nonfederally funded projects, each contract is for an initial 3-year term at a cost of \$200,000 plus 10 percent of the contract sum for additional work within the scope of the contract with a maximum potential contract sum of \$220,000. Each contract also provides for a single 1-year time extension option, for a total maximum 4-year period. Upon approval of the recommended actions, Paragon Partners, Ltd., and California Property Specialists, Inc., will each be awarded a contract for as-needed, title, acquisition, and relocation assistance services for nonfederally funded projects.

For as-needed real estate appraisal services for nonfederally funded projects, each contract is for an initial 3-year term at a cost of \$500,000 plus 10 percent of the contract sum for additional work within the scope of the contract with a maximum potential contract sum of \$550,000. Each contract also provides for a single 1-year time extension option, for a total maximum 4-year period. Upon approval of the recommended actions, Ellis Group, Inc., and Overland, Pacific & Cutler, LLC, will each be awarded a contract for as-needed real estate appraisal services for nonfederally funded projects.

For as-needed real estate appraisal services for federally funded projects, the contract is for an initial 3-year term at a cost of \$1,000,000 plus 10 percent of the contract sum for additional work within the scope of the contract with a maximum potential contract sum of \$1,100,000. Each contract also provides for a single 1-year time extension option, for a total maximum 4-year period. Upon approval of the recommended actions Ellis Group, Inc., will be awarded a contract for as-needed real estate appraisal services for Federal funded projects.

It is expected that the initial 3-year terms for each agreement will start during Fiscal Year 2018-19 and conclude in Fiscal Year 2021-22. The 1-year extensions, if exercised, would be operative through Fiscal Year 2022-23.

Financing for these services is included in various Public Works funded Fiscal Year 2018-19 Budgets. Funding to finance future contract years will be requested through the annual budget process. When the need arises for services under these contracts, financing for the required real estate appraisal services, title services, acquisition services, and relocation assistance services will

be made from the appropriate fund. Total expenditures for these services, however, will not exceed \$2,640,000 for all five contracts including the 10 percent increase for additional work within the scope.

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

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements will contain terms and conditions in compliance with the Chief Executive Office's and the Board's requirements. The agreements also include a provision requiring the consultant firms track subcontractor's utilization of Local Small Business Enterprise, Disabled Veterans Business Enterprise, and Social Enterprise Businesses.

The expiration of each of the consultant services agreements is subject to the following condition: When services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of the services.

The consultants were selected upon final analysis and consideration without regard to race, creed, gender, or color. The enclosed spreadsheets reflect the consultants' minority participation.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by Section 15378(b)(5) of the CEQA Guidelines. The proposed action to award as-needed consultant services agreements for anticipated future projects is an administrative activity of the government that will not result in direct or indirect changes to the environment. Public Works will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA prior to commencement of activities under the agreements that may constitute a project.

### **CONTRACTING PROCESS**

On December 5, 2017, Public Works issued two Request for Proposals (RFPs), one for as-needed real estate title services, acquisition services, and relocation assistance services for nonfederally funded projects and the other for as-needed real estate appraisal services for nonfederally funded projects. The RFPs were posted on the County's "Doing Business with Us" and the Public Works' "Contract Opportunities" websites, and advertised in the Los Angeles Daily Journal, Daily Commerce, and La Opinion newspapers. Also, Public Works informed over 1,300 local small business enterprises about this business opportunity. Seven firms registered on the Public Works' website for the as-needed real estate title services, acquisition services, and relocation assistance services RFP, and eight firms registered for the as-needed real estate appraisal services RFP. On January 9, 2018, six firms submitted proposals for as-needed real estate title services, acquisition services, and relocation assistance services. Two proposals were disqualified as nonresponsive for failure to complete Exhibit B, Schedule of Prices. Seven firms submitted proposals for as-needed real estate appraisal services. One firm was disqualified as nonresponsive for failure to complete Form 17, Minimum Mandatory Requirements.

On January 2, 2018, Public Works issued an RFP for as-needed real estate appraisal services for

federally funded and nonfederally funded projects. The RFP was posted on the County's "Doing Business with Us" and the Public Works' "Contract Opportunities" websites. Eight firms registered on the Public Works' website for this RFP. On January 31, 2018, eight firms submitted proposals. Three proposals were disqualified; two for not meeting the Disadvantaged Business Enterprise goal, and one for not meeting the County's insurance requirements.

Evaluation committees, composed of staff from Public Works, evaluated the responsive proposals based on criteria described in each RFP, including technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. The evaluations were completed without regard to race, creed, color, or gender. Based on the evaluation of the proposals, Paragon Partners, Ltd., and California Property Specialists, Inc., were selected for as-needed real estate title services, acquisition services, and relocation assistance services for nonfederally funded projects. Ellis Group, Inc. (d.b.a. Integra Realty Resources), and Overland, Pacific & Cutler, LLC, were selected for as-needed real estate appraisal services for nonfederally funded projects. Ellis Group, Inc. (d.b.a. Integra Realty Resources), was selected for as-needed real estate appraisal services for federally and nonfederally funded projects. The firms selected represent the best qualified firms to provide the required services. Public Works has determined that the firms' proposed rates for performing the services are reasonable.

The Community Business Enterprises participation data and 3-year contracting history for the selected firms are on file with Public Works. The Community Business Enterprises participation data was not required in the solicitation for federally and nonfederally projects as it conflicts with Federal regulations. Instead, these agreements include a Disadvantaged Business Enterprise goal of 6 percent participation that was reviewed and approved by the California Department of Transportation, as administrator for the Federal programs.

The enclosed spreadsheet reflects the consultants' minority participation. The consultants were selected upon final analysis and consideration without regard to race, creed, gender, or color.

Public Works has evaluated and determined that the contracted services are required on an as-needed and intermittent basis; therefore, Proposition A (County Code Chapter 2.121) and the Living Wage Program (County Code Chapter 2.201) do not apply to these agreements. Public Works notified the Union of these solicitations.

The consultant services agreements include a cost-of-living adjustment provision in accordance with the Board policy, which was approved on January 29, 2002.

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

There will be no impact on current County services or projects as a result of authorizing the recommended consultant service agreements. These agreements will provide necessary as-needed real estate appraisal, title, acquisition, and relocation assistance services in an efficient manner by enhancing the delivery of Public Works' and County projects.

**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, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA

Director

MP:JTS:el

Enclosures

c: Auditor-Controller (Accounting Division–Asset  
Management)  
Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 ENCLOSURE 1  
 CONSULTANT'S UTILIZATION PARTICIPATION FOR  
 AS-NEEDED REAL ESTATE APPRAISAL SERVICES FOR FEDERAL-FUNDED AND NON-FEDERAL-FUNDED PROJECTS

SELECTED FIRM

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
1	Ellis Group, Inc. (dba Integra Realty Resources - Los Angeles)	X	X				
	Donna Desmond Associates	X	X		X	X	
	Hodges, Lacey & Associates, LLC		X				

NON-SELECTED FIRMS

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
1	Mason & Mason Real Estate Appraisers and Consultants	X	X		X		
	Keith Settle & Company, Inc.					X	
	Briggs Field Services, Inc.					X	
	Girbovan, Inc.						
	Desmond, Marcello & Amster, LLC						
	Crockett & Associates, Ltd.						
2	BTI Appraisal	X	X				
	Donna Desmond Associates	X	X		X	X	
3	R.P. Laurain & Associates, Inc.	X	X				
	Donna Desmond Associates	X	X		X	X	
	Desmond, Marcello & Amster, LLC						
4	Overland, Pacific & Cutler, LLC						
	Donna Desmond Associates	X	X		X	X	
	Hennessey & Hennessey, LLC					X	
	Hodges, Lacey & Associates, LLC		X				

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
CONSULTANT'S UTILIZATION PARTICIPATION FOR  
AS-NEEDED REAL ESTATE APPRAISAL SERVICES (AED7740111)**

ENCLOSURE 1

**SELECTED FIRM No. 1**

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
1	<b>Ellis Group, Inc.</b> (dba Integra Realty Resources - Los Angeles)	X	X				
	Donna Desmond Associates	X	X		X	X	
	Hodges, Lacey & Associates, LLC		X				

**SELECTED FIRM No. 2**

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
2	<b>Overland, Pacific &amp; Cutler, LLC</b>						
	Donna Desmond Associates	X	X		X	X	
	Hodges, Lacey & Associates, LLC		X				
	Hennessey & Hennessey, LLC		X			X	

**NON-SELECTED FIRMS**

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
1	<b>Bender Rosenthal, Inc.</b>				X		
	Desmond, Marcello & Amster, LLC						
	Hendrickson Appraisal Company		X				
2	<b>BTL Appraisal</b>	X	X				
3	<b>Curtis Rosenthal, Inc.</b>		X				



	<b>Consultant Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>Disabled/Vet</b>
	Desmond, Marcello & Amster, LLC						
4	<b>R.P. Laurain &amp; Associates, Inc.</b>	X					
	Desmond, Marcello & Amster, LLC						
	Donna Desmond Associates	X	X		X	X	

ENCLOSURE 1

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 CONSULTANT'S UTILIZATION PARTICIPATION FOR  
 AS-NEEDED REAL ESTATE TITLE, ACQUISITION, AND RELOCATION ASSISTANCE SERVICES (AED7740118)

SELECTED FIRM No. 1

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
1	Paragon Partners, Ltd. Commonwealth Land Title Company				X		

SELECTED FIRM No. 2

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
2	California Property Specialists, Inc. Commonwealth Land Title Company Virtek Company		X			X	
		X	X	X		X	X

NON-SELECTED FIRMS

	Consultant Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
1	Overland, Pacific & Cutler, LLC Tierra West Advisors		X	X	X	X	
2	Virtek Company Covenant Realty Family		X	X		X	X