County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
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Chief Executive Officer

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Third District

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April 10, 2012

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
14 April 10, 2012
Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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

Dear Supervisors:

APPROVAL OF CONTRACT SERVICES AGREEMENT FOR AS-NEEDED REAL ESTATE LAND TITLE SERVICES RELATED TO CAPITAL PROJECTS (ALL DISTRICTS) (3 VOTES)

SUBJECT

The recommended actions will authorize the Chief Executive Officer, or his designee, to award a Contract Services Agreement for As-needed Real Estate Land Title Services for various projects throughout the County of Los Angeles.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed administrative actions are not subject to the California Environmental Quality Act, in that the actions do not meet the definition of a project according to Section 15378(b) (4) and (5) of the State of California Environmental Quality Act Guidelines, because the actions are administrative activities that, by their terms, do not involve any commitments to any specific projects, which may result in a potentially significant physical impact on the environment.

2. Award and authorize the Chief Executive Officer, or his designee, to execute a Contract Services Agreement for As-needed Real Estate Land Title Services related to various projects in Los Angeles County with Old Republic Title Company for a total of $100,000, with a one-year term and three one-year options for a total potential contract period of four years to be funded from Project and Facility Development fund; provided, however, that the contract duration is automatically

extended to allow for the completion of work on a given project that has been initiated prior to the stated expiration date of the contract.

3. Delegate authority to the Chief Executive Officer, or his designee, at his discretion to exercise the three one-year option periods for the agreements.

PURPOSE/JUSTIFICATION OF RECOMMENED ACTION

Approval of the recommended actions will award and authorize the Chief Executive Officer (CEO), or his designee, to execute an Agreement for As-needed Real Estate Land Title Services to address various real estate projects related to the Capital Projects and Asset Management Programs.

The CEO will utilize the recommended agreement to: 1) facilitate and support the development of proposed project concepts; 2) support activities to comply with pertinent Federal, State, City, and County guidelines; and 3) address non-departmental projects that are approved by your Board.

The As-needed Real Estate Land Title Consultant will provide services such as document preparation and/or issuance of any of the following items: title reports, easement deeds, deeds and quit claim deeds, subordination agreements, title insurance policies, litigation guarantees, chain of title, and other miscellaneous title activities.

The proposed As-needed Contract Services Agreement will be awarded for a one-year term with three one-year options for renewal to extend the contract for a total potential contract period of four years effective upon issuance of the initial Notice to Proceed. Where services for a given project are initiated, but not completed prior to the stated expiration date, the contract is drafted such that the expiration date of the Agreement will be automatically extended as necessary solely to allow for completion of such services.

It is recommended that the proposed As-needed Contract Services Agreement be approved by your Board to provide the CEO with the flexibility to address various necessary real property related activities.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to provide efficient and high-quality public services. The use of an as-needed contract services agreement will enable the CEO to provide timely delivery of efficient public services.

FISCAL IMPACT/FINANCING

The As-needed Contract Services Agreement with Old Republic Title Company will be executed for a $100,000 maximum to be funded from Project and Facility Development fund. The Agreement includes three one-year options that may be exercised at the discretion of the CEO, but the options are subject to the maximum contract amount of $100,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement will be in the form previously reviewed and approved by County Counsel. The contract will be in compliance with your Board's requirements.

Award of the contract will be in full compliance with Federal, State, and County regulations. The agreement will contain terms and conditions supporting your Board's ordinances, policies, and programs, including, but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunity for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are an activity that is excluded from the definition of a project by Section 15378(b) (4) and (5) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government that will not result in direct or indirect changes to the environment. The appropriate environmental documentation as required under CEQA will be completed and your Board will be requested to make a CEQA finding before a discretionary action is approved for any project.

CONTRACTING PROCESS

On July 18, 2011, the Department of Public Works (Public Works), at the request of the CEO, issued a Request for Proposals (RFP) to 28 firms for As-needed Real Estate Land Title Services. On August 25, 2011, a total of two firms responded to the RFP. The Evaluation Committee (Committee), composed of representatives from Public Works' staff and the CEO Capital Project Division, evaluated the proposals. The Committee evaluated these proposals based on technical expertise, experience, personnel qualifications, and understanding of the work requirements.

The RFP stated that the County would select a maximum of three consultant firms. However, only two firms responded to the RFP.

Based on the review and evaluations of these proposals, the Committee determined that both of the proposing firms demonstrated appropriate qualifications to provide the As-needed Real Estate Land Title Services. Old Republic Title Company is one of the two qualified firms; the other qualified firm was previously awarded a contract by your Board. The initial contract term will be for one year commencing on the issuance of the initial Notice to Proceed, and includes three one-year options to extend the contract at the CEO's discretion

All evaluations were completed without regard to race, creed, color, or gender.

As requested by your Board on February 3, 1998, these agreement opportunities were listed on the County's "Doing Business with Us" website. A copy of the website posting is attached for your reference.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects as a result of authorizing the recommended Contract Services Agreement. This Agreement will provide necessary real estate land title consultant services for various projects in an efficient manner.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:LL:mc

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Public Works

Award information has not been added at this time.

Bid Information

Bid Number :	AED7739738
Bid Title :	As-Needed Real Estate Land Title Services
Bid Type :	Service
Department :	Public Works
Commodity :	REAL ESTATE SERVICES
Open Date :	7/18/2011
Closing Date :	8/25/2011 12:00 PM
Notice of Intent to Award :	View Detail
Bid Amount :	$ 0.00
Bid Download :	Not Available
Bid Description :	The County of Los Angeles Department of Public Works is inviting proposals from qualified firms to provide As-Needed Real Estate Appraisal Services for various projects throughout the County of Los Angeles. Click here to view RFP
Contact Name :	Jenny Carney
Contact Phone# :	(626) 458-2549
Contact Email :	jcarney@dpw.lacounty.gov
Last Changed On :	7/18/2011 4:51:03 PM