



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
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

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February 7, 2012

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 AGREEMENTS FOR
AS-NEEDED REAL ESTATE LAND TITLE AND APPRAISAL CONSULTANT
SERVICES RELATED TO CAPITAL PROJECTS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The recommended actions will authorize the Chief Executive Officer, or his designee, to award Contract Services Agreements for As-Needed Real Estate Land Title and Appraisal Consultant 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 Contract Services Agreements for As-needed Real Estate Land Title Services related to various projects in Los Angeles County with Chicago Title Company and for an aggregate total of \$200,000, each with a one-year term and three

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one-year options for a total potential contract period of four years to be funded from Project and Facility Development fund.

3. Award and authorize the Chief Executive Officer, or his designee, to execute Contract Services Agreements for As-needed Real Estate Appraisal Consultant Services related to various projects in Los Angeles County with Grubb & Ellis Landauer Valuation Advisory Services; Integra Realty Resources-Los Angeles; and Overland, Pacific & Cutler, Inc., for \$100,000 maximum per each agreement for an aggregate total of \$300,000, each 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.
4. 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 authorize the Chief Executive Officer (CEO), or his designee, to execute two Contract Services Agreements for As-needed Real Estate Land Title Services and three Contract Services Agreements for As-needed Real Estate Appraisal Services for consultant services to address various real estate projects related to the Capital Projects and Asset Management Programs.

The CEO will utilize the recommended agreements to: 1) facilitate and support the development of proposed project concepts; 2) analyze the technical, operational, and financial feasibility of proceeding with a project's development; 3) support activities to comply with pertinent Federal, State, City, and County guidelines; and 4) address non-departmental projects that are approved by your Board.

The As-Needed Real Estate Land Title Consultants 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 As-Needed Real Estate Appraisal Consultants will provide appraisals of real property for various types of County uses such as: disposition of various excess County properties for lease or sale; valuation of County properties that are used in the bond financing program; and acquisition of various County projects.

The proposed five agreements 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 contracts are drafted such that the expiration date of the agreement will be automatically extended as necessary to allow for completion of such services.

It is recommended that the proposed As-needed Contract Services Agreements 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 as-needed contract services agreements will enable the CEO to provide timely delivery of efficient public services.

FISCAL IMPACT/FINANCING

Each of the As-needed Contract Services Agreements with Chicago Title Company and Old Republic Title Company will be executed for a \$100,000 maximum per each agreement for an aggregate total of \$200,000 to be funded from Project and Facility Development fund. The agreements include 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 per agreement.

Each of the As-needed Contract Services Agreements with Grubb & Ellis Landauer Valuation Advisory Services; Integra Realty Resources-Los Angeles; and Overland, Pacific & Cutler, Inc., will be executed for a \$100,000 maximum per each agreement for an aggregate total of \$300,000 to be funded from Project and Facility Development fund. The agreements include 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 per agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

Award of the contracts will be in full compliance with Federal, State, and County regulations. The agreements 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 Opportunities 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, which 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

Request for Proposals for Land Title Consultant Services

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, 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, personal 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 Chicago Title Company and Old Republic Title Company demonstrated that their firms were qualified to provide the as-needed land title services. 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.

Request for Proposals for Appraisal Consultant Services

On July 13, 2011, Public Works, at the request of the CEO, issued a RFP to 11 firms and an additional five firms responded to the RFP through the County's "Doing Business with Us" website for as-needed real estate appraisal consultant services. On August 18, 2011, a total of 13 firms responded to the RFP. The Evaluation 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, personal qualifications, and understanding of the work requirements.

The RFP stated that the County would select a maximum of three consultant firms.

Based on the review and evaluations of these proposals, the committee determined that Grubb & Ellis Landauer Valuation Advisory Services; Integra Realty Resources-Los Angeles; and Overland, Pacific & Cutler, Inc., demonstrated that their firms were best qualified to provide the as-needed real estate land appraisal services. 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 Agreements. These agreements will provide necessary real estate land title and appraisal consultant services for various projects in an efficient manner.

The Honorable Board of Supervisors
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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:zu

Attachments

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

Award information has not been added at this time.

Bid Information

Bid Number : AED7739737

Bid Title : As-Needed Real Estate Appraisal Services

Bid Type : Service

Department : Public Works

Commodity : APPRAISAL SERVICES, REAL ESTATE

Open Date : 7/13/2011

Closing Date : 8/18/2011 3:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : \$.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 : 7/13/2011 8:48:50 AM

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
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