



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

April 05, 2022

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

52 April 5, 2022

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION-RELATED CONTRACT  
PUBLIC CONTRACTING AND ASSET MANAGEMENT CORE SERVICE AREA  
AWARD CONSULTANT SERVICES AGREEMENT  
ON-CALL REAL ESTATE, TITLE, ACQUISITION, AND  
RELOCATION ASSISTANCE SERVICES FOR FEDERAL  
AND NON-FEDERAL FUNDED PROJECTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to award and authorize the Director of Public Works or his designee to execute a consultant services agreement with Paragon Partners Consultants, Inc., for on-call real estate, title, acquisition, and relocation assistance services to be utilized for various Federal and non-Federal funded County projects for a 3-year term plus two 1-year extension options.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed action is not a project pursuant to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Award and delegate authority to the Director of Public Works or his designee to execute a consultant services agreement with Paragon Partners Consultants, Inc., to provide on-call real estate, title, acquisition, and relocation assistance services for various Federal and non-Federal funded County projects throughout the County of Los Angeles. The contract will commence upon execution by the County of Los Angeles with an initial term of 3 years plus two 1-year extension options for a total contract term of 5 years. The maximum contract amount is \$1.2 million for the 5-year term.

3. Delegate authority to the Director of Public Works or his designee to administer the agreement and, at the discretion of the Director of Public Works or his designee, to exercise the two 1-year extension options to extend the term of the contract based upon project demands and level of satisfaction with services provided.

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

The purpose of the recommended actions is to award a consultant services agreement that will allow Public Works to rapidly provide on-call real estate, title, acquisition, and relocation assistance services for various Federal and non-Federal funded County projects, such as road repair, bridge retrofit, storm drain and flood control channel repair, multi-use trail and bikeway projects, and pump station projects.

The agreement will ensure that adequate resources are available to provide real estate, 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. The agreement supplements existing real estate, title, and acquisition staff and also provides specialized real estate relocation assistance services.

### **FISCAL IMPACT/FINANCING**

The maximum not-to-exceed contract amount is \$1.2 million. The contract is for an initial 3-year term plus two 1-year extension options for a total maximum term of 5 years. Should additional work be required that exceeds the amount authorized, Public Works will return to the Board of Supervisors for approval.

It is expected that the initial 3-year term for the agreement will start during Fiscal Year 2021-22. Financing for this consultant services agreement is included in various Public Works funds Fiscal Year 2021-22 Budgets, but primarily from the Flood Fund and Road Fund. Funding to finance future contract years will be requested through the annual budget process. When the need arises for services under this contract, financing for the required real estate, title, acquisition, and relocation assistance services will be made from the appropriate fund. Total expenditures for these services, however, will not exceed the amount approved by the Board.

When services are required to meet technical and schedule requirements of a specific project, a separate scope of work and work order will be negotiated and authorized within contract limitations.

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

A standard consultant services agreement for Federal or non-Federal funded projects, 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 and the Board's requirements. The consultant services agreements will contain terms and conditions in compliance with the Board's ordinances, policies, and programs. The agreement also includes a provision requiring the consultant firms to track subcontractor's utilization of Local Small Business Enterprise, Disabled Veterans Business Enterprise, and Social Enterprise Businesses.

The Community Business Enterprises' participation was not included in the solicitation as it conflicts with Federal regulations. Instead, these agreements include a Disadvantaged Business Enterprise goal of 21 percent participation, which was reviewed and approved by the California Department of Transportation.

The consultant was selected upon final analysis and consideration without regard to race, creed, gender, or color.

The enclosed Proposers' Utilization Participation and Community Business Enterprise Program Information for On-Call Real Estate, Title, Acquisition, and Relocation Assistance Services for Federal and non-Federal Funded Projects (Enclosure A) reflects the consultants' minority participation and the Community Business Enterprises' participation data.

### **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 an as-needed consultant services agreement 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 agreement that may constitute a project under CEQA.

### **CONTRACTING PROCESS**

On February 4, 2020, Public Works issued a Request for Proposals (RFPs) for on-call real estate, title, acquisition, and relocation assistance services for Federal and non-Federal funded projects. The enclosed RFP notification was posted on the County's "Doing Business with the County" website (Enclosure B), Public Works' "Do Business with Public Works" website, and Twitter.

In addition, advertisements were placed in the Los Angeles Daily Journal, Los Angeles Sentinel, and La Opinión newspapers. Also, Public Works informed 1,415 Local Small Business Enterprises, 797 Community Business Enterprises, 158 Social Enterprises, and 159 Disabled Veteran Owned Business Enterprises about this business opportunity. Thirteen firms registered on the "Public Works Contract Opportunities" website for this RFP.

On March 10, 2020, eight firms submitted proposals. One of the eight firms, HDR Engineering, withdrew its proposal. An evaluation committee, composed of Public Works' technical staff, evaluated the remaining seven proposals as outlined in the RFP, including technical expertise, proposed work plan, experience, personnel, qualifications, price, and understanding of the work requirements. Based on the evaluation of the proposals, Interwest Consulting Group, Inc., was selected as the highest rated firm to provide the required services and was recommended to the Board for contract award. However, prior to the execution of the contract, some of Interwest Consulting Group's subconsultants had difficulty completing the Federal forms, and Interwest Consulting Group withdrew its proposal. Accordingly, Public Works began negotiations with the next highest rated firm, Paragon Partners Consultants, Inc., to provide the required services.

Public Works has determined that Paragon Partners Consultants, Inc.'s, proposed rates for performing the services are reasonable.

The three-year contracting history for the selected firm is on file with Public Works.

Public Works has evaluated and determined that Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreement. This agreement is exempt from the requirements of Proposition A of Los Angeles County Code Chapter 2.121 because the services are required on a part-time and intermittent basis. Public Works notified the Union of this solicitation.

The consultant services agreement includes a cost-of-living adjustment provision in accordance with the Board's Policy No. 5.070 (Multi-Year Services Contract Cost-of-Living Adjustments).

**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 agreement. This agreement will provide necessary on-call real estate, title, acquisition, and relocation assistance services for Federal and non-Federal funded projects in an efficient manner by enhancing the delivery of Public Works and County projects.

**CONCLUSION**

Please return one adopted copy of this letter to Public Works, Survey/Mapping & Property Management Division.

Respectfully submitted,



MARK PESTRELLA, PE

Director

MP:GE:ml

Enclosures

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

# **ENCLOSURE A**

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR  
ON-CALL REAL ESTATE TITLE, ACQUISITION, AND RELOCATION ASSISTANCE SERVICES FOR FEDERAL-FUNDED AND NON  
FEDERAL-FUNDED PROJECTS**

**SELECTED FIRM**

	<b>Proposer Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>DisabledVet</b>
1	Paragon Partners Consultants, Inc.		x		x		

**NON-SELECTED FIRMS**

	<b>Proposer Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>DisabledVet</b>
1	Briggs Field Services, Inc.			x		x	
2	Del Richardson & Associates, Inc.	x	x	x	x	x	
3	Overland, Pacific & Cutler, LLC						
5	Prima Service, Inc.			x	x	x	
6	Win Win Consulting, Inc.		x			x	x

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL REAL ESTATE TITLE, ACQUISITION, AND RELOCATION ASSISTANCE SERVICES FOR FEDERAL-FUNDED AND NON FEDERAL-FUNDED PROJECTS**

<b>FIRM INFORMATION*</b>		Paragon Partners Consultants, Inc.
<b>BUSINESS STRUCTURE</b>		Inc.
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER/% OF OWNERSHIP</b>
<b>OWNERS/PARTNERS</b>	Black/African American	0
	Hispanic/Latino	0
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	2
	<i>Female (included above)</i>	1
		<b>NUMBER</b>
<b>MANAGER</b>	Black/African American	1
	Hispanic/Latino	2
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	16
	<i>Female (included above)</i>	3
<b>STAFF</b>	Black/African American	4
	Hispanic/Latino	8
	Asian or Pacific Islander	6
	American Indian	1
	Filipino	0
	White	37
	<i>Female (included above)</i>	32
<b>Total No. of Employees</b>		<b>77</b>
<b>COUNTY CERTIFICATION</b>		
CBE		Y
LSBE		N
<b>OTHER CERTIFYING AGENCY</b>		WBENC

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**ENCLOSURE B**





(/LACoBids/)

Home (/LACoBids/)

**Solicitation Detail**

<b>Solicitation Number:</b>	BRC0000011		
<b>Title:</b>	On-Call Real Estate Title, Acquisition, and Relocation Assistance Services for Federal-Funded and Non-Federal-Funded Projects		
<b>Department:</b>	Public Works		
<b>Bid Type:</b>	Service	<b>Bid Amount:</b>	\$1,200,000.00
<b>Commodity:</b>	RIGHT OF WAY SERVICES-TITLE, APPRAISAL, NEGOTIATION, CLOSING, RELOCATION, CONDEMNATION, ETC.		
<b>Description:</b>	<p>The County of Los Angeles Department of Public Works is requesting proposals from qualified firms to provide on-call real estate title, acquisition, and relocation assistance services for federal-funded and non federal-funded projects located throughout the County of Los Angeles.</p> <p>Optional Pre-Proposal Conference: A pre-proposal conference to answer questions concerning the project will be held on Thursday February 13, 2020 at 10:00 a.m., at the Public Works Building located at 900 South Fremont Avenue, Alhambra, CA 91803 in Conference Room A. Subconsultants are not required to attend.</p> <p>Please use the link below to download this Request for Proposals. It is strongly recommended that you register for this solicitation to ensure you receive Notices to Proposers when any update to this solicitation is made. To view, print, or download RFP documents, please visit the following site:</p> <p><a href="http://dpw.lacounty.gov/general/contracts/opportunities/">http://dpw.lacounty.gov/general/contracts/opportunities/</a></p> <p>Proposals must be addressed and submitted to the Department of Public Works, 900 South Fremont Avenue, Alhambra, California 91803, Cashier's Office, located on the Mezzanine Level, on/or before 2:00 p.m., March 10, 2020. Proposals received after the deadline will not be accepted.</p>		

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<b>Open Day:</b>	2/4/2020	<b>Close Date:</b>	3/10/2020 12:00:00 PM
<b>Contact Name:</b>	Rori Rubio	<b>Contact Phone:</b>	(626) 458-2584
<b>Contact Email:</b>	rrubio@dpw.lacounty.gov		
<b>Last Changed On:</b>	2/4/2020 2:33:19 PM		
<b>Attachment File (0):</b>	<a href="#">📎 Click here to download attachment files.</a>		



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