



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No. _____**

FROM: City Administrator

SUBJECT: Adoption of a Resolution Directing the City Administrator to Negotiate Professional Service Agreements for On-Call Real Estate Services with Two (2) Qualified Firms

MEETING DATE: April 3, 2018

RECOMMENDATION:

Adopt a resolution directing the City Administrator to negotiate professional service agreements for on-call real estate services with two (2) qualified firms, and assign the number next in order.

BACKGROUND:

On November 6, 2012, the City of Commerce enacted Ordinance No. 649 (Measure AA) which authorized a one half of one percent (1/2%) transactions and use (sales) Tax to fund general municipal projects and programs. Measure AA proved to be a successful program which has provided a source of funding for a variety of projects and programs for Commerce residents.

On-call service agreements provide flexibility and enhance the capacity of the City to deliver projects and programs. These agreements reduce costs and expedite project schedules by reducing the time and effort to solicit multiple Requests for Proposals (RFPs) for various individual projects.

In order to expedite the delivery of the various projects and programs, staff requested authorization of the use of on-call service agreements. On August 3, 2015, City Council authorized staff to issue a Request for Statement of Qualifications (RFQ) for Various On-call Professional Services. On August 25, 2015, staff advertised the RFQ soliciting Statements of Qualifications (SOQs) for twenty (20) different categories.

On March 6, 2018, the City Council approved to issue a Request for Statement of Qualifications (RFQ) for Real Estate professional services in order to update the current list in light of the potential real estate transactions the City is contemplating.

ANALYSIS:

The submittal deadline was Wednesday, March 28, 2018, with the city receiving two (2) SOQs. Staff evaluated and completed the ranking process for the “Real Estate Services” category on Thursday, March 29, 2018. Staff ranked the SOQs based on consistent and objective criteria.

After finalizing the review of the proposals and on the basis of the ranking, staff recommends awarding on-call professional service agreements, with a contract term of three (3) years, to the following firms under the “Real Estate Services”:

- Kidder Mathews
- CBRE

Upon approval from the City Council, the City Administrator will proceed with negotiations as it relates to the terms and conditions with the two firms and return for ratification at a future meeting.

ALTERNATIVES:

1. Approve staff recommendation.
2. Reject staff recommendation.
3. Provide further direction to staff.

FISCAL IMPACT:

There are no fiscal impacts at this time. When there is a need for a service, scope will be provided and a task order will be negotiated. The proposed task order, with the selected consultant will then be brought to City Council for approval.

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is applicable to Council’s Economic strategic goal #4: “Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.

Recommended by: Vilko Domic, Finance Director

Reviewed by: Maryam Babaki, Director of Public Works & Development Services

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar Cisneros, City Administrator

ATTACHMENT:

1. Resolution