

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 11, 2022

CAO File No. 0220-05565-0006

Council File No. 12-1549

Council District: All

To: The Municipal Facilities Committee

From: Matthew W. Szabo, City Administrative Officer



Reference: Asset Management Planning and Economic Development (C.F. 12-1549)

Subject: **REQUEST TO AUGMENT AND EXTEND THE TERM FOR THE LIST OF PRE-QUALIFIED CONSULTANT PANEL OF REAL ESTATE AND ECONOMIC DEVELOPMENT PROFESSIONALS PERFORMING SERVICES FOR ASSET MANAGEMENT PLANNING AND ECONOMIC DEVELOPMENT**

RECOMMENDATIONS

That the Municipal Facilities Committee recommend that the City Council:

1. Approve the updated List of Pre-Qualified Real Estate and Economic Development Consultants (Attachment A) augmented through the March 2, 2022 Supplemental Request for Qualifications (RFQ), and exercise the two one-year extension options for a new term from June 25, 2022 through June 24, 2024;
2. Authorize the City Administrative Officer (CAO), or designee, to solicit bids and execute contracts with prequalified firms on an as-needed basis, subject to compliance with the City's contracting policies, funding availability, and approval by the City Attorney as to form;
3. Authorize the General Managers, or designee(s), of departments requiring the expedited access and pre-qualified services of consultants from the updated list (Attachment A), to solicit bids from and execute contracts with prequalified firms on an as-needed basis, subject to compliance with the City's contracting policies, any additional business outreach requirements, funding availability, and approval by the City Attorney as to form; and
4. Authorize the CAO to make technical corrections, as necessary.

SUMMARY

On June 25, 2019, the City Council approved the List of Pre-Qualified Real Estate and Economic Development Consultants for three years, plus two one-year extensions ([C.F. 12-1549](#)) and instructed staff to update the list periodically. In addition to supplementing the list, this report requests authority to exercise the two one-year extension options through June 24, 2024.

On January 27, 2022, the Municipal Facilities Committee (MFC) approved an Office of the City Administrative Officer (CAO) report to issue a Supplemental Request for Qualifications (RFQ) to augment the pre-qualified list of real estate and economic development consultants performing services for asset management planning and economic development. MFC further directed the CAO to report on the results of the RFQ with the proposed augmented list for consideration by MFC and Council. The RFQ was issued March 2, 2022 with responses due April 7, 2022. Evaluations panels inclusive of various City departments were conducted April 13, 2022 and April 14, 2022. The supplemental RFQ adds a proposed five firms across various service areas for approval by MFC and Council.

BACKGROUND

Supplemental Request for Qualifications (RFQ)

The CAO released its RFQ on March 2, 2022 via the Regional Alliance Marketplace for Procurement (RAMP). A mandatory pre-submittal conference was held on March 15, 2022, with 33 attendees participating virtually via Zoom. All questions and answers related to the process and from the pre-submittal conference were posted by April 1, 2022 for review by all proposing firms on RAMP. The RFQ deadline for statement of qualifications submittals was April 7, 2022. The CAO received 12 Statements of Qualification (SOQs) from five firms interested in the five service areas listed in the table in the Evaluation section of the report.

Evaluation of Responses

The CAO convened evaluation panels comprised of representatives from the CAO, Office of the Chief Legislative Analyst (CLA), Economic and Workforce Development Department (EWDD), Department of General Services (GSD), Los Angeles Housing Department (LAHD), Department of Public Works Bureau of Engineering (BOE), and the Department of City Planning (DCP) to review and score the SOQs for the five services areas. The evaluation panels were conducted after receipt of the SOQs on April 13, 2022 and April 14, 2022. Respondents with an average score of 70 or above per service area were deemed qualified. Of the five firms that submitted SOQs, all are recommended for pre-qualification in at least one service area. Of the 12 total SOQs received, eight are deemed qualified in their respective service areas. The complete augmented list of pre-qualified firms is included with this report as Attachment A – List of Prequalified Real Estate and Economic Development Consultants. The table below summarizes the number of proposals received as well as the evaluation results.

Service Area	Total SOQs Received	Total Qualified
1. Real Estate Services and Brokerage	2	1
2. Project Feasibility, Underwriting and P3	3	2
3. Economic Development Analysis	3	3
4. Community Outreach and Engagement	2	1
5. Master Planning, Site Planning and Project Management	2	1
Total All Service Areas	12	8

Business Inclusion Program (BIP)

Of the five firms selected as pre-qualified for one or more service areas, one is certified as a Women Business Enterprise (WBE), three are certified as Local Business Enterprises (LBEs), one is certified as a Disadvantaged Business Enterprise (DBE) and one is certified as a Small Business Enterprise (SBE). All five firms completed the specified BIP outreach component of the RFQ but may be required to complete additional outreach as part of any subsequent solicitation for bids or proposals.

Charter Section 1022 Determination

The 1022 determination was conducted during the original RFQ in 2019. The Personnel Department determined that there are civil service classifications that could potentially provide a few of the services proposed for contracting. The Personnel Department further determined, however, that due to the intermittent nature of the consulting services and the wide range of expertise required, it would be difficult for City staff to perform the services. Since there are no changes to the service categories, it was determined that the original 1022 determination is sufficient for the supplemental RFQ.

Bidding and Contracting

The pre-qualified list has been effective for the initial three-year term, and is set to expire June 25, 2022. It is necessary that the two one-year extensions be exercised so that the City can have access to these intermittent and necessary consultant resources. With Council approval, the pre-qualified list will be available to all City departments to utilize for asset management planning and economic development needs. Authority and funding to contract with consultants for real estate and economic development purposes will be entirely dependent on approval secured from Council and Mayoral by those respective department's requesting to use the list.

Departments may issue a request for bids, information, and/or proposals to firms on the pre-qualified list on an as-needed basis. For each scope of work, bids will be requested from at least five of the pre-qualified firms. The winning bidder, selected by the City department as being the most responsive and cost-effective, would be awarded a contract for each specified assignment.

All firms selected for the pre-qualified list are expected to comply with the City's insurance requirements, all applicable City Policies and may be required to do additional business inclusion outreach.

This Office may release subsequent RFQs throughout the extended term in order to augment the list of pre-qualified firms or expand the scope of services. Any such proposed additions to the list of pre-qualified firms will be submitted to the MFC and the City Council for approval.

FISCAL IMPACT STATEMENT

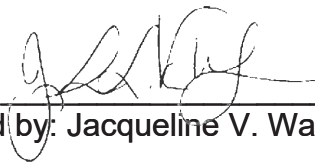
There is no immediate impact to the General Fund from approval of the recommendation to augment and extend the List of Pre-Qualified Real Estate and Economic Development Consultants. Department General Managers may access and use the active CAO list as long as their respective budgets already contain funding and authority for such use. Use of the list without an approved source of funds may result in an impact on the General Fund and will require Council approval.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City Financial Policies, in that any resulting solicitation or contract expenditures are required to be approved and part of the Adopted Budget or have secured interim Council and Mayoral approval.



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Attachment A: List of Pre-Qualified Real Estate and Economic Development Consultants – Updated April 20, 2022

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