

Agenda Report

DATE: DECEMBER 3, 2007

TO: CITY COUNCIL

FROM: CYNTHIA J. KURTZ, CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS FOR GENERAL REAL ESTATE CONSULTING SERVICES

RECOMMENDATION:

It is requested that the City Council authorize the City Manager to enter into contracts with: (1) Shober Consulting, Inc., (2) Overland Pacific & Cutler, Inc. and (3) EPIC Land Solutions, Inc. in the amount of \$125,000 per contract, or \$375,000 total, for general real estate consulting service for a two-year period.

BACKGROUND:

The Housing Acquisition Rehabilitation and Preservation (HARP) project necessitates additional technical support services therefore the Planning & Development Department is seeking general real estate consulting services to provide acquisition, relocation, property management, title, escrow, appraisal, engineering, environmental, geotechnical soils, and other general real estate-related services on an as-needed, on-call basis.

On July 27, 2007 City staff issued a Request for Qualifications (RFQ) to six consultant firms specializing in the wide scope of right of services required soliciting general real estate services on an as-needed basis. The following firms submitted proposals and were considered by the Evaluation Committee:

- 1) Shober Consulting, Inc.
- 2) Overland Pacific & Cutler, Inc.
- 3) EPIC Land Solutions, Inc.
- 4) Paragon Partners, Ltd.

The proposals were evaluated by the Evaluation Committee based on the competitive selection process as well as the criteria set forth in the RFQ: (1) Experience & Capabilities - 50%; (2) Cost - 30%; (3) Quality Control Program - 10%; (4) Start Up and Transition Plan - 10%; (5) Local Pasadena Business Preference - 5%; and (6) Small and Micro-Business - 5%.

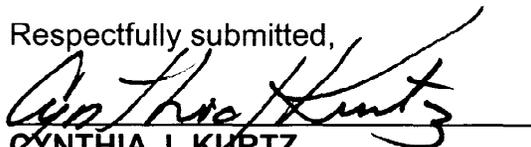
Shober Consulting received a score of 87 out of a possible 100; Overland Pacific & Cutler scored 87; and EPIC Land Solutions scored 97.5. Based on these results, staff recommends the City enter into contracts for a two-year period, with the City's option to extend each for two two-year periods with:

- 1) Shober Consulting, Inc.
- 2) Overland Pacific & Cutler, Inc.
- 3) EPIC Land Solutions, Inc.

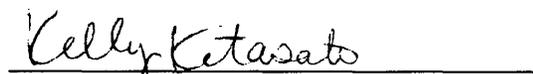
FISCAL IMPACT:

Funding for the proposed contracts in the amount of \$375,000, is available in the Housing Division's FY 2008 budget, Account No. 8115-619-684130-55-51342.

Respectfully submitted,


CYNTHIA J. KURTZ
City Manager

Prepared by:


KELLY KITASATO
Real Property Manager

Approved:


RICHARD J. BRUCKNER
Director of Planning & Development


BRIAN K. WILLIAMS
Assistant City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
Shober Consulting Inc.

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Robert H. Shober President
Julia Miranda Vice President
Virginia Campbell Vice President

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Same three as above.

Prepared by: Bob Shober - 

Title: President

Date: August 16, 2007

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____

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1. Contractor/Organization Name:
Overland, Pacific & Cutler, Inc.

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

John Cutler, President
David Stadler, Principal Consultant
Barry McDaniel, CEO
Marek Karon, Treasurer/CFO
Mark La Bonte, VP & Secretary
Jerry Colburn, VP of Business Development
Ray Armstrong, VP of Operations

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

John Cutler, President
David Stadler, Principal Consultant
Barry McDaniel, CEO
Marek Karon, Treasurer/CFO
Mark La Bonte, VP & Secretary
Jerry Colburn, VP of Business Development
Ray Armstrong, VP of Operations

Prepared by: Barry McDaniel X [Signature]
 ~~Jerry Colburn~~
 CEO

Title: Vice President

Date: August 13, 2007

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(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

Epic Land Solutions, Inc.

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Holly Rackwell, President
Jim Overcamp, Vice President
Lynette Overcamp, Vice President
Casey Overcamp, Vice President

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Prepared by: Cheryl DeMaize

Title: Marketing Coordinator

Date: 8/15/07

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____
