



Agenda Report

October 16, 2017

TO: Honorable Mayor and City Council
FROM: City Manager Department – Economic Development Division
SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS FOR TITLE AND ESCROW SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt pursuant to the guidelines of the California Environmental Quality Act ("CEQA") under Title 14, Chapter 3, Article 5, Section §15061(b)(3) (General Rule);
2. Authorize the City Manager to enter into a professional service contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Stewart Title, Chicago Title, and Commonwealth Land Title Company, for title and escrow services for two years in an amount not to exceed \$50,000; with the option of three additional one-year extensions each not to exceed \$25,000, subject to the approval of the City Manager, for a maximum total contract length of five years or until \$125,000 is expended, whichever comes first.

BACKGROUND:

The Real Property Section, under the Economic Development Division, oversees a real estate portfolio of over 400 properties and leases that are managed, negotiated, and maintained for various city departments, tenants, and other affiliated agencies. As part of this due diligence, the Real Property Section seeks to place three qualified consultants under contract for title and escrow services that may include preparation of preliminary title reports, close of escrow services for property acquisition or sale of property, review deeds, and other related services. As projects are identified by the Division, the contracted consultants will submit price quotes to the Division for selection and project assignment.

A Request for Proposals (“RFP”) was posted via Planet Bids on June 5, 2017 for Appraisal Services. The RFP notification was sent to 1,907 vendors and downloaded by 12 vendors. Three responses were received on June 20, 2017. Each proposal submitted was independently evaluated by three Economic Development Division staff based on the following evaluation criteria stated in the RFP: Company Qualification, Pricing Rate, Company Experience, and Staff (Work Performance). The evaluation criteria also included a 5 point preference for both Pasadena Local Businesses and Small or Micro Businesses. A summary of the evaluations scores are located in Attachment A.

Proposers/Locations	Evaluated Scores
Stewart Title, Glendale, CA	227
Chicago Title, Los Angeles, CA	209
Commonwealth Land Title Company, Los Angeles, CA	197

*Three individual raters reviewed and scored each proposal for a maximum of 100 points total. The evaluated score total is the combined totals from all three raters.

It is staff’s recommendation to award separate professional service contracts to Stewart Title, Chicago Title, and Commonwealth Land Title Company for two years not to exceed \$50,000. Each contract will have three (3) one-year extensions each at \$25,000, for a combined total of \$125,000.

COUNCIL POLICY CONSIDERATION:

This proposal action is consistent with the City Council’s Strategic Plan Goal to maintain fiscal responsibility and stability and support and promote the quality of life and local economy.

ENVIRONMENTAL ANALYSIS:

The proposed contracts are exempt from CEQA pursuant to State CEQA Guidelines Section §15061(b)(3) (General Rule); that CEQA applies only to projects which have a potential for causing a significant effect on the environment. The research and analysis performed under the professional services contracts for title and escrow services would not have a significant effect on the environment.

FISCAL IMPACT:

Funding for this action will utilize existing budget appropriations and future appropriations under Contract Services account (10111005-811500). It is anticipated that \$75,000 will be appropriated during the current fiscal year and expended only as projects are identified. The remainder of the costs will be appropriated over the next four fiscal years. The total appropriation if all three contracts are awarded and the three (3) one-year extensions are approved, is \$375,000.

Respectfully submitted,



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