



Agenda Report

November 14, 2022

TO: Honorable Mayor and City Council

FROM: Department of the City Manager

**SUBJECT: CONTRACT AWARD TO THE PROPERTY SCIENCES GROUP, INC.
FOR RESIDENTIAL APPRAISAL SERVICES FOR AN AMOUNT NOT-
TO-EXCEED \$75,000**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), 15378 and as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to enter into a, as a result of competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with The Property Sciences Group, Inc for residential appraisal services for a two-year term not to exceed \$30,000, with the option of three additional one-year extensions not to exceed \$45,000, subject to the approval of the City Manager, for a maximum total contract length of five years or until \$75,000 is expended, whichever comes first.

BACKGROUND:

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 and tenants. The Division seeks to place one qualified professional under contract for residential appraisal services to provide quality appraisals for residential properties within the City. As future projects are identified, the consultant will provide cost estimates and time frames for the delivery of future requested appraisal reports.

A Request for Proposal ("RFP") was posted on the City's procurement system, Planet Bids, on July 18, 2022, through which 2,747 vendors were notified of the RFP opportunity. Of the total vendors notified, 16 were identified as prospective proposers and downloaded information about the RFP. On the August 09, 2022, the City received

one proposal. The RFP was completed in a competitive manner and the scope of work was adequately drafted by asking for residential appraisal services and not limiting the scope with other requirements in an effort not to limit the responses. Unfortunately, only one vendor response was received. When staff called prospective vendors as to why a proposal was not submitted, one was not interested in responding since the work was not within their expertise and they were not willing to work on smaller residential size projects due to their workload. A second prospective vendor stated they were too busy to complete the RFP and the insurance policy limit requirements were cost prohibitive to obtain for their business.

The proposal was reviewed, evaluated, and weight scored by City of Pasadena staff, as per the criteria described within the RFP, and ranked as set forth in Attachment "A" to this report. The proposal from The Property Sciences Group, Inc. was ranked the highest, and therefore identified for potential selection. The Property Sciences Group, Inc. had the strongest company qualifications including a depth of licensed appraisers on staff, a strong experience working with other named municipalities, and competitive pricing on the RFP proposed projects.

Based upon the scoring, staff recommends entering into a contract with The Property Sciences Group, Inc to provide residential appraisal services.

COUNCIL POLICY CONSIDERATION:

The proposed 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 action herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(3) and 15378(b). CEQA Guidelines Section 15060 (c)(3) excludes from environmental review those activities that are not a "project" as defined in Section 15378. Section 15378(b) excludes from the definition of "project" governmental funding activities which do not involve a commitment to a project which may result in a potentially significant environmental effect. The proposed action consists of a contract and appropriation of funds for residential appraisal services. No direct or reasonably foreseeable indirect physical change in the environment would result.

FISCAL IMPACT:

The cost of this action will be an amount not to exceed \$30,000 for the initial two-year term. With the three (3) one-year optional extensions, the grand total cost for the full term of the contract is not to exceed \$75,000. Funding for this action will utilize existing budget appropriations and future appropriations in account 10111005-811500, Economic Development Division Consultant Services.

Respectfully submitted,



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Economic Development Director

Prepared by:



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Real Property Manager
Economic Development Division

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (1)

Attachment A – Residential Appraisal Services Proposal Evaluation