



# Agenda Report

November 14, 2022

**TO:** Honorable Mayor and City Council  
**FROM:** Department of the City Manager  
**SUBJECT: CONTRACT AWARD TO OVERLAND, PACIFIC & CUTLER, LLC FOR  
RIGHT OF WAY SERVICES FOR AN AMOUNT NOT-TO-EXCEED  
\$100,000**

## **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 professional contract, as a result of competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Overland, Pacific & Cutler, LLC for Right of Way Services for a two years not to exceed \$40,000, with three optional one-year extensions not to exceed \$60,000, subject to the approval of the City Manager, for a maximum total contract length of five years or until \$100,000 is expended, whichever comes first. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

## **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 is recommending a professional service contract for right of way services for commercial and residential properties within the City. As future projects are identified, the contractor will provide cost estimates and time frames for the delivery of future right of way projects.

A Request for Proposal ("RFP") was posted on the City's procurement system, Planet Bids, on July 18, 2022, through which 2,748 vendors were notified of the RFP

opportunity. Of the vendors notified, 40 vendors were identified as prospective proposers and 39 downloaded information about the RFP. On August 09, 2022, submittal deadline, the City received three (3) proposals.

The proposals were reviewed, evaluated, and weight scored by City of Pasadena staff, per the criteria described within the RFP and ranked as set forth in Attachment "A" to this report. The proposal from Overland, Pacific & Cutler, LLC was ranked the highest, and therefore identified for potential selection. Overland, Pacific & Cutler, LLC had the strongest company qualifications, extensive company longevity, the depth of employees on their team with a diverse education, competitive pricing on the RFP proposed projects, and a strong experience working with the City of Pasadena and other named municipalities. Overland, Pacific & Cutler, LLC had a previous contract length of five years with the City of Pasadena, in which a total payment amount of \$1,700 was issued to them.

Based upon the scoring, staff recommends entering into a contract with Overland, Pacific & Cutler, LLC to provide Right of Way 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 right of way 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 \$40,000 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 \$100,000. 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:

  
10-31-22  
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Approved by:

  
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MIGUEL MÁRQUEZ  
City Manager

Attachments: (1)

Attachment A – Right of Way Services Proposal Evaluations