

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
2	11/11/13	Open	Action	10/31/13

Subject: Awarding Contracts for On-Call Real Estate Services to Overland, Pacific & Cutler, Inc. and Paragon Partners, LTD

## ISSUE

Whether or not to award contracts for On-Call Real Estate Services to Overland, Pacific & Cutler, Inc. and Paragon Partners, LTD.

## RECOMMENDED ACTION

- A. Adopt Resolution No. 13-11-\_\_\_\_, Awarding a Contract for On-Call Real Estate Services to Overland, Pacific & Cutler, Inc.; and
- B. Adopt Resolution No. 13-11-\_\_\_\_, Awarding a Contract for On-Call Real Estate Services to Paragon Partners, LTD.

## FISCAL IMPACT

Budgeted:	No – Determined when Work Order is created.	This FY:	\$	NA
Budget Source:	Capital	Next FY:	\$	NA
Funding Source:	GL 910800 will be funded under various capital projects	Annualized:	\$	NS
Total Budget:	\$ 2,000,000 (not to exceed)	Total Amount:	\$	(not to exceed) 2,000,000

## DISCUSSION

On July 22, 2013, the RT Board authorized staff to release a Request for Proposals (RFP) for On-Call Real Estate Services. The primary objective of engaging a qualified on-call real estate team is to have agents readily-available to support RT's real estate needs for all of RT's projects. The selected real estate consultant teams will be retained on contract over a three-year period for a variety of work tasks to be performed on a Work Order basis. The contracts may be renewed for up to two additional one-year terms.

The contract amount of each contract will be for a not to exceed amount of \$1,000,000. There is no predetermined scope or dollar amount limit for an individual task. After negotiating the price for a Work Order, the General Manager/CEO or his designee may approve the Work Orders with a price of \$100,000 or less and Work Orders exceeding \$100,000 will be brought to the Board for approval. As Work Orders are assigned to the consultant, they will be charged against the respective projects budget line item for the task being performed.

Approved:

Presented:

Final 11/01/13

General Manager/CEO

Director, Project Management

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November

11,

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Subject: Awarding Contracts for On-Call Real Estate Services to Overland, Pacific & Cutler, Inc. and Paragon Partners, LTD

Staff released the RFP on July 25, 2013, advertised the solicitation in publications of general circulation and posted the opportunity on RT’s website under Contracting Opportunities. On September 3, 2013, RT received 7 proposals from: Associated Right of Way Services, Inc., Bender Rosenthal, Inc.; Evans Appraisal Service (Evans); Interwest Consulting Group, Inc.; Overland, Pacific & Cutler, Inc.; Paragon Partners, LTD; and Universal Field Services, Inc. The proposal from Evans was deemed non-responsive for failure to address how it would perform all of the required scope of work and associated documentation required of the RFP, and for failure to acknowledge receipt of Addendum No. 1.

The Selection Committee, consisting of Darryl Abansado, Director, Civil and Track Design; Olga Sanchez-Ochoa; Senior Attorney; Sharon Fultz, Real Estate Administrator – Asset Management; and Traci Canfield, Long Range Planner, reviewed the written proposals. The qualifying criteria included Understanding of Work, Staffing and Experience, Approach to Work and Pricing.

The Selection Committee completed its evaluation of the responsive written proposals and based on the results, all 6 firms were invited to oral presentations. All firms are highly qualified and have worked for RT over the past several years. It was important for the Selection Committee to interview each firm’s Project Manager and to better understand the breadth and scope of each firm’s experience.

The following represents the final scoring in the selection process after oral presentations

Rank Order	Firm	Total Points ( <i>out of 400</i> )
1	Overland, Pacific & Cutler, Inc.	335
2	Paragon Partners, LTD	328
3	Associated Right of Way Services, Inc.	313
4	Universal Field Services, Inc.	284
5	Bender Rosenthal, Inc.	273
6	Interwest Consulting Group, Inc.	257

The Selection Committee deemed the proposals from Overland, Pacific & Cutler, Inc., and Paragon Partners, LTD to be the most advantageous to RT for On-Call Real Estate Services. While it was RT’s intent to award a single contract for On-Call Real Estate Services, staff recognized the need to have two separate teams under contract. The reasons for two separate teams are that RT prefers using one team for appraisal services, and another team for appraisal review services. Also, by having Paragon Partners under contract, they can continue working on non-severable private party acquisitions and utility easements that it has already started on the South Sacramento Corridor Phase 2 project. Language in the RFP provides RT the right to award multiple contracts.

Both teams possess extensive experience performing all the necessary services to manage and negotiate acquisition, appraisal, relocation, title, and property management services for properties required for RT’s projects. Work Orders will be alternated between the two firms dependent upon

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the firm's availability, expertise, the dollar value, and the scope of work. As defined in the RFP, award of a contract does not guarantee a minimum level of compensation.

Pursuant to the Disadvantaged Business Enterprise (DBE) regulations in 49 C.F.R. Part 26 and RT's DBE Program, no DBE participation goal was set for this procurement.

Staff recommends the Board award a contract for On-Call Real Estate Services to Overland, Pacific & Cutler, Inc., and Paragon Partners LTD for an amount not to exceed \$1,000,000 each.

RESOLUTION NO. 13-11-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

November 11, 2013

**AWARDING A CONTRACT FOR ON-CALL REAL ESTATE SERVICES TO  
OVERLAND, PACIFIC & CUTLER, INC.**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and Overland, Pacific & Cutler, Inc., therein referred to as "Consultant," wherein Consultant agrees to provide On-Call Real Estate Services, as specified, for an amount not to exceed \$1,000,000 is hereby approved.

THAT, the Board Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

\_\_\_\_\_  
PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

RESOLUTION NO. 13-11-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

November 11, 2013

**AWARDING A CONTRACT FOR ON-CALL REAL ESTATE SERVICES TO  
PARAGON PARTNERS, LTD**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and Paragon Partners LTD, therein referred to as "Consultant," wherein Consultant agrees to provide On-Call Real Estate Services, as specified, for an amount not to exceed \$1,000,000 is hereby approved.

THAT, the Board Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

\_\_\_\_\_  
PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary