

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	01/14/19	Open	Action	01/03/19

Subject: Awarding a Contract for On-Call Real Estate Services to Paragon Partners, Ltd.

ISSUE

Whether or not to award a contract for On-Call Real Estate Services to Paragon Partners, Ltd.

RECOMMENDED ACTION

Adopt Resolution No. 19-01-____, Awarding a Contract for On-Call Real Estate Services to Paragon Partners, Ltd.

FISCAL IMPACT

Budgeted: Will be determined when Work Order is created.
Budget Source: Capital / Operating
Funding Source: GL 910800 will be funded under various capital projects
Cost Cntr/GL Acct(s) or Capital Project #: Will be determined when Work Order is created.
Total Budget: \$ 2,000,000

DISCUSSION

On August 13, 2018, the SacRT 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 a selected real estate consultant team retained on contract over a five-year period to perform a variety of Real Estate services to be performed on a Work Order basis. Consultant services may include assisting with Real Estate related tasks needed as part of a large comprehensive capital projects, such as the Downtown Riverfront Streetcar and/or the Green Line to the Airport, and smaller projects that support SacRT's business activities. Consultant and its subcontractors services include appraisal and appraisal review services, acquisitions, property management, relocation assistance, title and closing and condemnation support as well as other miscellaneous Real Estate related activities.

Staff released the Request for Proposals (RFP) on August 21, 2018, through SacRT's vendor portal PlanetBids. On September 25, 2018, SacRT received 6 proposals from: Associated Right of Way Services, Inc.; Bender Rosenthal Inc.; Briggs Field Services, Inc.; Continental Field Service; Overland, Pacific & Cutler, LLC.; and, Paragon Partners Ltd. (Paragon).

The Selection Committee, consisting of Ed Scofield, Director, Project Management; David Goldman, Director, Office Management and Budget and Sharon Fultz, Real Estate Administrator –

Approved:

Presented:

Final 01/18/19

General Manager/CEO

VP, Finance/Chief Financial Officer

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Asset Management, reviewed the written proposals. The qualifying criteria included Understanding of Work, Staffing and Experience, Approach to Work and Pricing.

While all of the proposals were very qualified and competitive, the Selection Committee deemed the proposal from Paragon to be the most advantageous to SacRT for On-Call Real Estate Services. Paragon has been SacRT's local real estate Consultant for a number of years and has provided outstanding service. Paragon's staff are very reliable and quick to provide day-to-day service. Staff are very knowledgeable about SacRT and experienced in working on state and federally-funded projects. Paragon is flexible, responsive, and has staff behind the scenes to assist with rush projects and challenging problems. Paragon's hourly and overhead rates, compared to the other Consultant Proposals, are fair and reasonable.

The contract will be for a not-to-exceed amount of \$2,000,000. When SacRT requires the services from the Consultant, a Work Order will be prepared consistent with the RFP requirements and Consultant's proposal. The General Manager/CEO or his designee may approve the Work Orders up to a total consideration of \$150,000, and Work Orders exceeding \$150,000 will be brought to the Board for approval. As Work Orders are assigned to the Consultant, they will be charged against the respective projects budgets line item for the task being performed.

Pursuant to the Disadvantage Business Enterprise (DBE) regulations in 49 C.F.R. Part 26 and SacRT's Disadvantaged Business Enterprise (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 Paragon Partners Ltd for an amount not to exceed \$2,000,000.

RESOLUTION NO. 19-01-_____

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

January 14, 2019

**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 "SacRT," 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 \$2,000,000, is hereby approved.

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

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary