



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
November 15, 2022

TOPIC: Agreements for On-Call Right-of-Way Board-Up Services

AGENDA TITLE:

Approve Agreements with Hunter Consulting, Inc. dba HCI Environmental & Engineering, Real Estate Consulting & Services, Inc., and SLS Property Solutions, Inc. for On-Call Right of Way Property Board-Up Services in an Aggregate Amount Not to Exceed \$300,000 for a Three-Year Term (Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with Hunter Consulting, Inc. dba HCI Environmental & Engineering, Real Estate Consulting & Services, Inc., and SLS Property Solutions, Inc., for board-up services after City takes possession of vacant buildings to secure for Capital Improvement Projects (CIP) in a shared aggregate amount not to exceed \$300,000, for a three-year term beginning November 15, 2022 and expiring November 14, 2025, with an option for two, one-year extensions, subject non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The Public Works Agency desires to enter into agreements with qualified consulting firms to lead efforts to perform on-call right-of-way (ROW) board-up services for vacant buildings on an as needed or "on-call" basis (Exhibits 1 thru 3).

On August 15, 2022, the Public Works Agency released Request for Proposal (RFP) No. 22-091, by which it sought the services of a qualified firm for the on-call right-of-way board-up services. The RFP was advertised on the City's online procurement management and publication system, with proposals due on September 8, 2022. Five proposals were received and evaluated by a selection committee composed of staff from the Public Works Agency and the Building Maintenance Division. Based on criteria outlined in the RFP, the following summarizes the responding firms and their ranking:

Firm	City	Rank
SLS Property Solutions	Santa Ana	1
Hunter Consulting, Inc.	Corona	2
Real Estate Consulting & Services, Inc.	Lake Elsinore	3

Staff recommends awarding a set of contracts to Hunter Consulting, Inc. dba HCI Environmental & Engineering, Real Estate Consulting & Services, Inc., and SLS Property Solutions, Inc. to provide as-needed services for right-of-way acquisition projects that require board-up after the City takes possession of vacant buildings and secures the properties or capital improvement projects (CIP). Their proposals demonstrated that they have the necessary capacity and expertise to complete the required scope of work. The firm rates are reasonable and within industry standard; the team qualifications are appropriate, and the proposal was determined to provide the best value for the City following evaluation.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

The following table summarizes the projects with funds budgeted and available for as-needed expenditures on the On-Call Right of Way Property Board Up Services to be provided by the agreements in Fiscal Years 2022-2023 and beyond:

Fiscal Year	Accounting Unit - Account No. (Project No.)	Fund Description	Accounting Unit - Account No. Description	Amount
2022-23	03217663-66220 (18-6901)	Measure M Street Construction	Measure M2 Competitive, Improvements Other Than Buildings	\$50,000
2022-23	03217662-66220 (23-6900)	Measure M Street Construction	Measure M, Improvements Other Than Building	\$25,000
2022-25	Various	RRNTP	Various	\$225,000
Total				\$300,000

Any unused agreement amounts may be utilized by projects not listed above by following the established on-call services process during FY 2022-23 and for the remaining agreement term. CIP Engineering may also utilize operating funds in the Contracts Services – Professional Accounting Unit (08617613-62300) under these agreement. Prior to utilizing the on-call services for any future task orders without accounts identified above, City staff must receive the Finance and Management Services Agency approval of project activities to be used to ensure funds are available and under the shared \$300,000 aggregate total for each contract. Upon successful completion of the fiscal review, a corresponding Notice to Proceed containing the specific scope and maximum expenditure for the task order will be issued.

EXHIBIT(S)

1. Agreement with SLS Property Solutions, Inc. for On-Call Property Board Up Services
2. Agreement with Hunter Consulting, Inc. for On-Call Property Board Up Services
3. Agreement with Real Estate Consulting & Services, Inc. for On-Call Property Board Up Services

Submitted By: Nabil Saba, Executive Director of Public Works

Approved By: Kristine Ridge, City Manager