

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Patrick Thomas, Director of Public Works/City Engineer

DATE: September 10, 2019

SUBJECT: Approve an Annual Professional Services Agreement with Overland, Pacific & Cutler, LLC for Property Acquisition Services for the Department of Public Works for Fiscal Years 2020–2024

PREPARED BY: Julie Tarrant, Principal Management Analyst

RECOMMENDATION: That the City Council approve an annual professional services agreement with Overland, Pacific & Cutler, LLC for property acquisition services for the Department of Public Works for Fiscal Years 2020-2024, in the amount of \$60,000 annually, for a total agreement amount of \$300,000 for the period of five years.

BACKGROUND: On May 2, 2019, the Department of Public Works posted a Request for Proposals (RFP) for Property Acquisition Services, RFP No. 237 on the City's online bidding service Planet Bids, and a total of eight proposals were received by the submittal deadline of May 24, 2019. All proposals were reviewed by selected panel members to determine the most qualified and competitively priced firms, and after a thorough review of each proposal, Overland, Pacific & Cutler, LLC was selected to provide the City with property acquisition services. The intent is to enter into an annual service agreement with for a period of five-years for Fiscal Years 2020-2024, with an annual amount and five-year total agreement value.

There are various projects in the City's recently approved Five-Year Capital Improvement Program, Fiscal Years 2020-24 which may require the services of a property appraisal and acquisition consultant. When the need for services arise, the City will request a proposal from our selected consultants to perform these services, and the associated project budget funds will be utilized to cover the cost of the work. Only approved CIP projects will utilize the services of these agreements, unless otherwise directed by the City Manager or City Council.

FISCAL IMPACT: Adequate funds are available in the Five-Year Capital Improvement Program, Fiscal Years 2020-2024, as approved by City Council at their regular meeting of June 11, 2019. Individual annual services are funded by the various funding sources approved for each project.

ATTACHMENTS: Agreement – Overland, Pacific & Cutler, LLC