City Council Memorandum

City of Arts & Innovation

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 10, 2025**

FROM: **COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT** **WARDS: ALL**

SUBJECT: **REQUEST FOR PROPOSAL NO. 2291 - MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENTS WITH EIGHTEEN (18) CONSULTING FIRMS FOR THE ESTABLISHMENT OF SIX (6) REAL PROPERTY SERVICES CONSULTANT PANELS CONSISTING OF APPRAISAL, ACQUISITION, RELOCATION, PROPERTY MANAGEMENT, ENVIRONMENTAL, AND SECURITY GUARD SERVICES FOR FUTURE CITY PROJECTS FOR AN INITIAL TERM OF FIVE YEARS WITH THREE OPTIONAL ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED $250,000 FOR EACH AGREEMENT**

ISSUE:

Approve Request for Proposal No. 2291 - Master Professional Consultant Services Agreements with eighteen (18) consulting firms for the establishment of six (6) Real Property Services consultant panels consisting of Appraisal, Acquisition, Relocation, Property Management, Environmental, and Security Guard services for future City projects for an initial term of five years with three optional one-year extensions in an amount not to exceed $250,000 for each agreement.

RECOMMENDATIONS:

That the City Council:

1. Approve twenty-four (24) Master Professional Consultant Services Agreements with eighteen (18) consulting firms for the establishment of six (6) Real Property Services Consultant Panels with the attached list of consultants (Attachment 1 – List of Consultants) for future City projects for an initial term of five years with three optional one-year extensions in an amount not to exceed $250,000 for each agreement;

2. Authorize the City Manager, or his designee, to execute the Master Professional Consultant Services Agreements with various consulting firms, including making minor non-substantive changes, and any extensions thereto in substantial conformance with the attached Master Professional Consultant Services Agreements; and

3. Authorize the City Manager, or his designee, to execute all supplemental agreements and/or purchase orders for the Master Professional Consultant Services Agreements.

BACKGROUND:

On April 6, 2010, the City Council and the Housing Authority Board authorized the creation of Real Property Services Consultant Panels and approved Master Professional Consultant Services Agreements with various consultants. These agreements provided appraisal, acquisition, relocation, environmental, and property management services for the City of Riverside (City) and the Housing Authority projects.

Subsequently, on December 18, 2018, the City Council and the Housing Authority Board again authorized the Real Property Services Consultant Panels and approved new Master Professional Consultant Services Agreements. This updated panel expanded the scope of services to include security guard services with appraisal, acquisition, relocation, environmental, and property management services. These agreements were set to expire on December 31, 2023.

To maintain continuity of services, the City later entered into First Amendment agreements, extending the term to December 31, 2024. Additionally, select consultants received another extension to continue providing services through 2025.

DISCUSSION:

The purpose of the consultant panel is to prequalify consultants for conducting appraisals, acquisition, relocation, environmental, security guard, and property management services on an as-needed basis, eliminating the need to review the consultants' qualifications for each project. Upon receipt of a "Work Request" form from a client department to Real Property Services, a Request for Proposal (RFP) for the specific scope of work will be issued to the appropriate consultant panel. Proposals are received, and the best consultant is selected from the panel for the assignment based on cost and the time required to complete the task.

Request for Proposal (RFP) No. 2291 was issued on January 9, 2024, to establish the new consultant panel for the six specialty areas: appraisal, acquisition, relocation, environmental, security guard, and property management. A six-member RFP review panel, with a representative from the Housing Authority, Public Utilities, the City Manager's office, and Real Property Services, assessed each proposal received for completeness, minimum qualifications, appropriate licenses and insurance, sufficient experience, staff, and fees. The assessment resulted in 19 qualified consultant firms, many of which qualified for more than one panel. However, 1 firm failed to execute and return their agreement, resulting in a total of 24 agreements for approval, as detailed below (Attachments 2 through 25):

Categories:

1. APPRAISAL SERVICES PANEL – 12 agreements for the following services:
    a. Real Property appraisals – 5 agreements
    b. Appraisal Review Services – 4 agreements
    c. Fixtures and Equipment appraisals – 2 agreements
    d. Business Goodwill appraisals – 1 agreement

2. ACQUISITION SERVICES PANEL – 2 agreements

3. RELOCATION SERVICES PANEL - 2 agreements

4. PROPERTY MANAGEMENT PANEL – 1 agreement

5. ENVIRONMENTAL SERVICES PANEL – 5 agreements

6. SECURITY GUARD SERVICES PANEL – 2 agreements

Round 1

Evaluation Criteria	**Total Points**
Qualifications & Experience	30%
Approach and Methodology	20%
Professional References	5%
Work Plan Narrative	25%
Proposed fees	20%

Evaluation Results

VENDOR	LOCATION	TOTAL POINTS PER CATAGORY									AWARDED CATEGORIES
		1.A	1.B	1.C	1.D	2	3	4	5	6	
Consultant	**Location**										
Curtis Rosenthal	Los Angeles, CA	**910.25**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**1.A**
CBRE	Encino, CA	**905**	**905***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**1.A, 1.B,**
R.P. Laurain & Associates, Inc.	Long Beach, CA	**844.07**	**844.07**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**1.A, 1.B,**
Bender Rosenthal, Inc.	Sacramento, CA	**834.03**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**1.A**
Santolucito Dore Group, Inc	Canyon Lake, CA	**821.6**	**821.69**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**1.A ,1.B**
Epic Land Solutions, Inc	Riverside, CA	790.66	**790.66**	N/A	N/A	709.75	622.31	**590.19**	707.19	N/A	**1.B, 4**
The Property Sciences Group, Inc.	Pleasant Hill, CA	745.4	745.4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
David Burningham, MAI	San Marcos, CA	683.43	683.43	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VPA LA Inland Empire - Valbridge Property Advisors	Los Angeles, CA	597.42	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cushman & Wakefield Western, Inc.	Los Angeles, CA	577.6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Worth Valuations, LLC	Los Angeles, CA	527.26	527.26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hodges Lacey & Associates	Thousand Oaks, CA	N/A	N/A	**826.53**	N/A	N/A	N/A	N/A	N/A	N/A	**1.C**
Desmond, Marcello & Amster, LLC	El Segundo, CA	N/A	N/A	**602.75**	**602.75**	N/A	N/A	N/A	N/A	N/A	**1.C, 1.D**
Paragon Partners Consultants, Inc.	Monterey Park, CA	N/A	N/A	N/A	N/A	932.5	843.31	938.75	N/A	N/A	*Withdrew
Romo Acquisition & Relocation Services LLC	Long Beach, CA	N/A	N/A	N/A	N/A	**822.97**	**956.25**	N/A	N/A	N/A	**2, 3**
RSG, Inc.	Vista, CA	N/A	N/A	N/A	N/A	**729.5***	721.25	N/A	N/A	N/A	**2**
Overland, Pacific & Cutler	Long Beach, CA	N/A	N/A	N/A	N/A	N/A	**748.3***	N/A	N/A	N/A	**3**

EFI Global, Inc	Inglewood, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**968.75**	N/A	**5**
Partner Assessment Corporation	Pheonix, AZ	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**946.1**	N/A	**5**
All Environmental, Inc.	Walnut Creek, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**927.87**	N/A	**5**
Terracon Consultants, Inc.	Colton, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**902.87**	N/A	**5**
Stearns, Conrad and Schmidt Consulting Engineers, Inc.	Long Beach, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**897.19**	N/A	**5**
EEC Environmental	Orange, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	850.46	N/A	N/A
Alltech Industries, Inc.	Monterey Park, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**907.5**	**6**
Providers International, Inc.	Carmichael	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	790.9	***Withdrew**
AEGS Eagle Guard Services, Inc.	Granada Hills, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**664.41**	**6**
**US GI	Santa Ana, CA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	****Non-responsive**

*Withdrew proposal
** Non-responsive

Purchasing Resolution No. 24101, section 508 (c) states that "Contracts shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (c) Contracts procured through Formal Procurement for Services or Professional Services where a Request for Proposals or Request for Qualification was used to solicit bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals"

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 508 (c).

STRATEGIC PLAN ALIGNMENT:

This item contributes to the Envision Riverside 2025 City Council Strategic **Priority No. 3** – **Economic Opportunity** and **Goal 3.1** – Facilitate partnerships and programs to develop, attract, and retain innovative business sectors.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The City is transparent and makes decisions based on sound policy, inclusive community engagement, involvement of City Boards & Commissions, and timely and reliable information. Approving the Master Professional Consultant Services Agreements shows that the City serves the public interest, it benefits the city's diverse population, and results in the greater public good.

2. **Equity** – The City is supportive of the City's racial, ethnic, religious, sexual orientation, identity, geographic, and other attributes of diversity. By approving the Master Professional Consultant Services Agreements, it shows that the City is committed to advancing the fairness of treatment, recognition of rights, and equitable distribution of services ensuring every member of the community has equal access to share the benefits of community progress.

3. **Fiscal Responsibility** – The City is a prudent steward of public funds. By approving the Master Professional Consultant Services Agreement, it ensures responsible management of the City's financial resources while providing quality public services to all.

4. **Innovation** – The City is inventive and timely in meeting the community's changing needs. By approving the Master Professional Consultant Services Agreement, it shows that the City prepares for the future through collaborative partnerships and adaptive processes.

5. **Sustainability & Resiliency** – The City is committed to meeting the needs of the present without compromising the needs of the future. Approving the Master Professional Consultant Services Agreements ensures that the City has the capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

The total compensation for each Master Professional Consultant Services Agreement shall not exceed an aggregate amount of $250,000 over the initial five-year term plus the three optional one-year extensions, not to exceed $50,000 annually, if exercised, regardless of which agency requests the work.

Costs associated with these agreements will be on a project-by-project basis funded by various departments. Funding for the services provided by the consultants will be included in each department's respective budget for the various projects that require these services from the Real Property Services Division.

Prepared by:	Sheryn Smay, Supervising Real Property Agent
Approved by:	Jennifer Lilley, Community & Economic Development Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Mike Futrell, City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. RFP Award Recommendation
2. Master Professional Consultant Services Agreement – AEGS Eagle Guard Services, Inc. (Security Guard Services)
3. Master Professional Consultant Services Agreement – All Environmental, Inc. (Environmental Services)
4. Master Professional Consultant Services Agreement – Alltech Industries, Inc. (Security Guard Services)
5. Master Professional Consultant Services Agreement – Bender Rosenthal, Inc. (Appraisal Services)
6. Master Professional Consultant Services Agreement – CBRE, Inc. (Appraisal Services)
7. Master Professional Consultant Services Agreement – CBRE, Inc. (Appraisal Review Services)
8. Master Professional Consultant Services Agreement – Curtis Rosenthal, Inc. (Appraisal Services)

9. Master Professional Consultant Services Agreement – Desmond, Marcello & Amster, LLC (Loss of Business Goodwill Appraisal Services)
10. Master Professional Consultant Services Agreement – Desmond, Marcello & Amster, LLC (Fixture and Equipment Appraisal Services)
11. Master Professional Consultant Services Agreement – EFI Global, Inc. (Environmental Services)
12. Master Professional Consultant Services Agreement – Epic Land Solutions, Inc. (Appraisal Review Services)
13. Master Professional Consultant Services Agreement – Epic Land Solutions, Inc. (Property Management Services)
14. Master Professional Consultant Services Agreement – Hodges Lacey & Associates LLC (Fixtures and Equipment Appraisal Services)
15. Master Professional Consultant Services Agreement – Overland, Pacific & Cutler, LLC (Relocation Services)
16. Master Professional Consultant Services Agreement – Partner Assessment Corporation (Environmental Services)
17. Master Professional Consultant Services Agreement – RSG, Inc. (Acquisition Services)
18. Master Professional Consultant Services Agreement – Romo Acquisition and Relocation Services LLC (Acquisition Services)
19. Master Professional Consultant Services Agreement – Romo Acquisition and Relocation Services LLC (Relocation Services)
20. Master Professional Consultant Services Agreement – R. P. Lauran and Associates, Inc. (Appraisal Services)
21. Master Professional Consultant Services Agreement – R. P. Lauran and Associates, Inc. (Appraisal Review Services)
22. Master Professional Consultant Services Agreement – Santolucito Dore Group Inc. (Appraisal Services)
23. Master Professional Consultant Services Agreement – Santolucito Dore Group Inc. (Appraisal Review Services)
24. Master Professional Consultant Services Agreement – Terracon Consultants, Inc. (Environmental Services)
25. Master Professional Consultant Services Agreement – SCS Engineers, Inc. (Environmental Services)