

ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to approval of an augmented list of pre-qualified consultants identified through a supplemental Request for Qualifications (RFQ) to provide professional services for the Economic and Workforce Development Department (EWDD).

Recommendations for Council action:

1. APPROVE the augmented pre-qualified list of consultants identified through the RFQ categories enumerated in Attachment A of the October 30, 2017 Municipal Facilities Committee (MFC) report, attached to the Council file, for a term of three years, effective July 1, 2017 through June 30, 2020, with an extension option of one year.
2. AUTHORIZE the General Manager, EWDD, or designee, to solicit bids and execute contracts with the firms identified in the October 30, 2017 MFC report, attached to the Council file, augmented to the existing EWDD prequalified list of consultants on an as-needed basis, subject to approved funding, to expend funds within Fund No. 100/22 Account No. 3040 Contractual Services, compliance with the City's contracting policies, Charter 1022 review, and approval of the City Attorney as to form and legality.
3. AUTHORIZE the General Manager, EWDD, or designee, to prepare Controller instructions and/or make any technical adjustments needed and consistent with this action, subject to the approval of the City Administrative Officer; and REQUEST the Controller to implement these instructions.

Fiscal Impact Statement: The MFC reports that approval of the recommendations contained in the October 30, 2017 MFC report, attached to the Council file, will have no impact on the General Fund. The proposed professional consulting services contracts will be funded using EWDD's contractual services account Fund No.100/22. The prequalified firms' contracts will contain a financial liability clause which limits the City's financial obligation to the amount approved by the Mayor and Council for such work, which is consistent with the City's Financial Policies. As such, the recommendations in this report comply with the City's Financial Policies as project funding will support project expenditures.

Community Impact Statement: None submitted.

TIME LIMIT FILE - DECEMBER 29, 2017

(LAST DAY FOR COUNCIL ACTION - DECEMBER 13, 2017)

Summary:

On November 28, 2017, your Committee considered an October 30, MFC report relative to approval of an augmented list of pre-qualified consultants identified through a supplemental RFQ to provide professional services for the EWDD. According to the MFC, on August 16, 2017, Council adopted the EWDD prequalified list of consultants identified through an RFQ to provide professional consulting services, and authorized the EWDD to release a subsequent RFQ to augment the list of prequalified firms and expand the scope of services to provide

economic development functions needed by the EWDD to better perform its daily functions to develop, deliver, and promote the best in class economic services to generate, sustain, and grow individual, business, and community prosperity in the City.

Subsequently, on June 14, 2017, the EWDD released the Professional Consulting Services supplemental RFQ which included the following service areas:

- a. Appraisal services
- b. Environmental assessment services
- c. Labor/wage compliance services
- d. Construction management /inspector services
- e. Title/escrow services
- f. Property management services.

The EWDD received responses from a total of 23 firms and individuals interested in the six service areas. Before the proposals were evaluated and rated, EWDD briefed a total of 13 evaluators, three per service area, on the Professional Consulting Services supplemental RFQ process and trained them to use a scoring tool developed by EWDD. All eligible proposals' narrative responses were rated accordingly. The final scores for all eligible proposals and contractor recommendations for each of the six service areas with scores higher than the required threshold of 70 are included in the MFC report.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the October 30, 2017 MFC report and detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

ECONOMIC DEVELOPMENT COMMITTEE



MEMBER **VOTE**

PRICE: YES

BUSCAINO: YES

HUIZAR: YES

ARL

11/28/17

-NOT OFFICIAL UNTIL COUNCIL ACTS-