

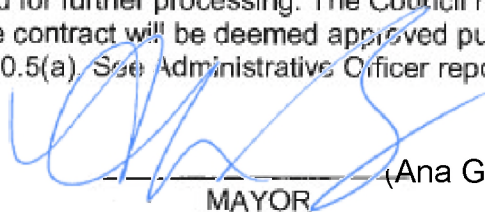
0220-00540-1301

TRANSMITTAL

TO The Council The City Attorney The Housing and Community Investment Department	DATE 10/2/18	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Proposed Contract with First American Data Tree, LLC for
Real Estate Information Services**

Approved and transmitted for further processing. The Council has 60 days from the date of receipt to act, otherwise the contract will be deemed approved pursuant to Administrative Code Section 10.5(a). See Administrative Officer report attached.



MAYOR (Ana Guerrero) for

RHL:MAM:02190034C

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 2, 2018

CAO File No. 0220-00540-1301

Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Housing and Community Investment Department Transmittal dated September 14, 2018; Received by the City Administrative Officer on September 20, 2018; Additional Information Received through September 27, 2018

Subject: **REQUEST FOR AUTHORITY TO NEGOTIATE AND EXECUTE A CONTRACT WITH FIRST AMERICAN DATA TREE SELECTED THROUGH A REQUEST FOR PROPOSALS (RFP) FOR REAL ESTATE INFORMATION SERVICES**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Los Angeles Housing and Community Investment Department (HCID), or designee, to:

- a. Negotiate and execute a professional services agreement with First American Data Tree LLC to provide real estate services for a contract term from October 1, 2018 through September 30, 2019, with two one-year renewal options and a compensation amount not to exceed \$170,000 annually, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements; and,
- b. Prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor's action on this matter, subject to the approval of the City Administrative Officer.

2. Authorize the Controller to:

- a. Transfer appropriations within Fund 100/43, the source of funds for which is Code Enforcement Trust Fund NO. 41M (\$8,551), Rent Stabilization Trust Fund NO. 440 (\$919), and the Foreclosure Trust Fund NO. 56V (\$58,731), as follows:

	Acct	Title	Amount
From:	001010	Salaries, General	\$68,201.00
To:	003040	Contractual Services	\$68,201.00

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a professional services agreement with First American Data Tree LLC for real estate information services. The proposed contract would have a one year term to commence on October 1, 2018 through September 30, 2019, with two one-year renewal options, for an annual amount not to exceed \$170,000.

On March 12, 2018, HCID released a Request for Proposals (RFP) to solicit responses from qualified contractors to provide real estate information services. Four proposals were received in response to the RFP and three were deemed responsive. Additional information regarding the RFP process and results can be found in the HCID report, dated September 14, 2018 (Report). This Office concurs with the recommendations of the Department, as amended, to include compliance with the City’s contracting requirements.

Partial funding for the proposed contract was approved in the FY 2018-19 budget. Additional funding is being requested through a transfer from the Salaries, General account to Contractual Services account.

	Code Enforcement Trust Fund (41M)	Rent Stabilization Trust Fund (440)	Foreclosure Trust Fund (56V)	Account Totals
FY 18-19 Budget	\$25,449.75	\$35,629.65	\$40,719.60	\$101,799.00
First American – First FSR	8,551.00	919.00	58,731.00	68,201.00
Total	\$34,000.75	\$36,548.65	\$99,450.60	\$170,000.00

The HCID’s report recommended a transfer of \$68,201 from the Code Enforcement Trust Fund (\$8,551), Rent Stabilization Trust Fund (\$919), and the Foreclosure Trust Fund (\$58,731) during the first Financial Status Report (FSR). This Office recommends authorization of the transfer with the amounts and sources listed above to occur with the concurrent approval of this report.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees have the expertise to perform the work. Additionally, this Office determined that it is more feasible to contract for real estate information services because the services required exceed staffing ability, are of limited duration, and additional staff cannot be employed or trained in a timely manner.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that the contract will be funded by budgeted special funds: Code Enforcement Trust Fund NO. 41M, Rent Stabilization Trust Fund NO. 440, and the Foreclosure Trust Fund NO. 56V.

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