

County of Santa Clara
Parks and Recreation Department



24-5059

DATE: April 16, 2024 (Item No. {{item.number}})

TO: Board of Supervisors

FROM: Don Rocha, Director, Parks and Recreation Department

SUBJECT: First Amendment to Professional Services Agreements with Hulberg & Associates, Inc., dba Valbridge Property Advisors; and The Doré Group, Inc.

RECOMMENDED ACTION

Consider recommendations relating to Professional Services Agreements for Real Estate Appraisals and Commercial Economic Analysis professional services. (LA-1)

Possible action:

- a. Approve First Amendment to Professional Services Agreement with Hulberg & Associates, Inc., dba Valbridge Property Advisors, relating to providing real estate appraisals and commercial economic analysis professional services, extending the agreement for a nine-month period through December 31, 2024, and amending the Consultant Hourly Rates in Section 10.02, that has been reviewed and approved by County Counsel as to form and legality. An exception to Board of Supervisors Policy 5.4.5.4, Length of Term of Contracts, has been approved by the Office of Countywide Contracting Management.
- b. Approve First Amendment to Professional Services Agreement with The Doré Group, Inc., relating to providing real estate appraisals and commercial economic analysis professional services, extending the agreement for a nine-month period through December 31, 2024, that has been reviewed and approved by County Counsel as to form and legality. An exception to Board of Supervisors Policy 5.4.5.4, Length of Term of Contracts, has been approved by the Office of Countywide Contracting Management.
- c. Authorize the County Executive, or designee, to be the Owner's Authorized Representative to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to the Professional Service Agreement including issuance of Project Agreements for services during the term of the Professional Service Agreements, following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on December 31, 2024.

FISCAL IMPLICATIONS

There is no impact to the County General Fund as a result of the recommended action.

The Parks and Recreation Department has adequate funding in its operational budget for any new project amendments executed during the extension term.

CONTRACT HISTORY

On May 7, 2019 (Item No. 67), the Board of Supervisors (the “Board”) approved three Professional Services Agreements (“PSAs”) related to Real Estate Appraisal and Commercial Economic Analysis Services with Hulberg & Associates, Inc., dba Valbridge Property Advisors, The Doré Group, Inc., and Smith & Associates, each for an amount not to exceed \$1,000,000, for period May 7, 2021, through May 6, 2024.

REASONS FOR RECOMMENDATION AND BACKGROUND

The existing PSAs expire on May 6, 2024. Currently, the Parks and Recreation Department (the “Department”) is working on a competitive selection process for these professional services. At the request of Administration, the selection process was extended to allow the inclusion of other County departments (e.g., Roads and Airports, Office of Supporting Housing, and Facilities and Fleet) to negotiate and draft a Countywide contract.

This amendment would extend the contract term for the PSAs with Hulberg & Associates, Inc., dba Valbridge Property Advisors, and The Doré Group, Inc., allowing for continuity in services, bridging the gap until the selection process is complete and a new contract is in place.

Smith & Associates, Inc., did not wish to extend the contract term.

Reason for request of Delegation of Authority

Although delegations of authority are discouraged except under certain circumstances, this delegation of authority is necessary to allow the County Executive, or his designee, to issue and manage individual Project Agreements (“PAs”) to meet deadlines for Department issued requests for appraisal services to ensure consistency and timely delivery of needed services. Therefore, this delegation would give the County Executive, or his designee, the ability to negotiate, execute, amend, or terminate PAs, and to make administrative amendments to PSAs related to ordinance and hourly rate changes, thereby preventing costly delays. Without a delegated authority the Department would be unable to take advantage of a master PSAs to facilitate efficient and timely execution of real estate appraisal and commercial economic analysis professional services.

CHILD IMPACT

The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

CONSEQUENCES OF NEGATIVE ACTION

The PSAs will expire on May 6, 2024, preventing the Department from being able to meet property appraisal needs if they arise after that date.

STEPS FOLLOWING APPROVAL

Notify Rossana Lezama, Parks and Recreation Department.

ATTACHMENTS:

- Attachment A – Dore Group First Amendment
- Attachment B – Hulberg First Amendment
- Attachment C – Dore B5Y
- Attachment D – Hulberg B5Y
- Attachment E – Dore Levine Act Forms
- Attachment F – Hulberg Levine Act Form