

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

Date: August 24, 2021

CAO File No. 0220-00540-1563

Council File No. 21-0930

Council District: Citywide

To: The Mayor  
The Council

From: *Yolanda Chavez*  
for Matthew W. Szabo, City Administrative Officer

Reference: Los Angeles Housing Department transmittal dated July 29, 2021; Received by the City Administrative Officer on August 17, 2021; Additional information received through August 24, 2021

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**

---

### RECOMMENDATION

That the Council, subject to the approval of the Mayor, Authorize the General Manager of the Los Angeles Housing Department, or designee, to negotiate and execute a professional services agreement with First American Data Tree LLC to provide real estate services for a compensation amount not to exceed \$675,000 and a contract term of five years to commence on or about October 1, 2021, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements and insurance requirements prior to execution.

### SUMMARY

The Los Angeles Housing Department (LAHD) 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 five-year term to commence on or about October 1, 2021 for an annual amount not to exceed \$135,000, or a cumulative total of \$675,000. The City Attorney concurs with the LAHD's request for a five-year contract term because of the technical difficulty and training time needed for the data set files to be formatted as required for use for code compliance, enforcement, billing, and collections. Subsequent to the release of their transmittal dated July 29, 2021 (Report), the LAHD confirmed that the current contract with First American Data Tree LLC for real estate information services will end on September 30, 2021, not September 20, 2021, as noted in their Report.

On February 15, 2021, LAHD released a Request for Proposals (RFP) to solicit responses from qualified contractors to provide real estate information services. Three proposals were received in response to the RFP and all three were deemed responsive. The LAHD is recommending the

respondent with the highest qualifying score for funding. Additional information regarding the RFP process and results can be found in the LAHD Report. First American Data Tree LLC will provide real estate reports with information for review and filing in LAHD case reports, and will provide technical support and on-site or off-site training as needed.

Pursuant to Charter Section 1022, the Personnel Department determined on January 28, 2021 that City employees have the necessary qualifications to perform the work. This Office determined on March 9, 2021 that it is more feasible to contract because the services require technical expertise that exceed staffing availability and additional staff cannot be employed or trained in a timely manner. It should be noted that evidence of First American Data Tree LLC's insurance coverage meeting the limits deemed appropriate by the Risk Management Division of the Office of the City Administrative Officer has not been submitted through the City's KwikComply system at the writing of this report. In order to comply with the City's contracting requirements, the LAHD indicated that that they will instruct the proposed contractors to upload the required documentation and that the KwikComply documentation will be verified prior to forwarding the proposed contracts to the Office of the City Attorney for review and signature. This Office concurs with the Department's recommendations as amended to add language specifying that the personal services agreement execution be subject to First American Data Tree LLC's compliance with City contracting requirements, including complying with minimum insurance requirements.

## **FISCAL IMPACT STATEMENT**

There is no impact on the General Fund. Funding for the proposed contract with First American Data Tree LLC will be provided by the Rent Stabilization Trust Fund No. 440, Systematic Code Enforcement Trust Fund No. 41M, Foreclosure Trust Fund No. 56V, Community Development Trust Fund No. 424, Low and Moderate Income Housing Fund No. 55J, and Accessible Housing Fund No. 10D.

## **FINANCIAL POLICIES STATEMENT**

The recommendation in this report complies with the City's Financial Policies in that the City's financial obligation is limited to funds budgeted for this purpose according to the City's Standard Provisions.

*MWS:EIC:02210025c*