



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing the City Manager to Enter into a Professional Services Agreement with Universal Field Services, Inc. for the Elm Street Relocation Services Necessary to Begin the New Police Facility Project

MEETING DATE: March 20, 2002

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council authorize the City Manager to enter into a professional services agreement with Universal Field Services, Inc. for the tenant relocations on West Elm Street.

BACKGROUND INFORMATION: The removal of several City-owned houses necessary for the construction of the new police facility will require the City to relocate the tenants of these properties. Four residential tenants, located at 217½, 307 #1, #2, and #3 West Elm Street, will need to be relocated to new residences. Two commercial occupants, located at 225 West Elm Street, will also need to be relocated. The Uniform Relocation Act requires that the City be responsible for finding replacement housing for the residents and new business sites for the commercial tenants. The City is responsible for finding relocation sites for each tenant.

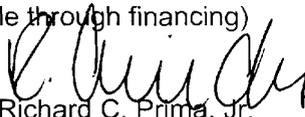
Staff feels that a professional services agreement with a firm that specializes in relocation issues would best suit our needs. Certain procedures under the Uniform Relocation Act must be followed. Since staff does not have experience with such procedures, using a specialized firm for the process will ensure that such procedures are followed.

Three proposals for the relocation services were received. Staff's decision to use Universal Field Services was based on their knowledge and familiarity of the City, their competitive price and the fact that they are currently providing services for another City project. Their previous knowledge and experience with the City provides them with an advantage over the other proposals received.

The professional services agreement will provide such services as:

- Preparation of the relocation and assistance entitlements in accordance with Federal and/or State laws
- Review availability of replacement residences and business sites
- Comparison of needs of relocated residents and businesses
- Provide notices to tenants as required
- Monitor the moves to the replacement locations
- Prepare necessary payment documentation

FUNDING: General Fund Capital (reimbursable through financing) \$22,500


Richard C. Prima, Jr.
Public Works Director

Prepared by Rebecca Areida, Management Analyst
RCP/RA/lm
cc: Randy Hays, City Attorney
Dennis Callahan, Fleet and Facilities Manager
Gary Wiman, Construction Project Manager

APPROVED: 
H. Dixon Flynn - City Manager

RESOLUTION NO. 2002-63

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
UNIVERSAL FIELD SERVICES, INC., FOR THE ELM STREET RELOCATION
SERVICES NECESSARY TO BEGIN THE NEW POLICE FACILITY PROJECT

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WHEREAS, the removal of several City-owned houses necessary for the construction of the new police facility will require the City to relocate four residential tenants and two commercial occupants; and

WHEREAS, the Uniform Relocation Act requires that the City be responsible for finding replacement housing for the residents and new business sites for the commercial tenants; and

WHEREAS, staff recommends entering into a professional services agreement with a firm that specializes in relocation issues, because certain procedures under the Uniform Relocation Act must be followed; and

WHEREAS, three proposals for the relocation services have been received. Staff recommends entering into agreement with Universal Field Services, Inc., based on its knowledge and familiarity of the City, its competitive price, and the fact that it is currently providing services for another City project.

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby authorize the City Manager to execute a professional services agreement with Universal Field Services, Inc., for the Elm Street Relocation Services necessary to begin the new Police Facility Project.

Dated: March 20, 2002

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I hereby certify that Resolution No. 2002-63 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 2002 by the following vote:

- AYES: COUNCIL MEMBERS – Land and Nakanishi
- NOES: COUNCIL MEMBERS – Hitchcock
- ABSENT: COUNCIL MEMBERS – Howard and Mayor Pennino
- ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk