



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#17-0807

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: August 22, 2017

TITLE: Motion to Approve Contract for Real Estate Brokerage Services with
Colliers International South Florida, LLC

Recommendation

It is recommended that the City Commission award a one-year contract, in substantially the form attached, for the purchase of real estate brokerage services from Colliers International South Florida, LLC (Colliers); and authorize the City Manager to approve three one-year renewal options contingent upon appropriation of funds.

Background

Request for Proposals (RFP) 975-11940 was advertised to seek a qualified real estate brokerage firm to provide professional services related to real property assets owned by the City of Fort Lauderdale. The selected firm will be responsible for assisting the City with brokerage services, which may include: (i) providing advice regarding property valuation, (ii) portfolio organization and analysis, (iii) strategic planning for property leasing and disposal, (iv) listing services for sale of City surplus property, (v) overseeing escrow for such sales, and (vi) lease management.

The timeline for this solicitation process included the following:

- April 7, 2017 – RFP 975-11940 was released for real estate brokerage services.
- May 1, 2017 – Bids were received from Colliers, CBRE, Inc. and Read Real Estate Asset Disposition.
- May 30, 2017 – The evaluation committee, consisting of Ash Benzo- Treasurer, Alfred Battle – DSD Deputy Director, and Glendon Hall – CRA Housing & Economic Development Manager, met with Hendry Lopez – Procurement Specialist, to evaluate and rank the proposers. During the meeting, the committee requested a second meeting for presentations from the top two vendors, Colliers and CBRE, Inc.

- June 13, 2017 – The evaluation committee met with Hendry Lopez for presentations from the top two vendors to evaluate and rank the firms based on the evaluation criteria shown below:

EVALUATION CRITERIA	WEIGHT
Understands the scope of the project	10%
Percent Sales Commission to Contractor	20%
Percent Lease Cost to Contractor	20%
Hourly rate for advisory services where a Commission will not be earned	15%
References, Past Performance, Staff Experience, Experience of the Firm, Firms Resources and Facilities	25%
Problem identification and the proposed method to accomplish the work required.	10%
TOTAL	100%

Staff recommends awarding the contract to Colliers, as they have been deemed the highest rank, responsive and responsible proposer.

Colliers will collect 4% brokerage commission on new leases and property disposition (paid by the lessor/buyer of City property). They will collect 3% from rent collected as part of their lease management duties. Over the course of the contract, including the three one year renewals, it is projected that Colliers will collect an estimated \$792,000 for their lease management services. Colliers' lease management service duties will commence in October 2017.

In addition to lease management and property dispositions, Colliers will also be responsible for providing advisory services on City real estate deals where they will not collect a brokerage commission. Per their bid submittal, their hourly rate for real estate advisory services will be \$150 per/hour with a not to exceed amount stated within an executed Notice to Proceed (NTP). Advisory services shall include shall include, but is not limited to, analyzing and evaluating leases and other real estate documents, preparing lease summaries, data collection, market analysis, cash flow projections, pro forma statements and financial analysis.

Resource Impact

There is no impact to the FY 17 budget. Future expenditures are contingent upon budget approval and appropriation of funds.

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within

the Internal Support Cylinder of Excellence, specifically advancing:

- **Goal 12:** Be a leading government organization, managing resources wisely and sustainably
- **Objective 1:** Ensure sound fiscal management
- **Initiative 1:** Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results-oriented and efficient services

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Attachments

Exhibit 1 - Contract

Exhibit 2 - Evaluation Committee Tabulation

Exhibit 3 - Solicitation

Exhibit 4 - Colliers International Proposal

Exhibit 5 - CBRE Proposal

Exhibit 6 - Read Real Estate Asset Disposition Proposal

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