

## **Solicitation 975-11940**

### **Real Estate Brokerage Services**

#### **Bid Designation: Public**



## **City of Fort Lauderdale**

## Bid 975-11940

### Real Estate Brokerage Services

Bid Number 975-11940  
 Bid Title Real Estate Brokerage Services

Bid Start Date Apr 7, 2017 4:46:25 PM EDT  
 Bid End Date May 1, 2017 2:00:00 PM EDT  
 Question & Answer End Date Apr 24, 2017 5:00:00 PM EDT

Bid Contact Hendry J Lopez  
 Procurement Specialist I  
 Finance / Procurement  
 hlopez@fortlauderdale.gov

Pre-Bid Conference Apr 13, 2017 12:00:00 PM EDT  
 Attendance is optional  
 Location: City of Fort Lauderdale- City Hall  
 100 N. Andrews Avenue  
 8th floor, Conference Room  
 Fort Lauderdale, FL 33301

#### Addendum # 1

New Documents	Exhibit 2 - List of City Leases.pdf Exhibit 3 - Pre-Bid Meeting Sign-In Sheet.pdf Exhibit 4 - Fort Lauderdale Surplus Properties List.pdf 11940 - Addendum No. 1.doc
---------------	---

**Changes were made to the following items:**  
 Real Estate Brokerage Services

#### Description

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide proposals for Real Estate Brokerage Services for Citywide use, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

**All questions must be submitted in writing through the BidSync questions and answers section. BidSync will charge no fee on awards made by the City of Fort Lauderdale.**

All pricing should be identified on the Cost Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal page. Failure to use the City's Cost Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

#### **Added on Apr 17, 2017:**

Exhibit 2, 3, and 4 have been added to the solicitation. See addendum no. 1. All other information remained the same.

#### Addendum # 1



City of Fort Lauderdale  
Real Estate Brokerage Services  
RFP # 975-11940

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Real Estate Brokerage Services for the City's Manger's Office, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

### 1.2 Submission Deadline

Sealed proposals shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301 (City Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The City of Fort Lauderdale is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

### 1.3 Pre-proposal Conference and Site Visit

There will be a pre-proposal conference and/or site visit scheduled for this Request for Proposal. It is strongly suggested that all Contractors attend the pre-proposal conference and/or site visit.

While attendance is not mandatory, meetings at other times will not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractors attend the pre-proposal meeting.

### 1.4 BidSync

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposers inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

### 1.5 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist Hendry Lopez at (954) 828-5189 or email at [hlopez@fortlauderdale.gov](mailto:hlopez@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to

the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractors please note: Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

*END OF SECTION*

## SECTION II - SPECIAL TERMS AND CONDITIONS

### 2.1 General Conditions

RFP General Conditions (Form G-107, Rev. 02/15) are included and made a part of this RFP.

### 2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### 2.3 Changes and Alterations

Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

### 2.4 Proposer's Costs

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

### 2.5 Pricing

All pricing should be identified on the Cost Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal page. Failure to use the City's Cost Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

Contractor must quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

Prices proposed shall be valid for at least One-Hundred and Twenty (120) days from time of RFP opening unless otherwise extended and agreed upon by the City and proposer.

### 2.6 Invoices/Payment

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last, in accordance with the Florida Local Government Prompt Payment Act. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award.

### 2.7 Related Expenses/Travel Expenses

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

## **2.8 Payment Method**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

## **2.9 Mistakes**

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

## **2.10 Acceptance of Proposals / Minor Irregularities**

**2.10.1** The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

**2.10.2** The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

## **2.11 Modification of Services**

**2.11.1** While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

**2.11.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.11.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services, and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to

procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

**2.11.4** If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

**2.12 No Exclusive Contract**

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.13 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website

[http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT\\_TEMPLATE\\_SERVICES.pdf](http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT_TEMPLATE_SERVICES.pdf)

**2.14 Responsiveness**

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.15 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.16 Minimum Qualifications**

Proposers shall be in the business of Real Estate and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the key staff assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

**2.16.1** Proposer or principals shall have relevant experience in Real Estate and Brokerage services. Project manager assigned to the work must have experience as a real estate agent and/or broker and have served as project manager on similar projects.

**2.16.2** Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City

and performance evaluation for services, in making the award in the best interest of the City.

**2.16.3** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.16.4** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

## **2.17 Lobbying Activities**

Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

[http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist\\_ordinance.pdf](http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist_ordinance.pdf).

## **2.18 Local Business Preference**

**2.18.1** Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this RFP, as applicable to the local business preference class claimed at the time of Proposal submittal:

**2.18.2** Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.18.3** Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business preference.

**2.18.4** The complete local business preference ordinance may be found on the City's web site at the following link: <http://fortlauderdale.gov/home/showdocument?id=6422>

### **2.18.5 Definitions**

The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## **2.19 Protest Procedure**

**2.19.1** Any Proposer or Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the director of procurement services division (director), by delivering a letter of protest to the director within five (5) days after a notice of intent to award is posted on the city's web site at the following link:  
<http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

**2.19.2** The complete protest ordinance may be found on the city's web site at the following link: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

## **2.20 Public Entity Crimes**

Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

## **2.21 Subcontractors**

**2.21.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.21.2** Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's

subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

**2.21.3** Contractor shall require all of its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

**2.22 Proposal Security – N/A**

**2.23 Payment and Performance Bond – N/A**

**2.24 Insurance Requirements**

**2.24.1** The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

**2.24.2** The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

**2.24.3** The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

**Workers' Compensation and Employers' Liability Insurance**

Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

**Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000. This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

### **Automobile Liability Insurance**

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury     \$250,000 each person, \$500,000 each occurrence  
 Property damage        \$100,000 each occurrence

### **Professional Liability (Errors & Omissions)**

#### Consultants

Limits:     \$2,000,000 per occurrence

**2.24.4** A copy of **ANY** current Certificate of Insurance should be included with your proposal.

**2.24.5** In the event that you are the successful Proposer, you will be required to provide a certificate naming the City as an “additional insured” for General Liability. Certificate holder should be addressed as follows:

City of Fort Lauderdale  
 Procurement Services Division  
 100 N. Andrews Avenue, Room 619  
 Fort Lauderdale, FL 33301

### **2.25 Award of Contract**

A Contract (the “Agreement”) may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City’s best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the in the City.

### **2.26 Unauthorized Work**

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

**2.27 Damage to Public or Private Property – N/A****2.28 Safety – N/A****2.29 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

**2.29.1** The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

**2.29.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

**2.29.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

**2.29.4** The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

**2.30 Canadian Companies**

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.31 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

**2.32 Manufacturer/Brand/Model Specific Request – N/A****2.33 Contract Period**

The initial contract term shall commence upon date of award by the City or June 17, 2017, whichever is later, and shall expire one year from that date. The City reserves the right to extend the contract for three, additional one year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 120 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

### **2.34 Cost Adjustments**

Prices quoted shall be firm for the initial contract term of one year. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

### **2.35 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

### **2.36 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

**2.37 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contact.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

**2.38 Substitution of Personnel**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

**2.39 Insurance for Collection of Credit Card Payments – N/A****2.40 Ownership of Work**

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

**2.41 Condition of Trade-In Equipment – N/A****2.42 Conditions of Trade-In Shipment and Purchase Payment – N/A****2.43 Verification of Employment Status – N/A****2.44 Service Organization Controls – N/A****2.45 Warranties of Usage**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

*END OF SECTION*

## SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### 01. PURPOSE

The purpose of this Request for Proposal (RFP) is to select 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 Manager's staff 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 deliverables may include valuation, marketing and strategic planning reports as specified in each task order that may be issued during the term of the agreement.

The City is looking for a firm with experience in the Fort Lauderdale market area in marketing, leasing and selling properties for owners with large portfolios of properties. The brokers of the firm to be assigned to this contract should have familiarity with laws and practices applicable to public agency real estate matters.

The successful proposer is referred to as the Contractor throughout this RFP.

### 02. BACKGROUND

The City, with its current broker on contract, manages a real estate portfolio of approximately 40 properties, some of which are used for City operations and services. The City desires to develop a strategic plan that inventories all City-owned vacant surplus and/or controlled property, its current use, and outlines recommendations for the best use of the property. The Contractor shall be responsible for identifying which properties have the most potential to generate revenue, through sale or leasing, proposed marketing strategies and timelines for appropriate action.

Further, the City desires for the Contractor to manage City leases with City as lessor and City license agreements.

### 03. SCOPE OF SERVICES

Upon award of the contract, the Contractor shall provide a review and assessment of all City-owned vacant and/or underutilized property, its current use, and recommendations for the best use of the property. This review and assessment should not include single-family lots. The City reserves the right to add or subtract parcels from their portfolio:

- A. The Contractor shall evaluate City-owned vacant and/or underutilized land; and as a result provide an assessment of revenue potential and recommendations and planning for expedited/streamlined disposition of that City-owned land.
- B. The Contractor is expected to produce a draft report, including a recommendation section for City review, by no later than one hundred and twenty (120) days after the commencement of the contract. The report should summarize the costs and potential revenue associated with

the sale of each property; state goals as they relate to the City; identify properties which present an opportunity as they are determined to be underutilized or surplus to City needs and present a specific plan of action to meet the City's goals of revenue generation. In accordance with Florida Statute 166.0451, the report shall identify all real property that is appropriate for use as affordable housing. The final report will reflect City comments and be produced within one hundred and eighty (180) days of commencement of the contract. Recommendations made by the Contractor, at any time during the creation of the strategic plan, may be brought to the City and, if approved, be assigned as a project. Such projects should be identified within, and will count toward, the fulfillment of the goals of the strategic plan.

- C. The Contractor will also identify best practices related to public sector real estate portfolio management that would be beneficial to the City in the ongoing management of its real estate assets. Such practices may include digital applications made available to the City to accurately review the inventory of City-owned property.
- D. All real estate transactions are to be processed with approval of the City and in accordance with applicable rules, regulations, ordinances, and City Charter of the City of Fort Lauderdale.
- E. In all matters concerning the above Section A, compensation for work performed shall be performance based. Specifically, compensation shall be derived from the sales transaction proceeds
- F. The Contractor shall include, in response, proposed commission percentage. All sales commission to be paid by the buyer.

1) Through the term of the contract, the Contractor, under the direction and control of the City:

- The Contractor shall provide quarterly updated reports of all identified City-owned surplus and under-utilized sites, including escheated properties; and Contractor shall continue to prioritize opportunities for utilization or disposal, identifying which have the greatest opportunity to maximize revenue to the City in the shortest period of time.
  - The Contractor shall manage all City leases with City as lessor and all City license agreements. The Contractor shall be required to immediately report to the applicable City staff when the party in contract with the City is in violation of respective agreement.
  - The Contractor shall handle marketing of properties for sale or lease including providing updated and accurate listing information on the City's website.
  - All lease matters are to be processed with approval of the City and in accordance with applicable rules, regulations, ordinances, and City Charter of the City of Fort Lauderdale.
  - In all matters concerning this Section, compensation for work performed shall be performance based. Specifically, compensation shall be derived from the percentage of lease costs.
- The Contractor shall include, in response, proposed lease cost percentage.

- The Contractor shall include, in response, their hourly rate of advisory services where a Commission will not be earned.
- The Contractor team should include experts in:
  - a. Commercial and Industrial Development
  - b. Hospitality Industry
  - c. Multi-family and Condominium Industry
  - d. Marina Industry
- The Contractor shall periodically, but no less than two times per year, and at mutually agreed upon dates, present to applicable staff the current state of the City of Fort Lauderdale real estate market. The presentations will serve the purpose of highlighting local real estate trends and forecasts.

*END OF SECTION*

## SECTION IV – SUBMITTAL REQUIREMENTS

### 4.1 Instructions

- 4.1.1** Although proposals are accepted ‘hard copy’, the City of Fort Lauderdale uses Bidsync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from Bidsync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in Bidsync well in advance of their intention of submitting a proposal to ensure familiarity with the use of Bidsync. The City shall not be responsible for a Proposer’s inability to submit a proposal by the end date and time for any reason, including issues arising from the use of Bidsync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- 4.1.5** All proposals will become the property of the City. The Proposer’s response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 (“Public Records Law”). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer’s response to the RFP purporting to require confidentiality of any portion of the Proposer’s response to the RFP, except to the extent that certain information is in the City’s opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 (“Public Records Laws”), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer’s response to the RFP constitutes a Trade Secret. The city’s determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the city and the city’s officers, employees, and agent, against any loss or damages incurred by any person

or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

- 4.1.6** One original and two copies plus five electronic (soft) copy of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.
- 4.1.7** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

## **4.2 Contents of the Proposal**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals. Proposals should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The City prefers that proposals be no more than 50 pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled DVD/CD in a paper sleeve. The proposals shall be organized and divided into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the proposal and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in proposal to specific requirements stated herein or through the RFP.

### **4.2.1 Table of Contents**

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

### **4.2.2 Executive Summary**

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

#### 4.2.3 Experience and Qualifications

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

#### 4.2.4 Approach to Scope of Work

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the proposer shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

#### 4.2.5 References

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- Client Name, address, contact person telephone and E-mail addresses.
- Description of work.
- Year the project was completed.
- Total cost of the project, estimated and actual.

**Note:** Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

#### 4.2.6 Minority/Women (M/WBE) Participation

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

#### 4.2.7 Subcontractors

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

#### 4.2.8 Required Forms

**a. Proposal Certification**

Complete and attach the Proposal Certification provided herein.

**b. Cost Proposal**

Provide firm, fixed, costs for all services/products using the form provided in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**c. Non-Collusion Statement**

This form is to be completed, if applicable, and inserted in this section.

**d. Local Business Preference (LBP)**

This form is to be completed, if applicable, and inserted in this section

**e. Contract Payment Method**

This form must be completed and returned with your proposal. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

**f. Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for the required coverage and limits.

*END OF SECTION*

**SECTION V – EVALUATION AND AWARD**

**5.1 Evaluation Procedure**

**5.1.1 Bid Tabulations/Intent to Award**

Notice of Intent to Award Contract/Bid, resulting from the City’s Formal solicitation process, requiring City Commission action, may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/bid-results>, or any interested party may call the Procurement Office at 954-828-5933.

**5.1.2** Evaluation of proposals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Proposals shall be evaluated based upon the information and references contained in the responses as submitted.

**5.1.3** The Committee may short list no less than three Proposals, assuming that three proposals have been received, that it deems best satisfy the weighted criteria set forth herein. The committee may then conduct interviews and/or require oral presentations from the short listed Proposers. The Evaluation Committee shall then re-score and re-rank the short listed firms in accordance with the weighted criteria.

**5.1.4** The City may require visits to the Proposer's facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process.

**5.1.5** The final ranking and the Evaluation Committee’s recommendation may then be reported to the City Manager for consideration of contract award.

**5.2 Evaluation Criteria**

**5.2.1** The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm a number 1, the second ranked firm a number 2, and so on. The City shall multiply that average ranking by the weighted criterion identified herein to determine the total the points for each proposer. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

**5.2.2 Weighted Criteria**

<u>ABILITY TO MEET OBJECTIVES</u>	
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 PERCENT AVAILABLE:	100%

### 5.3 Contract Award

The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

*END OF SECTION*

**SECTION VI - COST PROPOSAL PAGE**

**Proposer Name:** \_\_\_\_\_

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**Notes:**

Attach a breakdown of costs including but not limited to labor, equipment, materials and parts.

1. Proposed commission percentage as defined in Section III \_\_\_\_\_ %

2. Proposed lease cost percentage as defined in Section III \_\_\_\_\_ %

3. Hourly rate for advisory services where commission is not earned \$ \_\_\_\_\_  
(The estimated number of hours the city expects to utilize these services is 500 hours per year. The hours may vary depending on the need of the city.)

**Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.**

**Submitted by:**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## ARTICLE VIII. - PUBLIC PROPERTY

## Sec. 8.01. - Sale of personal property; procedure; public notice.

Personal property belonging to the city shall not be sold, except where competitive bidding conditions have been maintained. Where the value of the personal property exceeds five thousand dollars (\$5,000.00), same may not be sold except after public notice to bidders by publication. The sale shall be made to the highest and best bidder for cash, and no personal property shall be sold on terms. The provisions of this section shall not apply in instances where depreciated personal property is traded in on new equipment, bought by the city, but in such instances the amount allowed for personal property traded in on new equipment purchased must be definitely specified in the bid.

## Sec. 8.02. - Sale of public lands and of public property to public bodies.

City of Fort Lauderdale is hereby authorized and empowered to enter into contracts with and to sell, alienate, exchange, give, grant or convey to United States of America or any of its departments or agencies, State of Florida or any of its counties, districts, subdivisions or agencies, or to any public body, any public places or any public property, real or personal, now owned by said City of Fort Lauderdale or hereafter acquired, to be used by such public body or agency for a public purpose, or make improvements upon public property used for a public purpose, under the following conditions, to-wit:

- (a) The city commission shall first adopt a resolution determining and declaring its intention to sell, alienate, give, exchange, grant, or convey certain public property to a designated public body, or make improvement to public property, and such resolution shall particularly describe the public lands, public property, improvements or places intended to be conveyed or improved, the purchase price to be paid, if any, the public purpose for which such land or such property will be used by the grantee, and other details of the sale, and designate a day not less than thirty (30) days after the adoption of such resolution, on which a public hearing will be had before the city commission upon such proposal.
- (b) If any public property intended to be sold, alienated, given away, granted or conveyed to any other public body is encumbered by any bonds or obligation for which such property or the revenue derived therefrom is specially pledged, provision must be made in the proposal and plan to simultaneously discharge and pay the obligations for payment of which such lands or revenues derived therefrom are specially pledged.
- (c) Such resolution shall be published in full in two (2) issues of a newspaper published in said city with the first publication not less than ten (10) days before such public hearing and the second publication one (1) week after the first publication.
- (d) At the time designated for a public hearing, the terms of the proposal and the use of the property shall be explained to the public and opportunity given for citizens and taxpayers to be heard upon such proposal.
- (e) At such meetings, or any designated adjourned meeting, the city commission shall pass another resolution either confirming or repealing the resolution previously adopted, or confirming the previous resolution with amendments or additions. If the previous resolution is confirmed in its original form, or with amendments or additions, such confirming resolution shall direct the proper city officials to execute and deliver deed of conveyance under the terms and conditions set out in the resolution as confirmed.
- (f) The provisions of this section to the contrary notwithstanding, the city may sell (for fair market value) or trade (for like value) surplus stock of supplies or equipment belonging to the city to another governmental entity by any procedure as may be established under the "Purchasing Ordinance of the City of Fort Lauderdale" [Code ch. 2, art. V, div. 2].

## Sec. 8.03. - Acquiring right-of-way for purpose of conveying same to a public body.

City of Fort Lauderdale is hereby authorized and empowered to give, grant and convey to the State of Florida and its political subdivisions or agencies, or the County of Broward, for right-of-way purposes, any lands owned by the city or lands acquired by the city for the purpose of conveying same to a public body, and to enter into contracts with such public body providing for the acquisition or conveyance of any of such lands or public property by the city; and to expend public moneys of the city and exchange public property of the city with private persons in acquiring or conveying needed right-of-way, removing utility installation, furnishing easements and making improvements upon public property, under such terms and conditions as the city commission by resolution may prescribe. The power herein granted is in addition to the authority elsewhere granted herein and the exercise of same is not limited or restricted by the procedure provided in section 8.02 above. The provisions of this section shall apply only to conveyances and expenditures for public road purposes within the corporate limits.

Sec. 8.04. - Sale of real property to private persons, firms or corporations.

City of Fort Lauderdale is hereby authorized and empowered to sell any public lands and improvements thereon, title to which is vested in City of Fort Lauderdale, to any private person, firm or corporation (other than a public body) under the following conditions, to-wit:

- (a) *Resolution declaring property not needed for public use.* The city commission shall adopt a resolution at a regular meeting of the city commission particularly describing the land by metes and bounds, reference to a recorded plat or government survey, its location by street number, if any there be, a description of all improvements located upon the land, and shall declare how said land has been used since same has belonged to the city, why it is desirable to sell same, and that the city does declare and determine that it is for the best interests of the city that such lands and facilities be sold. The resolution declaring that such lands be sold shall state whether the sale shall be made for cash or terms. Where the value of the land is determined by the city commission to be less than ten thousand dollars (\$10,000.00), the sale shall be for cash. Where the value of the land is determined by the city commission to exceed ten thousand dollars (\$10,000.00), the city commission may sell same for twenty-five (25) percent cash and the balance upon terms, with installments due yearly, not exceeding ten (10) years, with interest to be determined by the city commission. The city shall sell, without competitive bidding, to the party making the best offer, but the city may reject any and all offers at any time. Offers shall be accompanied by cashier's checks or certified checks payable to the city in an amount equal to at least ten (10) percent of the offer. In no event shall the sale be for less than seventy-five (75) percent of the appraised value of the property as determined by the city commission.
- (b) *Notice; offers.* Within seven (7) days after the adoption of the resolution, it shall be published by the city in one (1) issue of the official newspaper. Offers shall be accompanied by cashier's checks or certified checks payable to the city in an amount equal to at least ten (10) percent of the offer.
- (c) *Protests.* During the period intervening between the adoption of the resolution and the date of sale, taxpayers and registered electors of the city may protest or object to the sale, or propose other public uses for the said property, and the city commission may rescind its former action and repeal the resolution declaring the property should be sold, if it deems same expedient and proper.
- (d) *Authority to sell; cemetery lots excepted.* Subject to the foregoing provisions, City of Fort Lauderdale is hereby empowered to sell and dispose of any lands, improvements, public buildings, recreational parks and other lands now owned or hereafter acquired by said city, and in the deed of conveyance may place such conditions, limitations and restrictions on the use of such property by the purchasers as to the city commission shall seem proper. The above restrictions as to sale of public property shall not apply to sale of municipal cemetery lots, which are subject to rules and regulations governing same.
- (e) *Resolution accepting offer and authorizing conveyance.* At any regular meeting after publication of the resolution as heretofore provided in paragraph (b), the city commission may adopt a resolution accepting the best offer and authorizing the execution of a deed of conveyance; provided that if such property is encumbered by any bonds or obligations for which such

property or the revenue derived therefrom is specially pledged, the purchase price must be sufficient to pay and discharge such bonds or obligations according to the terms thereof.

- (f) Notwithstanding the provisions of this section or other provisions of this article, City of Fort Lauderdale shall have the right to exchange, deed or convey portions of publicly owned lands, or grant concessions, leases or rights therein to private persons, in consummating a transaction whereby City of Fort Lauderdale acquires property needed in connection with a public improvement or a public use.
- (g) The City of Fort Lauderdale is hereby authorized to pay a real estate commission to any registered real estate broker, licensed to do business in the State of Florida, who negotiates and procures a purchaser or tenant for any real estate sold or leased by the City of Fort Lauderdale. Such real estate commission shall only be paid, however, on the consummation of such sale or lease, and the commission paid shall in each instance be determined by the city commission based upon what it believes to be a fair and equitable commission for the service to be rendered.

Sec. 8.05. - Leases for not more than one year.

- (a) The City of Fort Lauderdale is hereby empowered to lease or grant concessions for a period not exceeding one (1) year in any public property, upon a majority vote of the city commission, or by or through any board, commission, officer, manager or city manager designated by ordinance to do so. Included in properties which may be leased are airports and airport property, public recreational facilities, golf courses, tennis courts, recreational halls, stadiums, football fields, baseball fields, playgrounds, public beaches, swimming pools, fishing piers, yacht basins, docks and wharves; and the list enumerated is not exclusive but merely indicative of the class of public property deemed to be operated in a proprietary capacity. The provisions of this section shall also be applicable to leases to civic or charitable organizations, public nonprofit corporations, and like organizations, not exceeding one (1) year.
- (b) Any and all leases of one (1) year or less previously entered into by the City of Fort Lauderdale with any civic or charitable organizations, public nonprofit corporations, or like organizations are hereby ratified and confirmed.

Sec. 8.06. - Leases at Bahia-Mar.

Leases for the city property known as Bahia-Mar may be negotiated by the city commission without the necessity of public bid; provided, however, that no such lease shall be for an initial term longer than fifty (50) years. Extensions of or amendments to such leases may likewise be negotiated without necessity of public bid; provided, however, that no such extension or amendment shall be for an additional term longer than fifty (50) years beyond the original termination date of the lease which is to be extended or amended. The provisions of this section are notwithstanding the limitations provided in sections 8.05 and 8.09.

Sec. 8.07. - Leases with governmental entities or agencies for governmental purposes.

The City of Fort Lauderdale is hereby empowered to lease to other governmental entities or agencies for governmental purposes, for periods of not more than fifty (50) years, any property of the city, without the necessity for submitting the same to competitive bidding, upon such terms and conditions as the city commission shall by resolution determine. Any and all such leases previously entered into by the City of Fort Lauderdale are hereby ratified and confirmed.

Sec. 8.08. - Leases of parking spaces in parking facilities owned or operated by the city.

Notwithstanding anything herein to the contrary, the city is hereby empowered to lease or concession, by negotiation and without competitive bidding, to private persons firms or corporations for nonpublic purposes, parking spaces in parking facilities owned or operated by the city, for a period of not more than fifty (50) years.

Sec. 8.09. - Leases for more than one year and not more than fifty years.

City is hereby empowered to lease or concession to private persons, firms or corporations, for nonpublic purposes, any lands, improvements, public buildings, recreational parks or facilities, golf courses, public beaches, public utility plants, or any public works or public property of any kind including air space over public property owned or operated by the City of Fort Lauderdale, and not needed for governmental purposes, whether used in a governmental or in a proprietary capacity, for a period of not more than fifty (50) years, plus such length of time, not to exceed five (5) years, determined by the city commission to be reasonably necessary to complete construction of the improvements proposed for the demised premises by such persons, firms or corporations. Each lease shall be authorized only after public hearing, under authority of a resolution duly adopted at a meeting duly held at a designated adjourned meeting, under the following conditions, to wit:

- (a) One (1) of the conditions for leasing such public property may be obligations of the lessee to construct thereon buildings or improvements to be used in connection with an existing facility, or to construct improvements on said property, if same is vacant, and in a manner not detrimental or harmful to the operation of the proposed facility. In no event shall the fee title of the city be subordinated except upon terms and conditions as approved by the city commission.
- (b) The city commission shall adopt a resolution at a regular meeting of the city commission specifying the facility to be leased, described by metes and bounds, or by reference to a recorded plat, if any, and giving its location by street number, if any, and a description of all improvements located upon the land, and shall declare how said land and improvements have been used since same have belonged to the city and the reasons for offering such land and improvements for lease.
- (c) At any time, not less than thirty (30) days nor more than sixty (60) days, after the adoption of such resolution the land and improvements shall be offered upon competitive conditions for lease as desired and a notice shall be published by the city in the official newspaper for two (2) issues prior to the date set for receiving such bids for lease, with the first publication not less than ten (10) days before said date of receiving bids and the second publication one (1) week after the first, on which date sealed bids shall be received by the city commission for the lease of said publicly owned lands and facilities. The sealed bids must be accompanied by cash, cashier's check or certified check payable to the city in an amount equal to at least ten (10) percent of the first year's rental. The city commission, in offering such public property or public owned facility for lease, shall set out in said resolution and notice such terms and conditions as deemed pertinent under which said facility will be leased and the number of years for which said facility shall be leased. The city commission shall consider any and all proposals and accept the proposal which, in its judgment, shall be the most advantageous lease for the city; but the city commission may reject any and all bids. Upon the city commission approving any proposal submitted as provided herein, said proposal shall be accepted by resolution duly adopted, authorizing preparation of the lease, provided a valid referendum petition has not been filed. If before the day advertised for receiving bids for lease of such property, a referendum petition is filed with the city clerk signed by fifteen (15) percent of the registered voters, demanding a referendum election upon the question of leasing such property, no lease shall be executed by the officials of the city until after approved by a majority of the voters participating in such referendum election. Such referendum election shall be called and held as provided in this charter.
- (d) The resolution accepting the bid shall require the preparation of a form of lease for execution, embodying the terms and conditions of the bid and other legal requirements, for submission to the commission at its next regular meeting or at a designated meeting. At least three (3) days before the meeting date, the lease shall be posted on a public bulletin board by the city clerk and each commissioner shall be given a copy of the lease with a covering summary letter, providing, however, that in case of emergency, such procedure may be waived by the affirmative vote of three (3) of the commissioners. The city attorney or city manager shall be required to give a summary of the lease to the public at such meeting which shall be open to the public. Citizens and taxpayers shall have an opportunity to object to the terms and conditions of

such lease. If the commission is satisfied with the terms and conditions of such lease, it shall pass a resolution authorizing execution of such lease by the proper officials of the city, upon compliance upon the part of the lessee. Amendment to such lease may be made from time to time by mutual consent, observing the same formality as in the original lease.

Sec. 8.10. - Fort Lauderdale Executive Airport (Prospect Field).

Notwithstanding any provision herein to the contrary, relative to the requirements of leasing city owned property, the city commission acting through the city manager shall have the power to negotiate any and all leases of land within the city owned airport known as Fort Lauderdale Executive Airport (Prospect Field); provided, however, that the following conditions are fulfilled: (a) No lease shall be for a term longer than ninety-nine (99) years; (b) the lessee pursuant to the requirements of the lease shall be required to construct suitable improvements on the leased premises that will be of such a nature that they will aid in the development of said Fort Lauderdale Executive Airport (Prospect Field), or that portion of it available for such development, as an industrial center; (c) a general plan for the development of such site for an industrial center shall first have been adopted by resolution of the city commission, although this requirement shall not prevent subsequent amendments of such plan; and (d) the city manager certifies to the city commission and the city commission by resolution declares that the leasing of the property is in the best interests of the city and the development of the said industrial center and is the most advantageous lease that the city can make at the time of the area involved. No advertising or solicitation for public bid shall be required in connection with such leases; provided, however, that at least once every three (3) years, and within two (2) months before or two (2) months after, the start of the applicable third fiscal year, there shall be a public hearing held after a resolution calling for same and the advertising of said public hearing in the manner prescribed by section 10.03 of the charter, at which public hearing, or some adjournment thereof, the city commission shall publicly determine and publish in the minutes of said meeting, the following:

- (a) The minimum rent or rent per acre or per parcel of property that may be accepted in the aforesaid negotiations, which minimum may include the payment of a brokerage commission.
- (b) The amount of brokerage that may be paid and the procedures and standards that will govern the payment of brokerage commission, which payment is hereby authorized.

No lease shall be effective unless the aforesaid public hearing and the action above required shall have taken place prior to the adoption by the city commission of a resolution accepting the terms of any such negotiated lease.

Nothing herein shall prohibit the holding of such public hearings, more frequently than the time above prescribed. Any such other public hearing shall be held pursuant to the above requirements, except as to the time of holding same; and the same action, as above set forth, shall be required as a result of any such hearing.

(Ord. No. C-85-40, § 3, 5-7-85)

Sec. 8.11. - Sale of real property at Fort Lauderdale Executive Airport (Prospect Field).

Notwithstanding any provision herein to the contrary relative to the requirements of selling city owned property, the city commission shall have the power to negotiate by conclude sales of land within the city owned airport known as Fort Lauderdale Executive Airport (Prospect Field), without the necessity of putting the same out to competitive bidding, upon such terms and conditions as the city commission shall by resolution determine.

Sec. 8.12. - Leases of Shops in Central Business District Parking Garage.

Notwithstanding any provision in this charter to the contrary, leases of the city property known as Shops in Central Business District Parking Garage may be negotiated by the city commission acting

through the city manager without the necessity of public bid; provided, however, that no such lease, or any extension of or amendment to same, shall be for a term longer than twenty (20) years.

Sec. 8.13. - Leases to civic and charitable organizations.

City of Fort Lauderdale is hereby authorized to lease to civic organizations, charitable organizations, public nonprofit corporations and like organizations, any public lands, improvements, buildings, recreational parks and areas or other public places, now owned or hereafter acquired by the city, for a period exceeding one (1) year but not exceeding fifty (50) years, to be used by such lessee for purposes consistent with the public good, where such use will not conflict with use by the public of other portions of public land adjacent thereto, under the following conditions:

- (a) The city commission shall first adopt a resolution declaring its intention to lease to a named civic or charitable organization, nonprofit corporation or like organization, a definitely described property or portion thereof, which resolution shall state the reasons why the city commission believes such lease should be made, the purpose for which such public property will be used by the lessee, the compensation, if any, to be paid for the lease, and other information calculated to advise taxpayers and electors of the nature of the lease. Such resolution shall designate a day, not less than thirty (30) days after the adoption of such resolution, when a public hearing will be had before the commission upon such proposal.
- (b) If the property intended to be leased is encumbered by any bonds or obligations for which such property or revenue derived therefrom are specifically pledged, provisions must be made in the proposal to discharge or satisfactorily comply with the requirements of the pledge.
- (c) At any time, not less than thirty (30) days nor more than sixty (60) days, after the adoption of such resolution, a public hearing shall be had before the city commission upon such proposal to lease, and a notice shall be published by the city in the official newspaper for two (2) issues prior to the date set for considering such proposal, with the first publication not less than ten (10) days before said date of hearing. The city commission in offering said publicly owned facility or public lands for lease shall state in said resolution and notice such terms and conditions as deemed pertinent under which said facility will be leased and the number of years for which said facility shall be leased.

If before the day, fixed for such public hearing, a referendum petition is filed with the city clerk signed by fifteen (15) percent of the registered voters, demanding a referendum election upon the question of leasing such property, no lease shall be executed by the officials of the city until after approval by a majority of the voters participating in such referendum election. Such referendum election shall be called and held as provided in this charter.

At least three (3) days before said public hearing date, a copy of the proposed lease shall be posted on a public bulletin board by the city clerk and each commissioner shall be given a copy of such proposed lease together with a covering summary letter; providing, however, that in case of emergency, such procedure may be waived by the affirmative vote of three (3) commissioners. Citizens and taxpayers shall have the opportunity at such public hearing to object to the execution, form or conditions of such proposed lease. If the commission is satisfied with the terms and conditions of the proposed lease, and if no persuasive objections are voiced at such public hearing, the commission shall pass a resolution authorizing the execution of such lease by the proper officials of the city subject to the approval by the city attorney prior to its execution by the proper city officials.

Sec. 8.14. - Form and execution of leases.

All leases shall be for a definite period of time, shall be in writing, executed in duplicate, with one (1) copy retained by the City of Fort Lauderdale. The form of lease shall be approved by the city attorney. Such leases shall be signed by the officers of the city designated by charter to sign same, except that leases or concession rights for a period of not exceeding one (1) year may be signed in the name of the city by the city manager, manager of the concession, or other officer designated to do so.

Sec. 8.15. - Granting franchises.

The city commission may by ordinance, after public notice and public hearing, grant a franchise to any individual, company, firm or corporation to exercise public functions in the city and to construct and operate any and all public utilities in the city and in, under, or over the streets and public places in the city and to use such public property in connection therewith; but no such grant or franchise or renewal thereof shall be for a longer period than thirty (30) years. No such grant or franchise shall be exclusive. All franchises or grants or rights to make extension of any public utility shall be subject to such terms and conditions as the city commission shall impose. Such franchise or grant shall be evidenced by an agreement in writing, executed in duplicate, with a copy recorded in the public records of the county, or by ordinance duly enacted by the city commission and a certified copy recorded in the public records of the county. All such individuals or corporations performing functions under such franchise shall be liable for damages occasioned by acts, negligence or injuries to the rights of others, and the city shall not be liable therefor. Franchises may be amended by mutual consent with the same formality.

Sec. 8.16. - Rates to be charged.

Where the rates to be charged by any utility company are regulated by the public service commission, or successor, the city commission shall have no power to fix such rates, but when not so regulated, the grant, agreement or franchise shall provide that the rates to be charged at all times shall be under the supervision, direction and control of the city commission, and no rate shall be in effect unless same is approved by the city commission; provided the rate allowed shall be sufficient to insure a reasonable return on the investment.

Sec. 8.17. - Conditions of grant or franchise.

The city commission shall in the written franchise agreement or in the ordinance granting or renewing any franchises to construct and operate a public utility or to use public property, prescribe the amount of money, fees, percentage of gross income and consideration which shall be paid for such franchise, the kind and quality of use, service or product to be furnished, the manner in which public streets and public places shall be used and occupied, and other terms and conditions conducive to the public interest. All such grants and renewals thereof shall reserve to the city the right to terminate the same upon purchase by the city of the property and property rights of the utility and the extensions thereof within and without the city, used in or useful in or connected with such utility and including all contracts for service or motive power fairly and reasonably made in good faith by the utility, at a price either fixed in the ordinance or agreement or to be fixed in the manner provided in the ordinance making the grant or renewal of the grant. Nothing in such ordinance shall prevent the city from acquiring said property of any such utility by condemnation proceedings, or in any other lawful manner; and all such methods of acquisition shall be alternative to the power to purchase reserved in the grant or renewal thereof as herein provided. Upon the acquisition by the city of the property of any utility by purchase, condemnation, or otherwise, all franchises, grants or renewals shall at once terminate.

Sec. 8.18. - Assignments of grants.

No such grant or franchise, or renewals thereof, shall be leased, assigned, or otherwise alienated, except with the consent of the city commission expressed by ordinance, and evidenced by a written assignment and consent to same, recorded in the public records of Broward County, Florida.

Sec. 8.19. - Right of regulation.

All grants shall be subject to the right of the City of Fort Lauderdale, whether in terms reserved or not, to control at all times the distribution of any space in, over, across or under all streets, alleys, public grounds or other public places, occupied by public utility fixtures, and when, in the opinion of the city commission, the public interest so requires to cause such fixtures to be reconstructed, relocated, altered or discontinued at the expense of the holder of the franchise; and said city shall at all times have the power to pass all regulatory ordinances affecting such utilities which, in the opinion of the city commission, are required in the interest of the public health, safety, welfare or accommodation.

Sec. 8.20. - General provisions.

Nothing in this charter contained shall operate in any way, except as herein specially stated, to limit the city commission in the exercise of any of its lawful powers, respecting public utilities, or to prohibit the city commission from imposing in any such grant such further restrictions and provisions as it may deem to be in the public interest, provided only that the same are not inconsistent with the provisions of this charter or the Constitution of the State of Florida.

Sec. 8.21. - Disposing of public property.

The right of the city to sell, exchange, lease, franchise or deed public property, under the methods and procedures provided in this article, shall not be limited, restricted or abridged on account of the method, source or means by which such property was acquired, the source from which funds were obtained to acquire such property, the use to which this property has been devoted or is presently devoted, or whether such property is used and operated in a governmental or proprietary capacity.

Notwithstanding anything to the contrary in this Charter, the city shall not sell, transfer, or lease for more than one (1) year, any land zoned park in accordance with the City's Unified Land Development Regulations without a unanimous vote of the entire city commission. Additionally, any land zoned park on November 10, 2004, shall require a unanimous vote of the entire city commission to remove such designation.

( [Ord. No. C-04-36, § 1, 9-13-04](#) )

<b>City of Fort Lauderdale as Lessor</b>	<b>Site Address where Applicable</b>	<b>Folio Number where Applicable</b>
1540 Seventeenth LLC	N/A	N/A
Advanced Dental Wellness Center P.A	155 SE 2 St. (City Park Garage)	504210230150_
Amarco Treats, Inc.	155 SE 2 St.	504210230150_
Ann Storck Center	1790 SW 43 Way	504113220010_
Auramar Building Corp.	Air space along Granada Street	N/A
Broward County Art Serve	1300 East Sunrise Boulevard	N/A
Boys and Girls Club of Broward County	N/A (Agreement is for bus benches in City ROW)	N/A
Castillo Grand LLC	Ingress/Egress along Castillo St.	N/A
Coral Ridge Golf Course	3801 Bayview Dr	49422400080_
DBSI ST. Tower LLC	Air space between City Hall and 1 East Broward	N/A
Delta Education and Life Development Foundation	Oswald Park	494228300020_
DiamondRock LLC	Air space over A1A	N/A
Downtown Fort Lauderdale Transportation Management Associate, Inc.	290 NE 3 Ave. (office space)	504210110410_
Flotilla Two Inc.	601 Seabreeze Blvd	504212270011_
Fort Lauderdale Archers Inc.	4590 Peters Rd	N/A
Fort Lauderdale Bridge Club	730 N. Federal Hwy.	N/A
GS Exchange LLC	Air space between City Hall Parking Garage and Exchange Lofts	N/A
Happy Tommies Lauderdale LLC	155 SE 2 St. (City Park Garage)	504210230150_
Historical Society of Fort Lauderdale	219, 227, 229, 230, 231 SW 2 Ave	504210010080_
Miami FC, LLC	Lockhart Stadium	N/A
Museum of Discovery and Science	401 SW 2 St.	504210910010_
New River Trading Post Ltd	330 SW 2 St.	504210BJ0010_
Nova Southeastern University, Inc.	3110 SW 8 Ave.	504222530010_
Project Discovery Inc.	400 W. Broward Blvd.	504210012440_
PDKN Holdings LLC	600 Seabreeze Boulevard	504212270013_
Rahn Bahia Mar Ltd.	801 S Atlantic Blvd	504210230150_
Red Ginger Group LLC	155 SE 2 St. (City Park Garage)	504210230150_
Representative Bobby Dubose	155 SE 2 St. (City Park Garage)	504210230150_
Riverfront Cruise and Anticipation Yacht Charters, LLC	301 SW 3rd Avenue	<u>504210970020</u>
The Parker Theatre Inc.	707 NE 8 Street (Located in Holiday Park)	N/A
The YMCA of South Florida	Holiday Park	N/A
U.S. Post Office	400 NW 7 Avenue	<u>504203230010</u>

### **Fort Lauderdale Executive Airport as Lessor**

<b>Fort Lauderdale Executive Airport as Lessor</b>	<b>Site Address where Applicable</b>	<b>Folio Number where Applicable</b>
A.O.G. Aircraft Service Inc.	2661 NW 56 ST	494209290071
Broward County Board of Commissioners	1801 NW 64 ST	494209010610
Buehler Aviation Research	5223 NW 21 TER	494209290030

Citigroup Technology, Inc.	1401 W COMMERCIAL BLVD	494209290150
Crown Land Trust, Inc.	1300 NW 64 ST	494209010291
Crown Land Trust, Inc.	1201 NW 62 ST	494209010630
Cypress Commerce Limited	1700 NW 64 ST	494209010230
Cypress Commerce Limited	2700 NW 62 ST	494209290100
Cypress Creek Business Park	6555 NW 9 AVE	494209010650
Cypress Creek Business Park	6555 NW 9 AVE	494209000010
Dettman Revocable Trust	1001 NW 62 ST	494209010640
FXE Parcel 15, LLC	5601 NW 15 AVE	
Grand Prix Fort Lauderdale, LLC	2440 NW 62 ST	494209290110
ICM (VII) Cypress LP	6300 NW 21 AVE	494209010200
ICM (VII) Cypress LP	1901 NW 62 ST	494209010620
JM Family Enterprises	5950 NW 24 WAY	494209290088
KAS Airport, LLC	1875 NW 50 ST	494209290130
KC FXE Aviation Investments LLC	5900 NW 24 WAY	494209290080
Liberty Property Limited Partnership	6500 NW 12 AVE	494209010670
Lockhart Business Park	5602 NW 12 AVE	494209290050
Rising Tide Development, LLC	6555 NW 9 AVE	494209010660
Ross Southern Properties, LLC	1815 NW 51 PL	494209290021
Sheltair	5525 NW 15 AVE	494209290162
Sheltair	1601 W COMMERCIAL BLVD	494209290220
Sheltair	5500 NW 21 TER	494209290043
Sheltair	No site Address	494209290044
Sheltair	5505 NW 23 AVE	494209290051
Sheltair	2665 NW 56 ST	494209290072
Sheltair	5360 NW 20 TER	494209290020
Sheltair Executive South		
Sheltair / Temporary Parking	No site Address	494209290010
Sheltair Executive South		
Sheltair Executive South	2011 S PERIMETER ROAD	494209290200
Sheltair Executive South, Inc.	1685 W COMMERCIAL BLVD	494209290131
Sheltair FXE Northside, LLC	1900-1960 EXEC AIRPORT WAY	494209290095
Sheltair FXE Northside, LLC	1700-1720 NW 62 STREET	494209290091
Sheltair FXE Northside, LLC	1700-1720 NW 62 STREET	494209290091
Sheltair FXE Northside, LLC	1700-1720 NW 62 STREET	494209290091
Sheltair FXE Northside, LLC	1700-1720 NW 62 STREET	494209290091
TCPH Broward, LLC	5101 NW 21 AVE	494209290160
The Alter Group	1525 NW 62 ST	494209010190
The Alter Group	6301 NW 15 Ave	494209010191
US Army Reserve	5515 NW 15 AVE	494209290170
Wells Operating Partnership LP	2001 NW 64 ST	494209010611
World Jet / Temporary Parking	1020 NW 62 ST	494209290010
World Jet, Inc	1560 NW 62 ST	494209290101
World Jet, Inc.	1020 NW 62 ST	494209290010
World Jet, Inc.	2600 NW 62 ST	494209290082
Zeley Aviation	1805 NW 51 PL	494209290042
Zeley Aviation	1755 NW 51 PL	494209290040

<b>City of Fort Lauderdale as Lessee</b>	<b>Site Address where Applicable</b>	<b>Folio Number where Applicable</b>
105 NE 3rd Street, LLC	105 NE 3 ST.	504210120260_
1500 NE 12 Terrace, LLC	1600 NE 12 Ter. Unit 4	494235000180_
533 NE 13 Street, LLC	533 NE 13 ST.	494235030070_
Astute Group, LLC	33 NE 2 St., Suite 101	504210130040_
Azzora Properties LLC	408 S. Andrews Ave.	504210014040_
Cimarron Bay Investment IV, LLC	3051 NE 33 Ave.	494330040010_
Downtown Development Authority	300 S. Andrews Ave (Huizenga Plaza)	504210370010_
Fort Lauderdale Crown Center, Inc.	1475 W. Cypress Creek Rd., Suite 204-I	494209010270_
Harare Development Inc.	600 S. Andrews Ave., Suite 503	504210015660_
Ivy Tower 101 Property, LLC	101 NE 3 Ave., Suite 1400 & 1430	504210110840_
KMAC LLC	255 NE 3 Ave.,	504210120140_
Kurtz Funeral Home, Inc.	1291 NW 6 St.	504204040120_
One Broward Blvd. Holdings, LLC	1 E. Broward Blvd., Suite 1605	504210220010_
The Harbor Shops, LLC	1845 Cordova Rd., Suite 207	504214500010_

“This is a complete list of what the City of Fort Lauderdale currently maintains with regards to its lease contracts, both as lessee and as lessor. Please note that not all the entities the City is in contract with will be part of the vendor’s lease management services. The City and the successful responder to the RFP will determine, at the applicable time, which contracts are to be managed. It can be assumed by all responders that contacts with non-profits will not require lease management services as those leases typically run for 50 years at a nominal fee. It should also be noted that even though some lease agreements will not be managed by the vendor, the City may require the vendor to assist with advisory services to determine the applicable terms that are in the best interest of the City at time of lease re-negotiations.”



# FINANCE DEPARTMENT RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



DATE: 04/13/2017

TIME: 12:00  AM  PM

OPENING DATE: 05/01/2017

PROCUREMENT CONTACT: Hendry Lopez

RFP#: 975-11940

RFP TITLE: Real Estate Brokerage Services

NAME	COMPANY	PHONE	EMAIL
------	---------	-------	-------

Hendry Lopez	City of Fort Lauderdale	ext. 5189	HLOPEZ@fortlauderdale.gov
Verity Masquera	City of Fort Lauderdale	Colliers 9546524611	Verity.masquera@colliers.com
Shelby Smith	FITZGERALD GROUP	954-760-9300	shelby@fitzgeraldgroup.com
Rod Loschawa	JLL	954- <del>453-3229</del>	Rod.Lo@AM.JLL.com
RYAN WAMES	CBRE	9543311711	RYAN.WAMES@CBRE.com
Zach Wendelin	CBRE	9542059742	Zach.Wendelin@CBRE.com
Kimberly Balkus	CBRE	954-331-1776	Kimberly.balkus@cbre.com
Ryan Henderson	CFL	954-828-5215	RHenderson@fortlauderdale.gov
OSCAR GARCIA	EVISTA	(786)339-6177	EVISTARESOURCE@REAL ESTATE@GMAIL.com
STEVE STEWART	CFL	x5142	STEVE.ST@fortlauderdale.gov
Lenor Ryan	High Street Retail USA	9549975410	LNR@highstreetretailusa.com
Ken Krasnow	Colliers	386.574990.	ken.krasnow@colliers.com

City of Fort Lauderdale

FOLIO	Property Address	City	Zip	Owner of Record	Owner of Record (sub)	Land Use
504125160010	FT LAUDERDALE SLUDGE PLANT 121-34 B PARCEL A	Dania Beach	33314	CITY OF FORT LAUDERDALE		
504210150010	301 N ANDREWS AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494229000330	2941 NW 19th ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
504223020020		Fort Lauderdale	33316	CITY OF FORT LAUDERDALE		Government
504223020010		Fort Lauderdale	33316	CITY OF FORT LAUDERDALE		Government
504223000261		Fort Lauderdale	33316	CITY OF FORT LAUDERDALE		Government
494232120140	2770 NW 19th ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494232120130	2750 NW 19th ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204200450	1200 NW 3rd ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Residential
494209290231	1511 W COMMERCIAL BLVD	Fort Lauderdale	33309	CITY OF FORT LAUDERDALE	% FT LAUD EXECUTIVE AIRPORT	Commercial
504202010730		Fort Lauderdale	33301	CITY OF FORT LAUDERDALE		Commercial
504204110750		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
504204110790		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
504204110780		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
504205011370		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
504204110770	631 NW 14th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
494229000351		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Commercial
494209010160	6320 NW 12th AVE	Fort Lauderdale	33309	CITY OF FORT LAUDERDALE		Government
494209010170	6499 NW 12th AVE	Fort Lauderdale	33309	CITY OF FORT LAUDERDALE	% CITY TREASURER	Government
494209010180	1501 NW 64th ST	Fort Lauderdale	33309	CITY OF FORT LAUDERDALE	% CITY TREASURER	Government
494209290161		Fort Lauderdale	33309	CITY OF FORT LAUDERDALE		Government
504212100490	3008 ALHAMBRA ST	Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
504203240030	543 NW 5th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494209290240	5021 NW 15th AVE	Fort Lauderdale	33309	CITY OF FORT LAUDERDALE	% FT LAUD EXECUTIVE AIRPORT	Government
504212010710	2925 E LAS OLAS BLVD	Fort Lauderdale	33316	CITY OF FORT LAUDERDALE		Government
504212100460	3020 ALHAMBRA ST	Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
504212100470	3016 ALHAMBRA ST	Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
504209030080	637 SW 15th AVE	Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504204320050		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204320040		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504218010701		Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504210120720	0835 NW 3 St	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504205071340		Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
504210120710		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205012070	0657 NW 21 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504218010732		Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504209021930	626 SW 15th AVE	Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government

504209180210		Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504218000012	1230 SW 34th AVE	Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504203011920	0541 NW 8 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504210120550		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504215010960		Fort Lauderdale	33315	CITY OF FORT LAUDERDALE		Government
494234063760	845 NW 3rd AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234070390		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504209020840		Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504205011550		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205011800		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205011810		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205011820		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204240040	1504 NW 6th ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204160050	0977 NW 16 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180530	741 NW 20th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234063830	0807 NW 3 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204060610	1306 NW 6 St	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204060410	1406 NW 6th ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234067350	740 NW 10 Terr	Fort Lauderdale	33311	HOUSING AUTHORITY OF THE	CITY OF FORT LAUDERDALE	Government
504204230380		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234015950		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234031890	1210 NE 5th TER	Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
504205080100		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204060630	0539 NW 13 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504210120520	723 NW 3rd ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234041051	1131 NE 6th AVE	Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
494234010510	1721 NW 7th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204230270	648 NW 15th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234037910	1146 NW 6th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504203012620	0420 NW 8 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204170410		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504203011750	501 NW 7th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504203011730	0505 NW 7 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504208171630	520 SW 31st AVE	Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
504218050470		Fort Lauderdale	33312	PETERSON,WILLIE D		Government
504205011510		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205011480		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205090070		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204251010		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494232140340		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government

<b>504204250430</b>	525 NW 17th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204062000	<b>0421 NW 14 Ter</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204240110	<b>0515 NW 15 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204241060	<b>0517 NW 15 Way</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204280480	<b>0715 NW 15 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>504205010380</b>	2324 NW 6th PL	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504205010300</b>	2212 NW 6th PL	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504205011750</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205011870	<b>2139 NW 7 St</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204250310	<b>0510 NW 17 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204250810	<b>0420 NW 17 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>494232040080</b>	2991 NW 13th ST	Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494234067960</b>	740 NW 10th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>494234067250</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504204140290</b>	828 NW 15th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504204090070</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204090090	<b>1805 NW 8 St</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204070050	<b>1708 NW 8 Ct</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>504205090010</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>494234026210</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504218110410</b>	3409 SW 12th CT	Fort Lauderdale	33312	CITY OF FORT LAUDERDALE		Government
<b>504204250761</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>494232040070</b>		Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232040060</b>		Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232040050</b>	2945 NW 13th ST	Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232040040</b>	2941 NW 13th ST	Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232040010</b>	2929 NW 13th ST	Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232030310</b>		Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
<b>494232030300</b>	2931 NW 13th ST	Unincorporated	33311	CITY OF FORT LAUDERDALE		Government
504203011720	<b>0509 NW 7 Ter</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>504204200351</b>	1219 NW 2nd ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504204200290</b>	1216 NW 2nd ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>504204200291</b>	1214 NW 2nd ST	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204200250	<b>1316 NW 2 St</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204200330	<b>1207 NW 2 St</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>504204061750</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204060830	<b>0518 NW 14 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204061640	<b>0420 NW 14 Ave</b>	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
<b>494234049770</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
<b>494234038920</b>		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government

504204170440	816 NW 16th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204110460	633 NW 14th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204110430		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204120680		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204110800		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204180630		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204150301	0904 NW 13 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204150292	0911 NW 12 Ter	Fort Lauderdale	33311	HOUSING AUTHORITY OF THE	CITY OF FORT LAUDERDALE	Government
504204110660	0638 NW 14 Way	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204160320	0908 NW 16 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204070020	1718 NW 8th CT	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504203011500	526 NW 7th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190090		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204180220	0718 NW 19 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180350	0712 NW 20 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180210	0714 NW 19 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180320	0700 NW 20 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180180	0706 NW 19 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180340	0708 NW 20 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204180330	704 NW 20th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204230350	606 NW 15th TER	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190260		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204061130	516 NW 13th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204060820		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
494234032160		Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
494234032170		Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Government
504204120920		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190160		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190060		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190050		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190100		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204110910	0624 NW 15 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204110920	0624 NW 15 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204140300	832 NW 15th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204180160	701 NW 19th AVE	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204160360		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504205070186		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204160350		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204090370	1817 NW 8th PL	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204080120		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government

504204070040		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204190280	NW 19 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Government
504204190080		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Government
504204180230	0722 NW 19 Ter	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Industrial
504234000030	NE 10th Street	Dania Beach	33314	CITY OF FORT LAUDERDALE	% PARKS AND RECREATION	
494234079151	NW 7th Street	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		
504212100420	100 N BIRCH RD	Fort Lauderdale	33316	CITY OF FORT LAUDERDALE		Miscellaneous
504204180520	0747 NW 20 Ave	Fort Lauderdale	33311	CITY OF FORT LAUDERDALE	% CITY OF FORT LAUDERDALE	Miscellaneous
504215030260	1409 SW 3rd AVE	Fort Lauderdale	33315	CITY OF FORT LAUDERDALE		Miscellaneous
494234057199		Fort Lauderdale	33304	CITY OF FORT LAUDERDALE		Miscellaneous
494233160520		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Miscellaneous
494234310014		Fort Lauderdale	33305	CITY OF FORT LAUDERDALE		Miscellaneous
504204061350		Fort Lauderdale	33311	CITY OF FORT LAUDERDALE		Miscellaneous
504204270010		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT	Governmental
504204270020		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT	Governmental
504204270030		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT	Governmental
504204120030		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENC	Governmental
504204120040		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204120050		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204060960		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204060930		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204060940		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204060950		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204060420		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
494234078620		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
494234078621	1017 Sistrunk Blvd	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
494234078630	606 NW 10 TERR	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203012140	NW 6TH ST	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203012150		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011850	NW 8 AVE	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011860		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011870		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011880		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011890		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011610		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011630		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504203011590	714 SISTRUNK BLVD	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
494234077130		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070010	2131 NW 6 ST	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070011	2136 W SISTRUNK BLVD	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental

504205070020	2140 NW 6 ST	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070021	536 NW 21 TERR	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070030	NW 21 TERR	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204230080	1559 SISTRUNK BLVD	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070240	2162 SISTRUNK BLVD	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070950	539 NW 22 AVE	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504205070951	535 NW 22 AVE	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204050330	1136 NW 6 ST	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Commercial
504204050340	SISTRUNK BLVD	Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Commercial
504204290120		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Governmental
504204050260		Fort Lauderdale	33311	FORT LAUDERDALE	COMMUNITY REDEVELOPMENT AGENCY	Commercial

**Wingate Parcels**

<a href="#">494232000110</a>						
<a href="#">494232000120</a>						
<a href="#">494232013152</a>						
<a href="#">494232013151</a>						
<a href="#">494232013150</a>						
<a href="#">494232015740</a>						
<a href="#">494232015750</a>						
<a href="#">494232015751</a>						
<a href="#">494232015760</a>						
<a href="#">494232015770</a>						
<a href="#">494232015780</a>						
<a href="#">494232015781</a>						
<a href="#">494232040080</a>						
<a href="#">494232040070</a>						
<a href="#">494232040060</a>						
<a href="#">494232040050</a>						
<a href="#">494232040040</a>						
<a href="#">494232040010</a>						
<a href="#">494232030310</a>						
<a href="#">494232030300</a>						

“Attached is a complete list as the City of Fort Lauderdale currently maintains with regards to its surplus properties. The list is ever changing; as properties are sold through the disposal process and properties are added by escheatment. As stated in the RFP, the Contractor, upon award of the contract, shall provide a review and assessment of all City-owned vacant and/or underutilized property, its current use, and recommendation or the best use of the property. This review and assessment should not include single-family lots. The City reserves the right to add or subtract parcels from their (the City’s) portfolio.”



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[www.fortlauderdale.gov/purchasing](http://www.fortlauderdale.gov/purchasing)

**ADDENDUM NO.   1**

RFP/ ITB No. 975-11940  
TITLE: Real Estate Brokerage Services

ISSUED: 04/17/17

This addendum is being issued to make the following change:

The following Exhibits were added to the solicitation:

- Exhibit 2 – List of City Leases
- Exhibit 3 – Pre-Bid Meeting Sign-In Sheet
- Exhibit 4 – Fort Lauderdale Surplus Properties List

All other terms, conditions, and specifications remain unchanged.

Hendry Lopez  
Procurement Specialist II

Company Name: \_\_\_\_\_  
(Please print)

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Question and Answers for Bid #975-11940 - Real Estate Brokerage Services

### Overall Bid Questions

#### Question 1

Would the City be willing to provide a comprehensive list of the properties it owns and/or leases? (Submitted: Apr 11, 2017 5:38:14 PM EDT)

#### Answer

- Please see Exhibit 2 and 3 for details. (Answered: Apr 17, 2017 5:58:58 PM EDT)

#### Question 2

Could the City provide copies of prior review and assessment reports completed by prior contractor/s on city owned properties? (Submitted: Apr 17, 2017 9:43:19 AM EDT)

#### Answer

- See Link below.

<http://www.fortlauderdale.gov/home/showdocument?id=5743> (Answered: Apr 21, 2017 11:02:15 PM EDT)

#### Question 3

In what time frame will questions be answered? If the due date for questions is 4/24 and they aren't answered until afterward it will allow very little time to consider the responses in bid submissions. (Submitted: Apr 17, 2017 11:46:32 AM EDT)

#### Answer

- Questions will be answered as soon as possible. The city's goal is to allow vendors enough time for follow-up questions, if necessary. (Answered: Apr 17, 2017 5:58:58 PM EDT)

#### Question 4

Are the airport leases included in the lease management portion of the RFP in Section F? (Submitted: Apr 17, 2017 11:47:01 AM EDT)

#### Answer

- Yes. (Answered: Apr 21, 2017 11:02:15 PM EDT)

#### Question 5

Section 4.1.1 states that proposals are accepted as hard copy, however, the City uses Bidsync for the solicitation process. Then section 4.1.6 states we have to submit one original and two copies, plus 5 electronic copies in a sealed envelope. Which section is correct? (Submitted: Apr 17, 2017 11:47:24 AM EDT)

#### Answer

- Proposals are to be submitted as Hard Copies to the address indicated in section 1.2.

The city uses BidSync to notify potential vendors about a solicitation that is available for goods/services.

(Answered: Apr 17, 2017 5:58:58 PM EDT)

#### Question 6

Please reconfirm the procurement goals described in section 4.2.6? (Submitted: Apr 17, 2017 10:28:05 PM EDT)

#### Answer

- In a good faith effort the city of Fort Lauderdale supports doing business with various types of business, For example, Minority business, Small business, Women Business Enterprise. We also encourage and extend the opportunity by providing easy access to the city's solicitations requests. (Answered: Apr 21, 2017

11:37:43 PM EDT)