



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

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

DATE: November 19, 2013

TITLE: Motion to award a one-year contract for real estate brokerage services –
Request for Proposal (RFP) 535-11231 - \$58,459

Recommendation

It is recommended that the City Commission award a one-year contract for the purchase of real estate brokerage services to CBRE, Inc., in substantially the form attached, in the estimated annual amount of \$58,459 and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

Background

A Request for Proposal (RFP) was released to seek a qualified real estate brokerage firm to provide professional services related to real property assets owned by the City of Fort Lauderdale. The selected firm will be responsible for assisting the City 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.

RFP 535-11231 was opened on July 25, 2013 with two proposals received. For evaluation purposes, best and final offers were obtained from both proposers to clarify costs for the lease management portion of the services. The evaluation committee consisted of the following staff: Cate McCaffrey, Parks and Recreation Department, Alfred Battle, Community Redevelopment Agency and Clara Bennett, Transportation and Mobility Department. The committee evaluated the two proposals and ranked CBRE, Inc. as the top ranked proposer. The Contractor has redacted all proprietary and confidential information statements from their proposal.

Resource Impact

There will be a negative fiscal impact to the City in the amount of \$58,459.

FUNDS AVAILABILITY LOCATION:								
FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBJECT NAME	AMOUNT
2014	01	001	General Fund	PKR100101	Real Estate	3199	Other Professional Services	\$58,459
TOTAL								\$58,459

Strategic Connections:

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the **Internal Support Cylinder of Excellence**, specifically advancing:

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

Attachments

- Exhibit 1 – Bid Tabulation, RFP 535-11231
- Exhibit 2 – Final Rankings, RFP 535-11231
- Exhibit 3 - Agreement

Prepared by: AnnDebra Diaz, Procurement Specialist II
 Carrie Keohane, Administrative Assistant I

Department Director: Phil Thornburg, Parks and Recreation Department