



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

**#22-0359**

---

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

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** May 17, 2022

**TITLE:** Motion Approving Final Ranking and Agreement for Real Estate Brokerage  
Services – Colliers International Florida, LLC - **(Commission Districts 1,  
2, 3 and 4)**

---

**Recommendation**

Staff recommends the City Commission approve the final highest rank responsive and responsible firm and agreement for Real Estate Brokerage Services with Colliers International Florida, LLC (Colliers), in substantially the form attached, for a two-year term and authorize the City Manager to approve three (3) one-year renewal options, contingent upon appropriation of funds.

**Background**

Request for Proposals (RFP) No. 12630-225 was advertised to seek a qualified real estate brokerage firm to provide professional services related to real property assets owned by the City of Fort Lauderdale. The selected firm will be responsible for assisting the City with brokerage services, which may include: (i) providing advice regarding property valuation, (ii) portfolio organization and analysis, (iii) strategic planning for property leasing and disposal, (iv) listing services for sale of City surplus property, (v) consulting services, and (vi) lease management.

On March 10, 2022, the Procurement Services Division issued Request for Proposals (RFP) No. 12630-225 Real Estate Brokerage Services (Re-Bid). On March 23, 2022, the RFP closed with the following four (4) firms submitting responses; CBRE, Inc; Colliers; Cushman & Wakefield, Inc; and HDZ Realty LLC.

Upon preliminary review of all proposals, Cushman & Wakefield, Inc was deemed non-responsive due to their inability to provide a verifiable firm, fixed percentage for lease management services, as required. Their proposal referred to various fees and scenarios for the proposed service, without demonstrating and explaining how the various fees and scenarios resulted in the required fixed percentage.

On April 6, 2022, the Evaluation Committee (Committee) members, consisting of Luisa Agathon - Sr. Assistant to the City Manager, Clarence Woods - CRA Manager, and Christopher Cooper – Deputy Director of DSD Sustainable Development met along with James Hemphill and Laurie Platkin from Procurement Services to evaluate the proposals.

The firms were ranked based on the evaluation criteria shown in the table below. Colliers was the 1<sup>st</sup> ranked firm (see Table 2). One of the proposers, HDZ Realty, indicated its status as a Disadvantaged Business Enterprise.

Table 1

<b>Evaluation Criteria</b>	<b>Weight (%)</b>
Proposed method to accomplish the work required / Scope of Work	15
Proposed Percent of Sales/Leasing Commission	15
Proposed Percent of Lease Management	15
Hourly rate for advisory services where a commission will not be earned	15
Experience and Qualifications, References, past performance	40
<b>TOTAL</b>	<b>100</b>

Table 2

<b>Vendor</b>	<b>Rank</b>
CBRE	2
Colliers	1
HDZ Realty	3

**Resource Impact**

There will be a fiscal year impact to the City in the amount of \$25,000 for three percent of Real Estate Lease Management Services. Funds for the three percent are available in the FY 2022 Operating Budget in the account listed below.

<i>Funds available as of April 25, 2022</i>					
<b>ACCOUNT NUMBER</b>	<b>INDEX NAME (Program)</b>	<b>CHARACTER CODE/ SUB-OBJECT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
MGR130101 – 3216	Real Estate	Services/ Materials/ Costs/Fees/Permits	\$449,542	\$196,093	\$25,000
				<b>TOTAL</b>	\$25,000

### **Strategic Connections**

This item is a Press Play Fort Lauderdale Strategic Plan 2024 initiative, specifically advancing:

- Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term planning

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We are Ready*

### **Attachments**

Exhibit 1 - Solicitation

Exhibit 2 - Proposal

Exhibit 3 - Scoring Tabulation

Exhibit 4 - Agreement

---

Prepared by:                      Luisa Agathon, City Manager Manager's Office  
    James Hemphill, Finance  
    Friseta Davis, Sr. Administrative Assistant, Finance

Department Directors:      Susan Grant, Finance