



REAL ESTATE BROKERAGE SERVICES

PREPARED IN RESPONSE TO
RFP CMGR-200030-GD


JULY 10, 2020

PREPARED FOR:

CITY OF
GAINE**VILLE**
every path starts with passion
FLORIDA

BID COVER PAGE

BID COVER PAGE

	City of Gainesville Procurement Division 200 E University Avenue, Rm 339 Gainesville, FL 32601 (352) 334-5021(main)	
	REQUEST FOR PROPOSAL: CMGR-200030-GD:Real Estate Brokerage Services	
PRE-PROPOSAL MEETING: <input checked="" type="checkbox"/> Non-Mandatory <input type="checkbox"/> Mandatory <input type="checkbox"/> N/A <input type="checkbox"/> Includes Site Visit PRE-PROPOSAL MEETING DATE/TIME: Thursday, June 4, 2020 - 1:00PM PRE-PROPOSAL MEETING LOCATION: ZOOM - https://us02web.zoom.us/j/85144803425?pwd=L1NoMS8raytBWU5BZ24rV1NHR1VLUT09 Meeting ID: 851 4480 3425 - Password: 4RnrBd		
BIDDER QUESTIONS DUE DATE: Thursday, June 11, 2020 - 3:00PM		
DUE DATE FOR SUBMITTING PROPOSAL ON DEMANDSTAR.COM: Friday, July 10, 2020 - 3:00PM		
SUMMARY OF SCOPE OF WORK: The City of Gainesville, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Real Estate Brokerage Services for the City Manager's Office, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).		
For questions relating to this solicitation, contact: Gayle Dykeman, Procurement Specialist 3, 352-393-8789; dykemanqb@cityofgainesville.org		
Bidder is <u>not</u> in arrears to City upon any debt, fee, tax or contract: <input checked="" type="checkbox"/> Bidder is NOT in arrears <input type="checkbox"/> Bidder IS in arrears Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: <input checked="" type="checkbox"/> Bidder is NOT in default <input type="checkbox"/> Bidder IS in default		
Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.		
ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # <u>1, 2</u>		
Legal Name of Bidder: <u>Colliers International Florida, LLC</u> DBA: <u>Colliers International Florida, LLC</u> Authorized Representative Name/Title: <u>Kenneth Krasnow, Vice Chairman</u> E-mail Address: <u>Ken.Krasnow@colliers.com</u> FEIN: <u>41-2227433</u> Street Address: <u>3620 NW 43rd Street, Suite B, Gainesville, FL 32606</u> Mailing Address (if different): _____ Telephone: <u>(786) 517 4990</u> Fax: <u>(904) 353 4949</u>		
By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and, <input checked="" type="checkbox"/> Proposal is in full compliance with the Specifications. <input type="checkbox"/> Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.		
SIGNATURE OF AUTHORIZED REPRESENTATIVE: <u>Ryan Kratz</u> SIGNER'S PRINTED NAME: <u>Ryan Kratz</u> DATE: <u>July 10, 2020</u>		

This page must be completed and uploaded to DemandStar.com with your Submittal.

E-Bidding Document – RFP #CMGR-200030-GD - Page 1 of 32

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b) Technical Proposal

TECHNICAL PROPOSAL

The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFP which the bidder deems relevant.

City of Gainesville
Procurement Division
200 E University Avenue, Rm 339
Gainesville, FL 32601

RE: Request for Proposal: CMGR-200030-GD: Real Estate Brokerage Services

On behalf of Colliers International Florida, LLC (Colliers), we appreciate the opportunity present our qualifications for consideration by the City of Gainesville (the City) for the scope of work in RFP #CMGR-20030-GD, Real Estate Brokerage Services.

Hiring a real estate partner is an important decision for the City and its stakeholders. Colliers understands that government and public sector procedures for managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. We are uniquely qualified to meet the needs of the City with proven expertise in charting a clear path of successful execution with a roster of public institution clients at both a local and national level; including the City of Fort Lauderdale, The City of St. Cloud, Stevens Plantation Improvement Project Dependent Special District, Alachua County School Board and the General Services Administration to name a few. With this experience we offer extensive public-sector expertise and proven best practices to ensure the City makes the most informed real estate decisions in line with the its goals.

For this RFP #CMGR-20030-GD, we understand that the City of Gainesville seeks a qualified Real Estate Brokerage firm to provide professional services related to real property assets owned by the City of Gainesville, Florida. The selected firm will be responsible for assisting the City with brokerage services, which may include:

- Providing advice regarding property valuation,
- Portfolio organization and analysis,
- Strategic planning for property leasing and disposal,
- Listing services for sale of City surplus property,
- Overseeing escrow for such sales,
- Lease management and City acquisition of property.
- 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.

One way to describe our services simply is: We analyze and optimize. In short, we look forward to the opportunity to partner with the City of Gainesville to first fully understand the goals and operational drivers and then deliver customized real estate advisory and services in the shared pursuit of these goals. In our response, we have endeavored to illustrate the dedicated team and process-driven disciplines that will guide our understanding, accountability and results every step of the way.

The City of Gainesville will be serviced by a team of professionals concentrated in Gainesville with deep roots and ties with the local community and backed by the large-scale resources, integrated platform, relevant multi-market experience and the footprint of a global leader, Colliers International. Our local Gainesville team alone has completed over 124 deals valued at \$88M in the last two (2) years. As a global entity, Colliers International has been in operation more than 120 years.

With twelve (12) Florida offices (West Palm Beach, Boca Raton, Fort Lauderdale, Miami, Coral Gables, Fort Meyers, Sarasota, Tampa, Clearwater, Orlando, Gainesville and Jacksonville), Colliers International Florida, LLC plans to draw upon the shared resources from all offices but service this mandate directly out of our Gainesville office, located at 3620 NW 43rd Street, Suite B, Gainesville, FL 32606

The City's real estate goals are important to us. Colliers has identified a team of experts that will serve to meet the City's goals and vision. The accompanying proposal identifies the services and methodology offered by Colliers International and the unique qualifications of our firm to fulfill the City's needs. We thank you for the opportunity to present our proposal to the City and for your consideration in this regard.

Sincerely,



Kenneth M. Krasnow
Vice Chairman Institutional Investor Services

TECHNICAL PROPOSAL

Our value proposition and key elements for the City can be summarized as follows:

Strong Colliers Florida Footprint

- With twelve (12) Florida offices (West Palm Beach, Boca Raton, Fort Lauderdale, Miami, Coral Gables, Fort Meyers, Sarasota, Tampa, Clearwater, Orlando, Gainesville and Jacksonville), Colliers International Florida, LLC plans to draw upon the shared resources from all offices but service this mandate directly out of our Gainesville office, located at 3620 NW 43rd Street, Suite B, Gainesville, FL 32606. Colliers International Florida, LLC is registered as a legal entity in the State of Florida. Key licensing information may be found in required section.
- Additional details on our office background and firm overview are to follow.

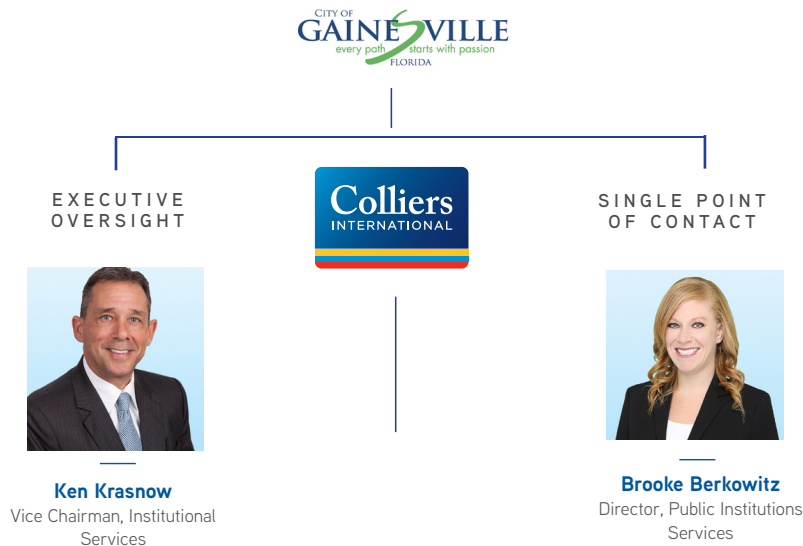
LEGAL ENTITY	Colliers International Florida, LLC
ADDRESS	3620 NW 43rd Street, Suite B, Gainesville, FL 32606
CONTACT	Kenneth Krasnow, Vice Chairman, Institutional Investor Services
TELEPHONE	+1 786 517 4990
EMAIL	ken.krasnow@colliers.com
WEBSITE	www.colliers.com

Integrated Services Project Team with a Single Point of Contact

- Each Colliers team member brings unique specialization and experience to form an integrated solution that adds up to something more than the sum of its parts. The single point of contact or Key Account Partner will be supported by a team of senior brokerage professionals and value-added services lines to provide holistic property solutions for the City’s diverse portfolio. All are an integral part of the City project team and will ensure the project’s execution is aligned with the City’s strategic and operational goals.
- Additional details on our proposed project team, including an organizational chart and team roles, are to follow.

TECHNICAL PROPOSAL

Our firm has assembled a Senior-level team that will provide the Commercial Real Estate brokerage services necessary to support the real estate goals for The City of Gainesville. The team includes local industry veterans Mike Ryals, Dan Drotos and Rory Causseaux supported by our public institutions specialist, Brooke Berkowitz. Our brokerage services professionals are supported by a team of value-add experienced professionals in Research/Consulting, Marketing, Land Services, Development Services, Valuation & Advisory Services, Public Relations and Operations; all overseen by Colliers' Vice Chairman Institutional Investment, Ken Krasnow. Team resumes are to be found starting on page 37.



REAL ESTATE BROKERAGE



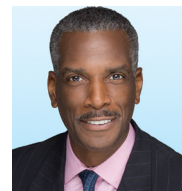
Mike Ryals
Executive Director,
Gainesville



Dan Drotos
Senior Director, Gainesville



Rory Causseaux
Director, Gainesville



Kevin Morris
Senior Director
Affordable Housing

VALUE-ADD RESOURCES



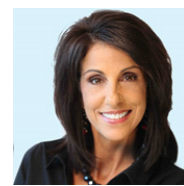
Verity Mosquera
Research and Consulting
Manager, Florida



Kris Mitchell
Marketing Manager, Florida



Lauren Edwards
Client Services Specialist,
Gainesville



Elizabeth McBride
Client Services Coordinator,
Public Institutions

TECHNICAL PROPOSAL

Specialized Experience in the Government Real Estate Sector

- Colliers understands that government and public sector procedures for acquiring, managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. Our Government Solutions Group has proven expertise in charting a clear path of successful execution for clients and will leverage our shared services and diverse global platform to deliver value for the City as well.

Specialized Experience in Affordable Housing

- Colliers' Affordable Housing Group is regarded as one of the industry's leading HUD, LIHTC, and Affordable multifamily investment groups in this highly specialized asset class and will apply this expertise to our work with the City. Our team has extensive hands-on experience in the sale of LIHTC and multifamily properties with Project Based Section 8, HUD Insured debt, state agency financed and value-add subsidies.

Personalized, Local Expertise with the Backing of a Global Service Powerhouse

- Internally at Colliers we have deep relationships with every national subspecialty group. This includes: Life Sciences, Student Housing, Manufactured Housing, Government Services, Golf Course/Leisure, Affordable Housing, Net Lease Investment and many more. If you have a unique need, we have a solution. Externally and locally we partner with some of the largest organizations in both the public and private sectors including: UF, School Board of Alachua County, Alachua County, Gainesville Regional Utilities and many more. Deep community roots in both the profit and not for profit sectors leads to a deeper database and more opportunities.
- Our Gainesville team, in the last 2 years, has transacted 124 deals valued at \$88 Million.

Competitive and Transparent Fee Structures

- The opportunity to partner with the City of Gainesville is a top priority to Colliers. Our competitive pricing structure reflects this but still allows us to provide senior-level talent and outstanding services and resources to exceed the City's expectations.
- Full details on proposed fee structure may be found on our Price Proposal.

Agility and Implementation Timeline

- Our Colliers team is available to mobilize immediately. For many clients, we begin due diligence immediately upon verbal award of contract and – recognizing the importance of excellent communications and reporting - make earnest efforts to introduce the project team and key client stakeholders prior to kick-off.

FIRM OVERVIEW

As a global entity, our firm has been in operation more than 120 years. We proudly trace our roots back to a local firm founded in 1898, when Macaulay Nicolls, a real estate insurance agency was registered in Vancouver, BC. Macaulay Nicolls soon added a partner and became Macaulay Nicolls Maitland. In the early 1980s, it joined forces

2019 Statistics | Global

- 396 offices
- 68 countries
- 17,000 professionals and staff
- 2 billion SF under management
- 69,000 lease/sale transactions
- \$3.3 billion US in revenue
- \$127 billion in total transaction value

2019 Statistics | Florida

- 12 offices
- 9 counties
- 432 professionals and staff
- 31+ million SF under management
- 2,111 lease/sale transactions
- \$3.5+ Billion in total transaction value

TECHNICAL PROPOSAL

On a local level The Colliers Gainesville Team specializes in all forms of commercial and land transactions and investments including: Office, Retail, Industrial and Multifamily. Experience paired with being on the cutting edge of the latest technology has allowed for multi-million dollar annual transaction volumes since the 1980's. Services provided include: Sales and Leasing Landlord/Seller Representation, Tenant/Buyer Representation, Investment Services, Property Marketing, Valuation and Advisory Services, and Consulting.

2.3 PROJECT SPECIFICATIONS

Colliers understands that upon award of the contract, the Contractor shall provide a review an assessment of all City owned vacant and/or underutilized property, its current use, and submit recommendations for the best use of the property.

To meet the City's project objectives, Colliers International proposes to develop and execute a Strategic Plan that maximizes revenue generation to the City while striving to reduce operating costs through the following brokerage services:

- > A Strategic Plan with Recommendations on Leasing and Disposition
- > Highest and Best Use Analysis of Existing Portfolio Analysis
- > Valuation and Advisory Services
- > Listing and Marketing Services for Sale of City Surplus Property
- > Lease Management

The following schedule includes an outline of the scope of work and proposed approach to the assignment:

WEEK 1 | Kick-Off Session:

- Meet with the City to discuss existing strategy and confirm goals for new strategy.
- Review Colliers proposed scope of work and schedule, making adjustments where the City deems necessary.
- Introduce Colliers experts assigned to the project and respective roles and responsibilities.
- Identify point of contact and appropriate communication channels.
- Agree upon project deliverables.

WEEK 2-4 | Due Diligence for Strategic Plan

- Take an inventory of all City-owned and controlled property and identify current uses.
- Collect and collate appropriate documents and data necessary to complete the strategic plan, including but not limited to; a list of assets, operating statements, operating agreements, assessments, lease agreements, letters of interest (LOI), contracts, any other laws, policies or City-preferences that limit the lease or sale of City-owned assets.
- Meet with City departments and other internal and external stakeholders to ensure thorough understanding of City portfolio and assemble any missing pertinent information.

WEEK 5-12 | Strategic Plan and Valuation

- Review, assess and map all City-owned and controlled property, identifying the current use of each asset and detecting the vacant and underutilized surplus assets. Colliers will provide the City with access to GIS mapping software storing real-time information on City-owned property.
- Identify all real property that is appropriate for use as affordable housing, in accordance with Florida Statute 166.0451.
- Evaluate the underutilized or surplus assets which present an opportunity, with the following considerations:
 - > Current use and potential/proposed use of asset
 - > Financial (debt, operating costs, maintenance costs)
 - > Condition of asset and deferred capital improvements
 - > Current and projected market conditions.
 - > Legal or political encumbrances and/or preferences.

TECHNICAL PROPOSAL

- Provide short- and long-term recommendations to the City on the highest and best-use of City-owned vacant and underutilized assets, including an assessment of costs and revenue potential through sale or lease of each property.
- Outline a marketing plan for the expedited/streamlined disposition of the identified City-owned assets.
- The recommendations for sale and/or lease will be rank ordered prioritizing those that further the City's goal of revenue generation in the shortest period of time.
- Outline a marketing plan for the expedited/streamlined disposition of the identified City-owned assets.

WEEK 12-15 | Delivery of Strategic Plan

- Present draft Strategic Plan report and meet with the City to review.
- Collect feedback from City staff and reflect comments and changes in the final report.
- Deliver final report no later than one hundred and eighty (180) days post commencement of the contract.
- Meet with the City to discuss and commence action on the final recommendations in the Strategic Plan.

WEEK 15 Onwards | Marketing and Execution of the Strategic Plan

Valuation and Advisory Services:

- Prepare and present quarterly updated reports of all identified City-owned surplus and under-utilized sites, including escheated properties.
- Continue to prioritize opportunities for utilization or disposal, identifying which have the greatest opportunity to maximize revenue to the City of Gainesville in the shortest period of time.
- Present a quarterly market update to City staff highlighting local real estate trends and forecasts on the City of Gainesville real estate market.
- Application of "best practices" acquired through public sector real estate portfolio management and transaction experience.

Marketing Services:

Once we have agreed upon the Strategic Plan and identified the assets for lease and/or disposition with asking prices and underwriting, our marketing department will draft best in class marketing materials, starting with a brochure, confidentiality agreement, and full offering memorandum for the City to review and approve. Colliers will maintain and update accurate listing information on the City's website.

Through our best in class marketing technology and our creative approach, we drive strong investor interest, while maintaining confidentiality and minimizing disruption to tenants. Our integrated marketing platform includes targeted marketing, broker/referral marketing, print and electronic media, mobile marketing, social media and inbound/outbound marketing techniques to ensure maximum exposure to the marketplace.

TECHNICAL PROPOSAL

MARKETING SERVICES

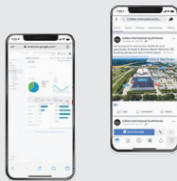
In Colliers International, the **City of Gainesville** will have a strong local partner that will never stop thinking of ways to optimize results for your facilities. With the intense competition in the market, we will continuously pursue creative ways to recapture and retain market share advantage.

The ideas that follow are exactly that: **Ideas.**

Some of which make perfect sense and can be quickly implemented, while others push the envelope and may never see the light of day. But fresh ideas, especially bold ones, are the seeds that ultimately lead to long-term progress.

SOCIAL MEDIA CAMPAIGNS

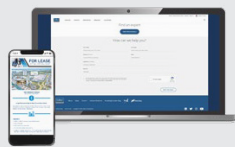
Tailored campaigns to reach the right audience



- Audience profiling
- In-house experts
- Qualified leads

EMAIL MARKETING CAMPAIGNS

Lead generation continues to grow from our unrivaled database



- Industry leading database
- Targeted email marketing campaigns
- Metrics tracking to ensure ROI

ONLINE PORTALS

Leveraging industry platforms to reach further



- Premier CRE platforms
- Extended reach
- Active audience

PHOTOGRAPHY & VIDEOGRAPHY

Positioning your property in the best light



- Matterport 3-D Camera (in-house)
- Professional photography
- Drone aeriels available
- Property Video services

PRINT/DIGITAL BROCHURES

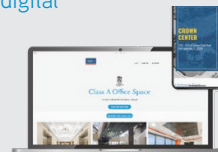
Differentiating your property



- Elevate Design
- Print or digital deliverables

WEBSITES & MICROSITES

Driving engagement & expediting conversion with digital



- Bespoke design
- Mobile-first
- Interactive content

TECHNICAL PROPOSAL

Our hands on, go-to-market strategy offers largescale exposure through proprietary databases and distribution channels, and includes a segmented approach to focus the highest impact marketing techniques on the buyers who are most motivated and likely to pay the highest price. Throughout the disposition process, our priority is revenue maximization for the City.

PRE-MARKETING	POSITION	REVIEW	NEGOTIATE	CLOSE
<ul style="list-style-type: none"> • Due Diligence for Assets • Preparation of Exclusive Offering Memorandum • Preparation of Flyer E-blast Development • Solicitors Legal Document Preparation • Marketing Positioning the Property • Media Placement Targeting 	<ul style="list-style-type: none"> • Local, Regional, National, International • Distribute Offering Memorandums • Face-to-Face Meetings Site Tours • Follow up with Web Site Leads • Broker Analysis • Prospective Buyer Critique 	<ul style="list-style-type: none"> • Review all Letters of Intent • Financial Modeling • Review with Client & Solicitors 	<ul style="list-style-type: none"> • Consensus on Preferred Buyer • Engage with Final Negotiation 	<ul style="list-style-type: none"> • Purchaser Due Diligence • Closing

Lease Management

Colliers' mission is to successfully deliver industry-leading lease management services that allow the City to optimize its real estate portfolio and all City license agreements, while providing an outstanding client experience. Colliers is technology agnostic in regards to lease administration, supporting Yardi, ProLease, Axserion, Lease Harbor, Virtual Premise and all other commercially available programs. Our team will work with the City of Gainesville existing database or lead an evaluation process to determine the optimal system to meet your individual needs.

We track your entire real estate portfolio...

- > Owned Locations
- > Leased Locations
- > Your Subleases
- > Your Subtenants/Tenants

...to deliver the most potential benefits for the City

- > Never miss a critical lease date
- > We drive huge savings (One of the most important reasons clients choose Colliers)
- > Save weeks on budgeting real estate expenses
- > Save time each month with automation of rent payments from database to your accounts payable system

TECHNICAL PROPOSAL

Lease Administration & Document Management

The process of maintaining and tracking lease related documents is vital to our initial and on-going assessment of the status of every client location. Colliers' detail-oriented staff is highly-experienced in lease administration processes, which include the following on-going services:

- › All existing lease documents will be abstracted into the database (several options are available). We will continue to have all new lease and lease related documents abstracted into database by our Lease Abstractors.
- › Colliers has file maintenance procedures in effect and will maintain the lease files in an organized and standardized format. This process includes retention of historic data regarding lease issues, as well as CAM and tax reconciliation matters (this is crucial in the recovery process).
- › Colliers tracks all incoming lease documents by utilizing a document log which ensures that all documents are input and/or processed in a timely manner.
- › Colliers will scan, after logging, any legal documents received and post to the database/website within seven business days of receipt.
- › Reports - Colliers is experienced in reporting processes and can distribute any number or form of the following reports on a recurring basis:
 1. Lease Payment Schedule (early and regular schedules)
 2. Square Footage Report
 3. Rent Roll Summary – Portfolio wide
 4. Landlord Listing
 5. Expiration Reports
 6. CAM Tracking
 7. Abstracts – Detail or summary listing of pertinent lease data by property

Lease Administration & Document Management Checklist

- › Ability to customize current information (i.e., formatting, analysis of, etc.) and modify from time to time at client's discretion and within system abilities.
- › Follow protocol set up and provided by client for all ownership change requests that are received.
- › Colliers for verification and processing.
- › Review and research of landlord billings (rents, operating costs, utility usage, etc.) will be performed by Colliers to monitor accuracy and appropriateness prior to approving for payment; landlord invoices are directed to Colliers for verification and processing.
- › Desk audits of landlords' annual CAM/Insurance/Tax reconciliations against lease requirements will be performed, including review of prior year calculations where available. Colliers will utilize well developed forms and procedures as well as use all best efforts to acquire such reconciliations; process includes request of backup substantiating reconciliation as well as a resolution of any discrepancies, resulting in processing for payment.
- › During audit process, Colliers lease audit staff flags any invoices deemed excessive in comparison to industry standards. With prior approval from client, Colliers would address the anomalies/issues identified with the landlord and prepare the necessary argument and documentation to recover any potential funds. In the event Colliers cannot settle a dispute, the reconciliation will go to client's real estate department for review and direction.
- › Along with copies of all invoices, Colliers will submit a verified monthly lease payment schedule to client (setting out recurring rent payments and variable non-routine charges). This schedule will be formatted to coordinate with client's accounting system.

TECHNICAL PROPOSAL

- › Colliers lease administration professionals will verify the figures in the payment schedule for accuracy and reasonableness with Colliers account manager approval; however, client is still responsible for reviewing each monthly schedule and remitting timely payment to their landlords/vendors unless Colliers is utilized to pay client's bills.
- › Colliers can work with client's risk management department/vendor as a liaison, assisting with landlord insurance certificate update requests, records upkeep and coordination.
- › For post-lease setup ongoing maintenance, Colliers assigns a dedicated analyst responsible for ensuring that portfolio information is continuously updated and that established processes are followed. Moreover, the account analyst will ensure that all critical lease dates are evaluated in a timely fashion and that staff is alerted to take appropriate action.
- › Second review controls are in place for review of lease payment schedules and CAM/tax reconciliations, with SOX guidelines in mind.

Our enterprising platform allows us to develop custom-designed solutions to meet the City's business and real estate needs while adhering to the standardized processes demanded by applicable regulatory and statutory guidelines.

For the services outlined above, Colliers shall receive a management fee for management services related to Leases in which they are managing on behalf of the City. Colliers will serve as the fiscal and accounting agent for collection of rents under Leases in which the City is the Lessor. It will collect the rents and provide a monthly accounting to the City of the rents received, deposits held as well as other accounting information requested by the City. The fees on Leases are calculated on the Total Rent collected which is defined as the aggregate of all rental paid and received as required during the initial term of the Lease excluding any sums payable for taxes, operating costs, insurance, cost of living and other pass through expenses.

Valuation Services

Real estate appraisals play a pivotal role in today's business climate. Colliers Valuation & Advisory Services' reports are designed to deliver insight into a property's fundamentals, its competition and the overall market dynamics affecting value. Our commitment to high-end client service, coupled with Colliers International's unparalleled market intelligence and resources continues to differentiate us as the firm of choice in the real estate industry. With its unique and expanding platform, Colliers provides a full range of expertise across all commercial property types and has experience on working on appraisals tailored to the unique features of government-leased properties. Our professionals share a commitment to deliver the highest level of service and the best client experience possible. We go the extra mile to deliver results, whether this means meeting a tight deadline, working with a complex and challenging property or delivering consistent results when valuing nationwide portfolios. In 2019 alone, our Florida based appraisal team of thirty (30) appraisers completed over 1,600 valuations.

Research and Consulting Services

Headed up by the Research and Consulting Manager, Verity Mosquera, the research team provides timely, reliable data critical to making effective and well-informed real estate portfolio decisions. We consider our primary market research a competitive advantage, providing clients with data, analysis and consultation on industry trends, comparable lease and sales transactions, and economic data critical to making effective real estate decisions. Colliers Research also maintains an extensive tenant database identifying industry, location, square footage occupied, and lease expiration dates. Stacking plans and building skylines are regularly produced to illustrate the location and lease expiration of tenants in select buildings. Additional analytic tools track tenant demand and lease activity on a real-time basis.

TECHNICAL PROPOSAL

Consulting Services include:

- > Strategic Real Estate Planning
- > Feasibility Studies
- > Asset Evaluations/Highest-and-Best Use Studies
- > Due Diligence Reports
- > Market Studies
- > Financial Analyses

GIS Capabilities

Colliers has full-service geographic consulting and mapping, offering tailored analysis for clients as they develop their portfolio strategies. We provide cartographic, demographic, and analytic products and services. Our deliverables vary from simple aesthetic maps to complex geographic analysis and site selection packages. Our demographic analysis provides answers to complex questions and adds tangible value to real estate transactions. Our goal is to provide the highest level of innovative GIS products and solutions with a strong focus on customer service and consultation.

Marketing Services

With an in-house creative services team spearheaded by project team member Kristopher Mitchell, the Colliers team will work with the City to develop customized, compelling collateral in support of the real estate strategy or strategies selected.

With the primary goal to build smart awareness and educate through tailored marketing, the team may utilize a range of marketing tools, including but not limited to:

- > Property Brochure
- > Mapping
- > Signage
- > Email Marketing
- > Offering
- > Social Media Campaign

TECHNICAL PROPOSAL

Specialized Experience in the Public Real Estate Sector

Colliers understands that government and public sector procedures for managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. Colliers has proven expertise in charting a clear path of successful execution for clients and will leverage our shared services and diverse global platform to deliver value for the City of Gainesville.

Current public sector clients and relationships in Florida include:

- The City of Fort Lauderdale | Exclusive Real Estate Advisor
- The City of Oakland Park | Exclusive Real Estate Advisor
- Broward Sheriff's Office | Exclusive Real Estate Advisor
- The City of Palm Beach Gardens | Exclusive Real Estate Advisor
- Jacksonville Transportation Authority | Exclusive Real Estate Advisor
- The City of Dania Beach | Real Estate Advisor
- The City of Tamarac | Real Estate Advisor
- The City of Fort Pierce | Exclusive Real Estate Advisor
- Port Tampa Bay | Exclusive Real Estate Advisor
- Pinellas County | Exclusive Real Estate Advisor
- Sarasota County | Real Estate Advisor
- Alachua County | Real Estate Advisor
- City of Port St. Lucie | Real Estate Advisor
- The City of St. Cloud | Real Estate Brokerage Services
- St. Lucie Public Schools | Real Estate Brokerage Services
- Fort Lauderdale Downtown Development Authority | Primary Data Providers
- The City of Wilton Manors | Primary Data Providers
- City of North Port | Exclusive Real Estate Advisor



c) Price Proposal

PRICE PROPOSAL

The price proposal is a presentation of the bidder's total offering price including the estimated cost for providing each component of the required goods or services.

Bidders should indicate the dollar amount which will be attributed to each sub-contractor, if any.

If a prescribed format for the price proposal is appended, bidders must use it; otherwise, bidders may use formats of their choice.

PART 7 – COST PROPOSAL PAGE

Proposer Name: Colliers International Florida, LLC

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. Price will be weighted at 10% of the overall evaluation of the proposal.

In all matters concerning the above Section 2.1, compensation for work performed shall be performance based and cost neutral to the City. Specifically, compensation shall be derived from the sales transaction proceeds, management fees and hourly advisory services rates.

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

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

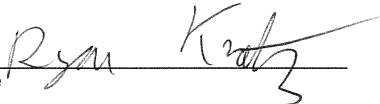
1. Proposed property sale commission percentage as defined in Section 2 4% %
2. Proposed lease cost percentage as defined in Section 2 3% %
3. Hourly rate for advisory services where commission is not earned \$ 150.00
(The number of hours the city expects to utilize these services is not anticipated to exceed 250 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:

Ryan Kratz
Name (printed)

Signature



July 10, 2020
Date

President
Title

PRICE PROPOSAL

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, or caused to be executed by their duly authorized officials, on the day and year first written above.

CITY OF GAINESVILLE:

NAME OF COMPANY:

Signature: _____

Signature: Ryan Kratz

Print Name: _____

Print Name: Ryan Kratz

Title: _____

Title: President

Date: _____

Date: July 10, 2020

APPROVED AS TO FORM AND LEGALITY

City Attorney

d) Minimum Qualifications

MINIMUM QUALIFICATIONS

The response to the minimum qualification requirements should address each of the qualifications set out in the section below. Bidders must provide documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Bidders who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be further considered. If a prescribed format, or required documentation for the response to minimum qualification requirements is stated below, bidders must use that format and supply the documentation requested.

1. Proposers shall be in the business of Real Estate and must possess sufficient financial support, equipment and organization to ensure that they can satisfactorily perform the services if awarded a Contract. Evidence of a current real estate broker license is required..

LEGAL ENTITY	Colliers International Florida, LLC
ADDRESS	3620 NW 43rd Street, Suite B, Gainesville, FL 32606
TELEPHONE	+1 786 517 4990
CONTACT	Kenneth Krasnow, Vice Chairman, Institutional Investor Services
EMAIL	ken.krasnow@colliers.com



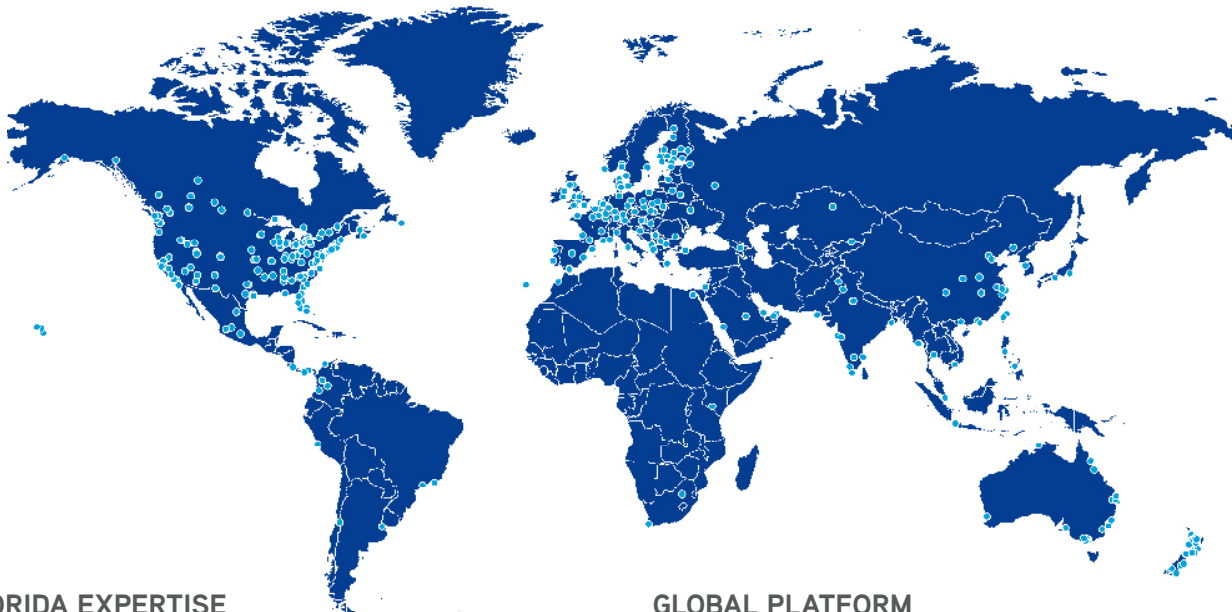
MINIMUM QUALIFICATIONS

As a global entity, our firm has been in operation more than 120 years. We proudly trace our roots back to a local firm founded in 1898, when Macaulay Nicolls, a real estate insurance agency was registered in Vancouver, BC. Macaulay Nicolls soon added a partner and became Macaulay Nicolls Maitland. In the early 1980s, the entity joined forces with Colliers International, an Australian firm founded in 1976. Colliers was established in the U.S. in 1978 with a total of 159 Colliers offices throughout the U.S. Today, we hold on to those local roots and have steadily grown our business through customized client solutions, global and regional accountability for our clients, and innovation.

Colliers International Group Inc. (NASDAQ: CIGI; TSX: CIG) is a global leader in real estate services, committed to accelerating the success of the City of Gainesville through the strength and depth of our local specialists, a culture of service excellence and a shared sense of initiative. We are the third-largest global real estate firm based on total annual revenue of \$3.3 billion.

COLLIERS BY THE NUMBERS

Colliers International is a full-service commercial real estate firm dedicated to providing exceptional service to our clients.



FLORIDA EXPERTISE



Florida Offices
12



Annual Transaction
Volume
\$3.3B



Managing SF
31M+



Transactions
1,777



Professionals & Staff
441

GLOBAL PLATFORM



Revenue
\$3.5B



Comprised of
18,000+
Professionals



Transaction Value
\$129B



Assets Under
Management
\$33B



Lease/sale transactions
70,000



Managing
2B (SF)

MINIMUM QUALIFICATIONS

On a local level, the Colliers Gainesville Team specializes in all forms of commercial and land transactions and investments including: Office, Retail, Industrial and Multifamily. Experience paired with being on the cutting edge of the latest technology has allowed for multi-million dollar annual transaction volumes since the 1980's. Services provided include: Sales and Leasing Landlord/Seller Representation, Tenant/Buyer Representation, Investment Services, Property Marketing, Valuation and Advisory Services, and Consulting. Colliers International Florida, LLC plans to draw upon the shared resources from all offices but service this mandate directly out of our Gainesville office, located at 3620 NW 43rd Street, Suite B, Gainesville, FL 32606.

In the last 2 years, the Gainesville team has transacted 124 deals valued at \$88 Million.



MINIMUM QUALIFICATIONS

2. 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 Gainesville or can demonstrate they have the experience with large scale public and private sector clients...

Our firm has assembled a Senior-level team that will provide the Commercial Real Estate brokerage services necessary to support the real estate goals for the City of Gainesville. The team includes local industry veterans Mike Ryals, Dan Drotos, Rory Causseaux and Kevin Morris supported by our local public institutions specialist, Brooke Berkowitz. Our brokerage services professionals are supported by a team of value-add experienced professionals in Research/Consulting, Marketing, Public Relations and Operations; all overseen by Colliers' Vice Chairman Institutional Investment, Ken Krasnow.

[Ken Krasnow | Vice Chairman of Institutional Investor Services](#), for the Florida region. In this role, he is responsible for broadening the company's platform by developing key client relationships, leading major projects and transactions, maintaining senior real estate industry and political relationships and recruiting new talent. Ken brings more than 30 years of acclaimed expertise in the commercial real estate industry, offering an exceptional level of on-the-ground market knowledge.

[Brooke Berkowitz | Director](#), spearheads our newly expanded practice focused on Public Institutions. In this role, she works closely with the full Colliers team to custom-tailor a set of integrated services selected from the firm's range of business lines. This approach allows Colliers to streamline communications and for the strategic accounts to benefit from the most responsive, customized and nimble real estate solutions. Brooke currently manages Colliers' Public Institutions accounts representing City of Fort Lauderdale, St. Lucie Public Schools, and The City of Dania Beach, amongst others.

[Mike Ryals | Executive Director](#) brings 40+ years of experience in commercial real estate to the Gainesville Marketplace. Mr. Ryals is a fourth generation Floridan and a Gainesville local. He has handled over a billion dollars in transactions with clients ranging from local business owners to large corporate clients. He first entered real estate in 1978 and quickly grew to love the business, becoming the company's top producing agent in 1979. He has consistently retained this level of success throughout his career.

[Dan Drotos, SIOR, CCIM, MSRE | Senior Director, Commercial and Land Services](#) as the Senior Director of the Gainesville office for Colliers International, Dan leads the firm's presence in Alachua County and the surrounding sub-markets by providing commercial real estate solutions for his clients. His team specializes in commercial and land transactions (sales & leasing) including office, retail, industrial, and multi-family. With well over 100 years of combined local knowledge and service, they strive to continuously raise the bar for their clientele.

[Rory Causseaux, PE | Associate Director](#) as a professional engineer, Rory has worked on thousands of projects within Alachua County and the southern United States. Having worked with numerous owners and developers on single-family, multi-family, commercial, retail, industrial and institutional uses, Rory has discovered a uniqueness to each property and project after having worked in such a diverse market of land development.

[Kevin Morris | Senior Director, Affordable Housing](#) is one of the leaders of Colliers Affordable Housing. This specialty group is active across the country brokering in the disposition and acquisition of affordable housing complexes coast to coast. Kevin bring more than 20 years of commercial real estate experience to Colliers Florida. Kevin has narrowed his specialty, focusing on affordable housing property transactions for the last twelve years. Affordable Housing Group has a broad range of project-based deals, including the Homeownership Assistance Program (HAP), Rural Development (RD 515), and Low-Income Housing Tax Credit (LIHTC) which included both General Partner interest transfers and fee simple sales.

MINIMUM QUALIFICATIONS

WORKLOAD AND ACCOUNTABILITY

Colliers believes in delivering services through a single point of accountability with responsible executive oversight and specialized resources available across the delivery structure. Therefore, Brooke Berkowitz, will be the primary person responsible for this project to ensure the City receives consistent and responsive services throughout the term of the contract from Colliers International.

While our core team is active in the community and with existing clients, this account will receive our utmost attention and we have implemented the team structure to ensure best-in-class service. The Team Lead will be supported by a team of experienced brokerage professionals and subject matter experts, who will focus on developing the strategic direction of their expertise area in parallel with the overall account strategy and goals. This process allows Colliers to seamlessly manage the entire real estate process - from strategy, due diligence, transaction management and execution - without risk of conflict from existing workload.

WHY COLLIERS GAINESVILLE

1. Transactional Expertise

With closing 60+ transactions per year we know the pitfalls, outcomes and opportunities of most deals and have the expertise to anticipate and navigate you through, which leads to a higher probability of success.

2. Diverse Team

Each team member's expertise is varied and complementary allowing us a flexible approach to implement the most effective means possible per assignment.

3. Size & Resources

Colliers is the largest CRE firm in Alachua County. We have access to the best tools and resources as well as the backing of a publicly traded company. This gives us the best chance of success for you.

4. Education & Designations

We invest in our education at the highest level, and have been recognized nationally for it, so we can be most effective for the client.

5. Loyal & Trustworthy

Over 75% of our business is repeat clientele and that is because we always put their interests first. Our clients have comfort knowing their peers repeatedly hire & trust us to handle their CRE needs.

6. Market Expertise

We source and service all of our assignments in Alachua County leading to more opportunities. We do this through a proprietary database of market intel, comps, and contacts. When appraisers need data, they call us!

7. Experience

The most combined team experience of any CRE team in our market. We know the strengths, weaknesses, and opportunities of each sub-market and how to get deals done.

8. Leads & Exposure

Colliers is an internationally recognized CRE brand of excellence. Pair this with 80+ signs out on the streets locally and your property will get noticed. We deliver the best marketing tools no matter the cost and field more incoming leads than any competitor. This translates to cross-marketing opportunities and an ever growing list of contacts which means a higher probability of success for you. 7 full-time marketing and design professionals assist in creating the vision of each assignment.

9. Strategic Partnerships

Internally at Colliers we have deep relationships with every national sub-specialty group. This includes: Life Sciences, Student Housing, Manufactured Housing, Government Services, Golf Course/Leisure, Affordable Housing, Net Lease Investment and many more. If you have a unique need, we have a solution. Externally and locally we partner with some of the largest organizations in both the public and private sectors including: UF, School Board of Alachua County, City of Gainesville, Alachua County, Gainesville Regional Utilities and many more. Deep community roots in both the for profit and not for profit sectors leads to a deeper database and more opportunities.

10. Results

We flat out get deals done and always have in our history. On average 60+ transactions annually in Alachua County. We use proven methods and have the staying power resistant to market volatility evidenced by our decades of success. When other Brokers need a Property, Tenant, or Buyer they call us to help!

MINIMUM QUALIFICATIONS

CURRENT PUBLIC SECTOR CLIENTS/RELATIONSHIPS



MINIMUM QUALIFICATIONS

The Colliers Gainesville team has an incredible record of success and long standing clients/relationships in the local market.

INDUSTRIAL



OFFICE



MULTIFAMILY



LAND



COLLIERS GAINESVILLE

MINIMUM QUALIFICATIONS

RETAIL / RESTAURANT



COLLIERS GAINESVILLE

MINIMUM QUALIFICATIONS

a) 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.

SUCCESS STORY



Tenants: TSG Water Resources, Quest Diagnostics, Advanced Refrigeration, TWC Services, & Alachua County Health Department

Year Built: A – 2007 & B – 2019

Lease Rates: \$7.75/SF - \$11/SF

Lease Terms: 5 – 7 years

Dates: December 2019 thru March 2020

Building Sizes: A – 21,150 SF & B – 15,300 SF

Land Size: 3.67 Acres

Overall Occupancy: 100%

Our Role: Landlord's Exclusive Listing Agent

Services: Strategic Advisory (Market & Space Plan Analysis) & Lease-Up

Hope Park A & B

Address : 2401 & 2559 NE 18th Terrace Gainesville, FL 32609

Property/Location: Hope Park is a Class A Flex (Office/Warehouse) asset located in eastern Alachua County close to the intersection of NE 23rd Avenue and NE Waldo Rd. The property consists of two buildings (A & B). Building A consists of 3 Tenants (Quest, TSG, & Advanced Refrigeration) and was originally built in 2007. Building B is home to two Tenants (TWC & Alachua County Health Department) and was newly constructed in 2019. The site provides easy access to Gainesville, Ocala, Jacksonville, GNV Airport and other points of interest via NE Waldo Road which serves as a main North – South thoroughfare in Alachua County.

Opportunity/Challenge: Hope Park A was completed in 2007 before the Great Recession had taken hold. The property retained little to no vacancy during the next decade due to occupancy by one main anchor Tenant, TSG Water Resources. Up until late 2018 TSG had occupied all but 1,550 SF of space in the building however we were notified of their desire to downsize due to a corporate move to outsource some of their on-site production. In addition, a small office space on the south end was also opening up. Concurrently with this downsize, the Owner had ramped up design efforts to bring out of the ground a 15,300 SF Phase 2 (Bldg. B) which had been put on hold after The Great Recession. Facing a 38% vacancy in Bldg. A plus 15,300 SF of spec space coming on line in Bldg. B, the Owner engaged Colliers Gainesville to assist with conceptual space plan design and eventual lease-up efforts. Through market analysis our team determined an overall lack of Class A Flex space under 10,000 SF with specific features such as dock height loading among others. Working in tandem with the Owner and his architect the team came up with a plan to design two spaces in Bldg. B, giving both access to the loading dock via a common area access.

Results: The unique design of the newly demised Bldg. A consisting of new store front and covered space in addition to warehousing and office as well as the flexibility of spec Building B was immediately well received by the market. In a period of 3 months the Colliers Gainesville team was able to achieve full occupancy by securing 4 new quality Tenants on solid leases. In addition, one of the Tenants, TWC Services, was secured through the teams relationships in the Society of Industrial and Office Realtors (SIOR) which Dan Drotos is a member and designee. The Ownership is enjoying full occupancy and contemplating another project with similar characteristics in the near future.



MINIMUM QUALIFICATIONS

SUCCESS STORY



Gainesville Regional Utilities (GRU) Redevelopment Site

Address : 4322 NW 53rd Avenue Gainesville, FL 32653

Tenants : North Florida Regional Medical Center (HCA), Chase Bank, Starbucks

Year Built: Original improvements 1973, Redeveloped in 2017

Zoning: MU-1

Lease Terms: 20+

Dates: 2014 - 2017

Building Sizes: 2,280, 2,964, 10,872

Land Size: 2.69 Acres

Overall Occupancy: 100%

Our Role: Landlord's Exclusive Listing Agent

Services: Seller's Exclusive Agent

Property/Location: Located at the hard corner of NW 53rd Avenue and NW 43rd Street in the heart of Gainesville's NW (Millhopper) submarket. This area of town sees strong traffic volumes 18,000+ and is home to some of the strongest household income in the County. Surrounding uses include: Publix, Chevron, Walgreens, CVS, Wells Fargo, McDonalds, Ace Hardware, O2B Kids and more.

Opportunity/Challenge: The property, originally developed in 1973 for a utility command center office for GRU, had been vacant for numerous years as the technology changed and the existing improvements were no longer needed. The site had fallen into disrepair and was an eyesore for the surrounding community. After a couple years of unsuccessful self-marketing, GRU issued an RFP in 2014 for Commercial Real Estate Services in conjunction with disposing this asset. The Colliers Gainesville team, known at the time as the Drotos Ryals Group, was awarded the RFP and worked with the utility to outline a strategy for disposing of the asset including targeted marketing to developers as well as a Call for Offers. Advising the client of the highest and best use as Retail allowed for the client to achieve a top dollar price for the land.

During the marketing efforts, the team discovered the desire from a former client, Chevron at Hunter's Crossing, directly across the street from the site, to prevent a competitive gas station from locating at this intersection. The team devised a plan for the Chevron Owner to purchase the site and deed restrict against gas station/C-store in essence protecting himself from direct national competition. As a one store operator, the Chevron Owner would have been in trouble should a national gas station/c-store land here due to economies of scale. The founder of the team had originally assisted the Chevron Owner back in 1994 develop his site on the SE corner of the intersection.

Upon successfully closing the transaction between GRU and Chevron at Hunter's Crossing, the re-marketing efforts commenced to allow for the new Owner to dispose of the asset while deed restricting against a competitive use. The team identified an opportunity to relocate the existing end-cap Starbucks next door in the Publix anchored center to the subject site as a freestanding model with a drive-thru. Through a former relationship, Boos Development was secured to purchase the site. In the contract period, the team brought Starbucks and North Florida Regional Medical Center ER to the deal for the new development. The Buyer/Developer (Boos) was a preferred builder for Chase and brought them into the mix to complete the Tenant lineup.

After 4 years of work and 4 successful transactions associated with the redevelopment, all parties achieved their goals and this once underutilized corner now serves as a welcome amenity with pleasing aesthetics.



MINIMUM QUALIFICATIONS

SUCCESS STORY

Case Study

PORTFOLIO AND LEASE MANAGEMENT FOR THE CITY OF FORT LAUDERDALE

55
LEASES
MANAGED

\$8M
IN RENT
COLLECTED
ANNUALLY

Colliers' mission with the City of Fort Lauderdale was to successfully deliver industry-leading lease management services, allowing the City to optimize its real estate portfolio and City license agreements, while providing an outstanding client experience. For the initial 120 days, we lead an evaluation process to determine the optimal system to meet the City's individual needs. The process of maintaining and tracking lease-related documents is vital to our initial and on-going assessment of the status of every client location. Though the Lease Administration function is typically viewed defensively as risk mitigation, based on Colliers culture makeup and highly experienced staff, we approach lease administration offensively, as a strategic tool in the real estate decision making process. Colliers utilized Yardi Voyager Accounting software to streamline the property and financial management and reporting aspects of the commercial real estate cycle.

PHASE 1 DISCOVERY

The Colliers team was tasked with managing leases for the City and for Fort Lauderdale Executive Airport (FXE). To begin this process, the team met with FXE and the City's Finance Department to review the reports previously received, set new target goals, and present sample Colliers reports for feedback and discussion. One of the existing concerns from previous reports was lack of clarity, which was a facet the Colliers team listened to improve upon.

During this phase, the City's leases were collected to be abstracted by Colliers Lease Administration team using Yardi. This system allows both teams to track, real-time, all lease terms, including: expirations, renewal rights, expansion rights, early termination clauses and other rights and data.

PHASE 2 ASSESSMENT

During this time, all existing City lease documents were abstracted. The Colliers team compared the lease abstracts with the amounts that were previously being collected to ensure the City was receiving the correct rental payments and adjust, if necessary.

Moving forward, any new lease and lease-related documents will be abstracted into the database by our Lease Abstractors for consistency.

PHASE 3 IMPLEMENTATION

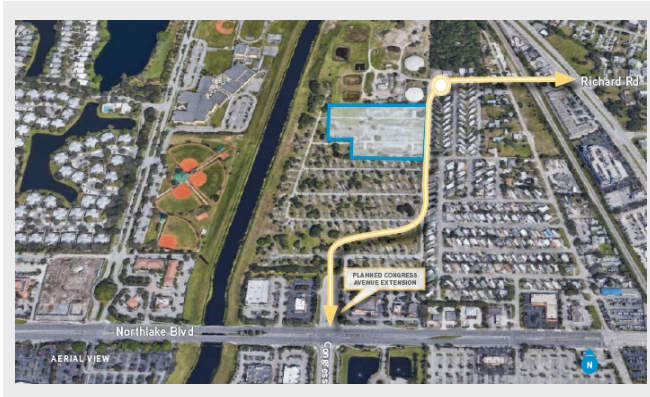
Once Colliers began to collect rent on behalf of the City, Colliers coordinated training for City staff to properly understand and leverage the information on the Yardi reports they receive monthly, including:

- Income Register
- Receivable Detail by Charge Code
- Aged Receivables Report
- Management Fee Calculation
- Bank Reconciliations
- Rent Roll

For ongoing maintenance, Colliers assigned a dedicated analyst to ensure all information is kept up to date and critical dates are evaluated.

MINIMUM QUALIFICATIONS

SUCCESS STORY



SUCCESS STORY

CITY OF PALM BEACH GARDENS | DISPOSITION OF CITY OWNED PROPERTY



SELLER/CLIENT

City of Palm Beach Gardens

PROPERTY

9290 Park Lane
Palm Beach Gardens, FL

TEAM

Bastian Lagerbauer
Senior Associate

Brooke Berkowitz
Senior Associate

STATISTICS

6.12Acre Development Site
\$865,000 Sale Price

SERVICES PROVIDED

Investment Sales

www.colliers.com

MANDATE

The City of Palm Beach Gardens recognized the ongoing opportunity to optimize its real estate portfolio and in April 2018, hired Colliers International South Florida as its real estate partner to market for sale a 6.12 acre property located at 9290 Park Lane. The property had sat vacant for many years. Throughout the years different developers have approached the City with interest in the property. The City was interested in a short closing time frame. They did not want to provide developers a long due diligence for entitlements.

CHALLENGE & SERVICES

The Colliers team launched the marketing of the property through a competitive bid process. There were some existing well-fields on the site that made the marketing to prospective bidders a bit more challenging. Additionally, the alignment of the future Congress Avenue extension was dependent on a neighboring owners ability to dedicate right of way to the County and clear all encumbrances within a determined time frame could possibly greatly reduce the developable area of the City's property.

In advance of the call for offers, Colliers team leveraged the sites geographic location, the positive effects of the Congress Avenue extension, proximity to Florida's Turnpike, I-95, Northlake Boulevard and strong area's demographics to coordinate a blend of traditional, relationship-based outreach to targeted users.

RESULTS

Following a rigorous marketing process by the Colliers team, the City received three bids. The Colliers team qualified the buyers and presented the findings to City staff. We then went back to the bidders for best and final offers based on the staff's feedback.

Ultimately, the City Commission decided to sell to the neighboring owner, Seacoast Utilities. The City was looking out for the long term water supply for its residents. By selling to Seacoast Utilities, they would be able to use the current wells on the property for an extended period of time.

Accelerating success.

Accelerating success.

MINIMUM QUALIFICATIONS

SUCCESS STORY



CLIENT

City of Fort Lauderdale

PROPERTY

Parcels B, C, D
Fort Lauderdale
Executive Airport

TEAM

Steve Wasserman
Executive Managing Director

Erin Byers
Director

Brooke Berkowitz
Senior Associate

STATISTICS

25 Acre Development Site
\$62.4 Million Total Lease Value

SERVICES PROVIDED

Marketing package
Managing the Bid Process
Qualifying buyer
Input on current market conditions
Strategic Portfolio Planning

www.colliers.com

Accelerating success

SUCCESS STORY

LONG TERM GROUND LEASE OF LAND AT FORT LAUDERDALE EXECUTIVE AIRPORT (FXE)

MANDATE

The City of Fort Lauderdale had several vacant non-aeronautical parcels available for development. For years they had tried to market these properties on their own without any luck. In accordance with the City Charter, public bid is not required of Airport properties. In an effort to maximize the number of proposals submitted and make sure the process was fair, City staff coordinated with the Colliers team to prepare a solicitation for competitive bid on Parcels B, C, D.

CHALLENGE & SERVICES

The City had previously put these parcels out for bid on their own but did not receive bids on all parcels. Because the property is part of the airport, we had to adhere to both FAA guidelines, in addition to the City's charter.

In order to be in compliance with FAA, offers could be at no less than appraised value, the maximum term the City would entertain was a 50-year lease, the City would not provide any rent concessions and the tenant was responsible for all development on the site. All of these restrictions made for a difficult mandate.

Colliers took the parcels to market adhering to all the guidelines outlined by FAA and the City.

In advance of the bid deadline, the Colliers team leveraged our global platform and the site's key geographic location - minutes from Interstate 95 and Florida's Turnpike - to coordinate a blend of traditional, relationship-based outreach to targeted industrial users and developers.

RESULTS

Following a rigorous marketing process by the Colliers team, the City received three bids by the deadline - all of which exceeded the appraised value. Using Colliers global network of resources we were able to bring the winning bidder from a Chicago based company, looking to grow in South Florida. Successful bidder, First Industrial Realty Trust, plans to build three buildings totaling 377,060 square feet of class A industrial/distribution facility on the site, adding an in-demand property type to the tight South Florida market.

MINIMUM QUALIFICATIONS

SUCCESS STORY

Case Study

CITY OF ST. CLOUD



143 AC
DEVELOPMENT
SITE

\$4.5M
APPROXIMATE
VALUE

The city of St. Cloud, FL sought to develop land for a mixed-use project. In 2019, the City of St. Cloud DSD Board hired Colliers International as its real estate partner to market for sale an approximately 143 acre property comprised of four parcels and located on the south side of the city of St Cloud between Canoe Creek Rd and Budinger Ave, near existing retail, office, medical, community center, sports center, and public schools.

CHALLENGE AND SERVICES

There is approximately 143 acres of Dependent Special District(DSD) land and another 4.92 acres of city owned property, zoned for Mixed-Use and with utilities available to the site. After the Colliers team understood the City's vision for this mixed use project, the focus shifted to the marketing efforts on fulfilling the City's desires. The Colliers team engaged the marketing machine with the goal of bringing the highest and best offers and terms outlined in a concise offer comparison matrix, to aid in the decision making process. Their efforts frothed up the market generating 9 offers from qualified buyers.

RESULTS

After review of all offers, the team put the competitive bid process in action with a goal of increasing all offers to the final highest and best offer. After much discussion, the DSD board members selected the best and most probable to close buyer.

MINIMUM QUALIFICATIONS

3. b) Proposer shall submit evidence of qualifications in the form of most recent financial statements, resumes of the team intended to support the City and references for at least 3 agencies for which the Proposer has worked in a similar capacity.

FINANCIAL STATEMENT

(Full report can be found in appendix B)



COMPANY CONTACTS:

Jay S. Hennick
Chairman & Chief Executive Officer

John B. Friedrichsen
Chief Operating Officer

Christian Mayer
Chief Financial Officer

(416) 960-9500

FOR IMMEDIATE RELEASE

Colliers International Reports Solid Fourth Quarter and Full Year Results

Professional real estate service revenues surpass \$3.0 billion

Operating highlights:

(in millions of US\$, except EPS)	Three months ended December 31		Twelve months ended December 31	
	2019	2018	2019	2018
Revenues	\$ 928.3	\$ 889.9	\$ 3,045.8	\$ 2,825.4
Adjusted EBITDA (note 1)	144.3	133.2	359.5	311.4
Adjusted EPS (note 2)	2.01	1.77	4.67	4.09
GAAP operating earnings	99.4	98.1	218.2	201.4
GAAP EPS	1.20	1.33	2.57	2.45

MINIMUM QUALIFICATIONS

TEAM RESUMES



Kenneth M. Krasnow
Vice Chairman, Institutional
Investor Services | Florida

EDUCATION OR QUALIFICATIONS

Licensed Real Estate Broker
State of Florida and New York

AFFILIATIONS OR MEMBERSHIPS

Downtown Development
Authority - Greater Fort
Lauderdale

Business Development
Board of Palm Beach
County

Corporate Advisory Board -
Debbie's Dream Foundation

NAIOP | Commercial
Real Estate Development
Association

AREA OF EXPERTISE

Ken Krasnow serves as Vice Chairman of Institutional Investor Services for the Florida region. In this role, he is responsible for broadening the company's platform by developing key client relationships, leading major projects and transactions, maintaining senior real estate industry and political relationships and recruiting new talent. Ken brings more than 30 years of acclaimed expertise in the commercial real estate industry, offering an exceptional level of on-the-ground market knowledge.

Ken began his career as a commercial leasing broker and was responsible for more than three million square feet of Class A building agencies in New York City. His knowledge of brokerage and hands-on approach to management makes him an invaluable member of the Colliers leadership team. In today's Florida market, he will continue to leverage his level of expertise to accelerate our success in the region.

BUSINESS AND BACKGROUND

Since joining Colliers as Market Leader in 2015, Ken has overseen the tremendous growth of the business from less than two dozen professionals to more than 150 as of year end 2018, during which time the firm acquired high profile companies such as CREC, Pointe Group and MF&Co. During that same period, revenues more than quadrupled while maintaining solid profitability margins for his region more than doubled.

Prior to joining CBRE in Florida, Ken held executive positions for Cushman & Wakefield in the New York City area and Trammell Crow Corporation.

Ken served at Cushman & Wakefield for 18 years during which time he oversaw the New York area profit center where he brought his region back to record revenues after the tragic events of September 11, 2001.

Ken attended Emory University where he earned his Bachelor of Administration in Finance. He also attended New York University for Graduate Real Estate studies

PROFESSIONAL ACCOMPLISHMENTS

- Named one of the "Florida 500" influential business leaders by Florida Trend
- Named "Power Leader" by South Florida Business Journal
- Named one of Real Estate New York's "Top 40 Under 40"
- Recognized as one of the "Next Great Leaders" by Real Estate Forum
- Recipient of the Percy Douglass Award by Friends of Island Academy
- Winner of the Royal Poinciana Community
- Leadership award by Debbie's Dream Foundation
- Listed as one of "Top 50 Leaders in Commercial Real Estate" by Real Estate Weekly

MINIMUM QUALIFICATIONS

TEAM RESUMES



Brooke Berkowitz
Director | Florida
Key Account Manager

EDUCATION OR QUALIFICATIONS

Licensed Real Estate Broker
State of Florida

AREA OF EXPERTISE

As Director in the Fort Lauderdale office of Colliers International Florida, Brooke spearheads our newly expanded practice focused on public institutions. In this role, she works closely with the full Colliers team to custom-tailor a set of integrated services selected from the firm's range of business lines. This approach allows Colliers to streamline communications and for the strategic accounts to benefit from the most responsive, customized and nimble real estate solutions.

Brooke currently manages Colliers' City of Fort Lauderdale account, handling lease administration, negotiations and dispositions for the City's leased and owned assets. In recent years Brooke has participated in disposing of surplus assets and leasing space for their various departments such as Fort Lauderdale Police Department, Public Information Office and Environmental

BUSINESS AND BACKGROUND

Brooke joined Colliers with nearly 10 years of right-of-way experience, providing acquisition, relocation, and property management for South Florida. Brooke served as an Acquisition & Relocation Agent for the Florida Department of Transportation in Districts 4 and 6. She worked on projects from in Monroe, Miami-Dade, Broward, Palm Beach and St. Lucie Counties. Brooke managed the acquisition of commercial and residential properties for public purposes and was responsible for direct advisory

services and relocation assistance to displaced occupants.

PUBLIC SECTOR CLIENTS

- City of Fort Lauderdale
- City of Dania Beach
- Dania Beach Community Redevelopment Agency
- Broward Sheriffs Office
- City of Oakland Park
- City of Lauderhill
- St. Lucie County School Board
- City of Palm Beach Gardens
- St. Cloud, Stevens Plantation Improvement Project Dependent Special District
- Fort Lauderdale Downtown Development Authority
- Sarasota County
- St. Lucie Public Schools
- Fort Lauderdale Downtown Development Authority
- The City of Wilton Manors
- City of Fort Pierce
- Port Tampa Bay

MINIMUM QUALIFICATIONS

TEAM RESUMES

COLLIERS GAINESVILLE

The Colliers Gainesville Team specializes in all forms of commercial and land transactions and investments including: Office, Retail, Industrial and Multifamily. Experience paired with being on the cutting edge of the latest technology has allowed for multi-million dollar annual transaction volumes since the 1980's. Services provided include: Sales and Leasing Landlord/Seller Representation, Tenant/Buyer Representation, Investment Services, Property Marketing, Valuation and Advisory Services, and Consulting.



DAN DROTOS

Senior Director

SIOR, CCIM, MSRE

dan.drotos@colliers.com

954 551 9846

EDUCATION

The University of Florida
Bachelor of Science in
Business Administration-
Finance (BSBA-FIN) 2009

The University of Florida
Minor - Urban & Regional
Planning (URP) 2009

The University of Florida
Minor - Real Estate 2009

The University of Florida
- Master of Building
Construction (MBC) 2011

The University of Florida -
Master of Science in Real
Estate (MSRE) 2012

AREA OF EXPERTISE

As the Senior Director of the Gainesville office for Colliers International, Dan leads the firm's presence in Alachua County and the surrounding sub-markets by providing commercial real estate solutions for his clients. His team specializes in commercial and land transactions (sales & leasing) including office, retail, industrial, and multi-family. With well over 100 years of combined local knowledge and service, they strive to continuously raise the bar for their clientele.

Prior to joining Colliers International, Dan served as Vice President of the Commercial and Land Division at an independent firm in Gainesville where he was a partner in The Drotos Ryals Group. His team has successfully transacted over \$1 billion in local (Alachua County) commercial real estate. Dan holds both a Master of Science in Real Estate (MSRE) and Master of Building Construction (MBC) from the University of Florida along with multiple professional designations, including Certified Commercial Investment Member (CCIM) and Society of Industrial and Office Realtors (SIOR). He also serves in several industry, civic, and non-profit organizations such as: The Urban Land Institute, Ronald McDonald House of North Central Florida, First Federal Bank of Florida, United Way, and Leadership Gainesville.

BUSINESS AND EDUCATIONAL BACKGROUND

Drotos attended the University of Florida where he obtained his Bachelor of Science in Business Administration, and then went on to earn his Master of Science in Real Estate (MSRE) and Master of Building Construction (MBC). He holds multiple professional designations, including Certified Commercial Investment Member (CCIM) and Society of Industrial and Office Realtors (SIOR).

PROFESSIONAL ACCOMPLISHMENTS

- > Society of Industrial and Office Realtors - Office Specialist (SIOR)
- > SIOR transaction award winner
 - > Largest dollar volume for redevelopment (2018)
- > Certified Commercial Investment Member (CCIM)

AFFILIATIONS AND MEMBERSHIPS

- > The Ronald McDonald House of North Central Florida - Board of Directors (Secretary)
- > First Federal Bank of Florida - Advisory Board Member
- > Urban Land Institute - Young Leaders Group - Past Chair
- > The United Way of North Central Florida - Small Business Partner
- > Leadership Gainesville (40th Class)
- > SIOR Florida Chapter
- > The University of Florida Bergstrom Center for Real Estate Studies
- > National Association of Realtors (NAR) - Affiliate Member

MINIMUM QUALIFICATIONS

TEAM RESUMES

COLLIERS GAINESVILLE



RORY CAUSSEAU

Associate Director

P.E.

rory.causseaux@colliers.com

352 317 6341

EDUCATION

The University of Florida
Bachelor of Science in
Civil Engineering

AREA OF EXPERTISE

As a professional engineer, Rory has worked on thousands of projects within Alachua County and the southern United States. Having worked with numerous owners and developers on single-family, multi-family, commercial, retail, industrial and institutional uses, Rory has discovered a uniqueness to each property and project after having worked in such a diverse market of land development.

BUSINESS AND EDUCATIONAL BACKGROUND

Rory Causseaux graduated from the University of Florida with a degree in civil engineering and has spent the past 35 years in Gainesville as a professional consultant in the land-development industry. Shortly following his graduation, Rory founded CHW Professional Consultants. Serving the company for the last 30 years, Rory's roles shifted from Vice to President, to CEO and later to Founder. Under Rory's leadership, the company grew from 13 employees to 85 employees and increased its gross revenue to well over \$10 million.

AFFILIATIONS AND MEMBERSHIPS

- > Rotary club of Gainesville Sunrise (President)
- > Climb for Cancer Foundation (Board Member)
- > Builders Association of North Central Florida (BANCf) (past Associate Vice-President)
- > American Heart Association (2018 Heart Walk Chair)
- > Gainesville Chamber of Commerce (Board Member since 2013 Chair of The Board 2017, currently Immediate Past-Chair)



MIKE RYALS

Executive Director

mike.ryals@colliers.com

352 420 9889

AREA OF EXPERTISE

Mike Ryals brings 40+ years of experience in commercial real estate to the Gainesville Marketplace. Mr. Ryals is a fourth generation Floridan and a Gainesville local. He has handled over a billion dollars in transactions with clients ranging from local business owners to large corporate clients.

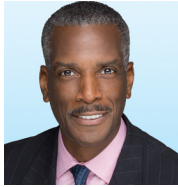
He first entered real estate in 1978 and quickly grew to love the business, becoming the company's top producing agent in 1979. He has consistently retained this level of success throughout his career.

BUSINESS AND EDUCATIONAL BACKGROUND

Mike became a broker in 1980, opened and built his own real estate company in the mid 80's, sold his company to Bosshardt Realty in 1986, and has served as Senior Vice President of the Bosshardt Commercial division until his recent transition to Colliers where he will serve the team at an executive advisory capacity.

MINIMUM QUALIFICATIONS

TEAM RESUMES



Kevin Morris

Senior Director | Florida
Affordable Housing Services

EDUCATION OR QUALIFICATIONS

Licensed Real Estate Broker
State of Florida

AREA OF EXPERTISE

Spearheading the firm's Affordable Housing division, Kevin I. Morris brings more than 20 years of commercial real estate experience to his role for Colliers South Florida. In the past ten years, he has narrowed his specialty, focusing on affordable housing property transactions. He has experience closing a broad range of project-based deals, including the Homeownership Assistance Program (HAP), Rural Development (RD 515), and Low-Income Housing Tax Credit (LIHTC) which included both General Partner interest transfers and fee simple sales. Building upon Kevin's foundation of knowledge and experience, the Affordable Housing division is positioned to help clients navigate the complexities of this niche property landscape - including strategic planning issues, development and tax matters, and intricacies of federal, state and local housing programs.

BUSINESS AND BACKGROUND

Prior to joining Colliers International South Florida, Kevin was Vice President of the Capital Markets Team for CBRE, also specializing in Affordable Housing transactions. Prior to CBRE, he worked for Marcus & Millichap, from 1996 to 2014.

NOTEWORTHY RECENTLY-CLOSED DEALS

- Ramblewood Apartments / 14 Units HAP, Green Cove Springs, FL
- Landau Apartments / 80 Units HAP, Clinton, SC
- Center Court Apartments / 180 Units LIHTC, Bradenton, FL
- Pembroke Towers Apartments 100 Units, HAP + land, Pembroke Pines, FL

MINIMUM QUALIFICATIONS

REFERENCES

1	School Board of Alachua County
	Paul White I Assistant Superintendent
	3700 NE 53rd Avenue, Gainesville, FL 32609
	+1 353 955 7760
	whitepd@gm.sbac.edu
2	City of Fort Lauderdale
	Luisa Agathon I Assistant to the City Manager
	100 N Andrews Ave. Fort Lauderdale, FL 33301
	+1 954 828 5271
	LAgathon@fortlauderdale.gov
3	City of St. Cloud
	Veronica Miller I Assistant City Manager
	City of St. Cloud 143 acres DSD Land
	+1 407 957 7302
	vmiller@stcloud.org

MINIMUM QUALIFICATIONS

3. c) 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.

Colliers International Florida, LLC has no record of judgments or pending lawsuits against the City.

MINIMUM QUALIFICATIONS

3. d) 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.

Colliers International Florida, nor any principal, officer or stockholder is in arrears or in default of any debt or contract involving the City; nor have they failed to performed faithfully on any previous contract with the City.

Exhibits

EXHIBITS - 3.2 e


DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

Colliers International Florida, LLC does:
(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.


Bidder's Signature

July 10, 2020
Date

In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.

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EXHIBITS - 3.2 f

BIDDER VERIFICATION FORM

LOCAL PREFERENCE (Check one)

Local Preference requested: YES NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- Business Tax Receipt
- Zoning Compliance Permit

QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? YES NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? YES NO

LIVING WAGE COMPLIANCE

X

See Living Wage Decision Tree:

(Check one)

- ☒ Living Wage Ordinance does not apply (check all that apply)
- ☒ Not a covered service
- ☐ Contract does not exceed \$100,000
- ☐ Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
- ☐ Located within the City of Gainesville enterprise zone.
- ☐ Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida? ☐ YES ☐ NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# M12000006887)

If the answer is "NO", please state reason why: _____

Ryan Kratz, President

Bidder's Name

Colliers International Florida, LLC

Printed Name/Title of Authorized Representative

Signature of Authorized Representative

7/10/2020

Date

This page must be completed and uploaded to DemandStar.com with your Submittal.

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EXHIBITS



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#) [Next On List](#) [Return to List](#)

Colliers International

Search

No Events No Name History

Detail by Entity Name

Foreign Limited Liability Company
COLLIERS INTERNATIONAL USA, LLC

Filing Information

Document Number	M12000006887
FEI/EIN Number	45-3704406
Date Filed	12/10/2012
State	DE
Status	ACTIVE

Principal Address

601 UNION STREET, STE. 3320
SEATTLE, WA 98101

Changed: 04/27/2017

Mailing Address

601 UNION STREET, STE. 3320
SEATTLE, WA 98101

Changed: 04/27/2017

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525

Authorized Person(s) Detail

EXHIBITS

Authorized Person(s) Detail

Name & Address

Title MGR

Borok, Gil
16830 Ventura Boulevard, Suite J
Encino, CA 91436

Title Treasurer

Friedrichsen, John B
1255 Bay Street, Suite 600
Toronto, ON M5R 2A9 CA

Title MGR, S

Hawkins, Matthew
1255 Bay Street, Suite 600
Toronto, ON M5R 2A9 CA

Title VP

Nelson, Scott
1230 Peachtree Street NE, Promenade, Suite 800
Atlanta, GA 30309

Title Sr. VP

Blanton, Frank
16830 Ventura Blvd., Suite J
Encino, CA 91436

Annual Reports

Report Year	Filed Date
2018	04/25/2018
2019	04/29/2019
2020	04/27/2020

Document Images

04/27/2020 -- ANNUAL REPORT	View image in PDF format
04/29/2019 -- ANNUAL REPORT	View image in PDF format
04/25/2018 -- ANNUAL REPORT	View image in PDF format

EXHIBITS - 3.2 g

REFERENCE FORM

Name of Bidder: Colliers International Florida, LLC

Provide information for three references of similar scope performed within the past three years. You may include photos or other pertinent information.

#1 Year(s) services provided (for example: 1/2015 to 12/2018): August 2019 - Present

Company Name: School Board of Alachua County
Address: 3700 NE 53rd Avenue
City, State Zip: Gainesville, FL 32609
Contact Name: Paul White I Assistant Superintendent
Phone Number: +1 353 955 7760 Fax Number: _____
Email Address (if available): whitepd@gm.sbac.edu

#2 Year(s) services provided (for example: 1/2015 to 12/2018): August 2017 - Present

Company Name: City of Fort Lauderdale
Address: 100 N Andrews Ave.
City, State Zip: Fort Lauderdale, FL 33301
Contact Name: Luisa Agathon I Assistant to the City Manager
Phone Number: +1 954 828 5271 Fax Number: _____
Email Address (if available): LAgathon@fortlauderdale.gov

#3 Year(s) services provided (for example: 1/2015 to 12/2018): May 2019 - Present

Company Name: City of St. Cloud
Address: City of St. Cloud 143 acres DSD Land
City, State Zip: St. Cloud, FL 34744
Contact Name: Veronica Miller I Assistant City Manager
Phone Number: +1 407 957 7302 Fax Number: _____
Email Address (if available): vmiller@stcloud.org

EXHIBITS - 3.2 g

School Board of Alachua County Reference #1



SUCCESS STORY

SCHOOL BOARD OF ALACHUA COUNTY

SELLER

Drake Land Holdings

BUYER/CLIENT

School Board of Alachua County

PROPERTY

1906 NW 143rd Street
Gainesville, FL 32606

TEAM

Dan Drotos, CCIM, SIOR, MSRE
Senior Director

Rory Causseaux, P.E.
Associate Director

Mike Ryals
Executive Director

Colliers International

STATISTICS

38.14 Acre Residential
Development Site
\$3.68 Million Sale and
Purchase Value

www.colliers.com

Accelerating success

Strategic purchase by the School Board of Alachua County as part of their master plan to accommodate western growth in Alachua County. This site is slated for a new school in the next 10 years.

The SBAC Strategic Planning Committee, along with its consultants, initiated a comprehensive study to define the most desirable sites for future school facility locations. The growth of Alachua County has been westward for many years hence the school population demands are primarily located in the western portions of Alachua County. The Committee defined several factors by which to judge a quality school site and by which to rank such sites. The purchase and sale site was the number one targeted property in western Alachua County meeting all the criteria established by the Committee.

The SBAC solicited Real Estate professionals via a public Request for Proposal and Qualifications process to identify firms that could assist the SBAC staff and Board in the acquisition and sale of targeted parcels. Colliers International in Gainesville was selected by the SBAC to provide these real estate services.

Our first assignment was to pursue the purchase of the number one targeted parcel owned by Drake Land Holdings. The property had recently been purchased by the developer who was in the process of entitling the property for development as a single-family residential development and furthermore the developer had the property under contract to a homebuilder. Timing worked out for the SBAC as the contract between the developer and the homebuilder terminated giving the SBAC a window of opportunity to pursue the purchase. The SBAC conducted three appraisals of the subject property to establish the value of the purchase as the developer was still in the process of securing all regulatory permits for the development of the property. In addition, there was competition for the purchase of the land by other homebuilders/developers. A contract was successfully negotiated with the seller and approved by the SBAC Board. The approval allowed for the sale and purchase to proceed to closing in an expeditious manner.

The timeline for the sale and purchase began in September 2019 with the authorization of appraisals. Letters of Intent were negotiated in Dec 2019 thru Jan 2020. The SBAC authorized proceeding to contract in Feb 2020. The contract for the Sale and Purchase occurred in Feb/March 2020. The Due Diligence period followed and based on the recent development activity much of the studies and deliverables were readily available to reduce the Due Diligence period. The SBAC then approved the Contract for the Sale and Purchase in April/May 2020 allowing for the closing to occur in June 2020.

EXHIBITS - 3.2 g

City of Fort Lauderdale Reference #2



CLIENT

City of Fort Lauderdale

PROPERTY

Parcels B, C, D
Fort Lauderdale
Executive Airport

TEAM

Steve Wasserman
Executive Managing Director

Erin Byers
Director

Brooke Berkowitz
Senior Associate

STATISTICS

25 Acre Development Site
\$62.4 Million Total Lease Value

SERVICES PROVIDED

Marketing package
Managing the Bid Process
Qualifying buyer
Input on current market conditions
Strategic Portfolio Planning

www.colliers.com

Accelerating success



SUCCESS STORY

LONG TERM GROUND LEASE OF LAND AT FORT LAUDERDALE EXECUTIVE AIRPORT (FXE)

MANDATE

The City of Fort Lauderdale had several vacant non-aeronautical parcels available for development. For years they had tried to market these properties on their own without any luck. In accordance with the City Charter, public bid is not required of Airport properties. In an effort to maximize the number of proposals submitted and make sure the process was fair, City staff coordinated with the Colliers team to prepare a solicitation for competitive bid on Parcels B, C, D.

CHALLENGE & SERVICES

The City had previously put these parcels out for bid on their own but did not receive bids on all parcels. Because the property is part of the airport, we had to adhere to both FAA guidelines, in addition to the City's charter.

In order to be in compliance with FAA, offers could be at no less than appraised value, the maximum term the City would entertain was a 50-year lease, the City would not provide any rent concessions and the tenant was responsible for all development on the site. All of these restrictions made for a difficult mandate.

Colliers took the parcels to market adhering to all the guidelines outlined by FAA and the City.

In advance of the bid deadline, the Colliers team leveraged our global platform and the site's key geographic location - minutes from Interstate 95 and Florida's Turnpike - to coordinate a blend of traditional, relationship-based outreach to targeted industrial users and developers.

RESULTS

Following a rigorous marketing process by the Colliers team, the City received three bids by the deadline - all of which exceeded the appraised value. Using Colliers global network of resources we were able to bring the winning bidder from a Chicago based company, looking to grow in South Florida. Successful bidder, First Industrial Realty Trust, plans to build three buildings totaling 377,060 square feet of class A industrial/distribution facility on the site, adding an in-demand property type to the tight South Florida market.

EXHIBITS - 3.2 g

City of St. Cloud Reference #3

Case Study

CITY OF ST. CLOUD



143 AC
DEVELOPMENT
SITE

\$4.5M
APPROXIMATE
VALUE

The city of St. Cloud, FL sought to develop land for a mixed-use project. In 2019, the City of St. Cloud DSD Board hired Colliers International as its real estate partner to market for sale an approximately 143 acre property comprised of four parcels and located on the south side of the city of St Cloud between Canoe Creek Rd and Budinger Ave, near existing retail, office, medical, community center, sports center, and public schools.

CHALLENGE AND SERVICES

There is approximately 143 acres of Dependent Special District(DSD) land and another 4.92 acres of city owned property, zoned for Mixed-Use and with utilities available to the site. After the Colliers team understood the City's vision for this mixed use project, the focus shifted to the marketing efforts on fulfilling the City's desires. The Colliers team engaged the marketing machine with the goal of bringing the highest and best offers and terms outlined in a concise offer comparison matrix, to aid in the decision making process. Their efforts frothed up the market generating 9 offers from qualified buyers.

RESULTS

After review of all offers, the team put the competitive bid process in action with a goal of increasing all offers to the final highest and best offer. After much discussion, the DSD board members selected the best and most probable to close buyer.

EXHIBITS - 3.2 h

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Real Estate Brokerage Services a living wage of \$12.3798 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.6298 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: _____

Address: _____

Phone Number: _____

Name of Local Contact Person: _____

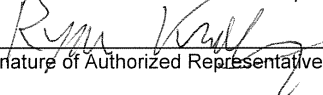
Address: _____

Phone Number: _____

\$ _____
(Amount of Contract)

Ryan Kratz, President

Printed Name/Title of Authorized Representative


Signature of Authorized Representative

7/10/2020
Date

*This page must be completed and uploaded to DemandStar.com with your Submittal,
if the Living Wage Ordinance applies to bidder.*

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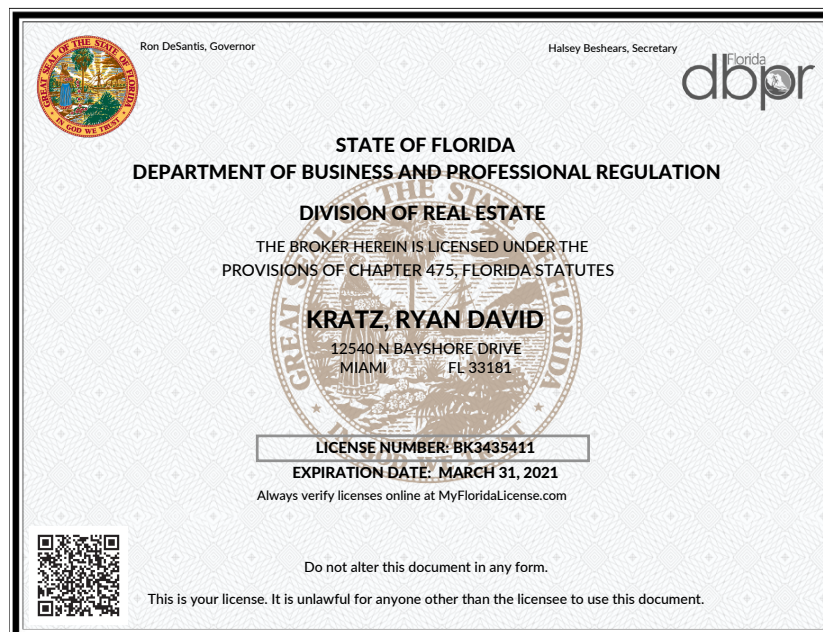
EXHIBITS - 3.2 i

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.																																					
Go to www.irs.gov/FormW9 for instructions and the latest information.																																									
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Colliers International Holdings (USA) Inc.																																									
2 Business name/disregarded entity name, if different from above Colliers International Florida, LLC																																									
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.				4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):																																				
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC				Exempt payee code (if any) 5																																				
	<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate				Exemption from FATCA reporting code (if any) E																																				
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				(Applies to accounts maintained outside the U.S.)																																				
5 Address (number, street, and apt. or suite no.) See instructions. 6250 N. RIVER ROAD, SUITE 11-100				Requester's name and address (optional)																																					
6 City, state, and ZIP code ROSEMONT, IL 60018																																									
7 List account number(s) here (optional)																																									
Part I Taxpayer Identification Number (TIN)																																									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																									
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																									
<table border="1"><thead><tr><th colspan="9">Social security number</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></tbody></table> or <table border="1"><thead><tr><th colspan="9">Employer identification number</th></tr></thead><tbody><tr><td>4</td><td>1</td><td>-</td><td>2</td><td>2</td><td>7</td><td>4</td><td>3</td><td>3</td></tr></tbody></table>						Social security number													-					Employer identification number									4	1	-	2	2	7	4	3	3
Social security number																																									
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Part II Certification																																									
Under penalties of perjury, I certify that:																																									
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and																																									
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																																									
3. I am a U.S. citizen or other U.S. person (defined below); and																																									
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																									
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																									
Sign Here		Signature of U.S. person ▶ <i>Ryan Kratz</i>		Date ▶ <i>1/7/2020</i>																																					
General Instructions																																									
Section references are to the Internal Revenue Code unless otherwise noted.																																									
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .																																									
Purpose of Form																																									
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.																																									
<ul style="list-style-type: none">• Form 1099-DIV (dividends, including those from stocks or mutual funds)• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)• Form 1099-S (proceeds from real estate transactions)• Form 1099-K (merchant card and third party network transactions)• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)• Form 1099-C (canceled debt)• Form 1099-A (acquisition or abandonment of secured property)																																									
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.																																									
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.																																									

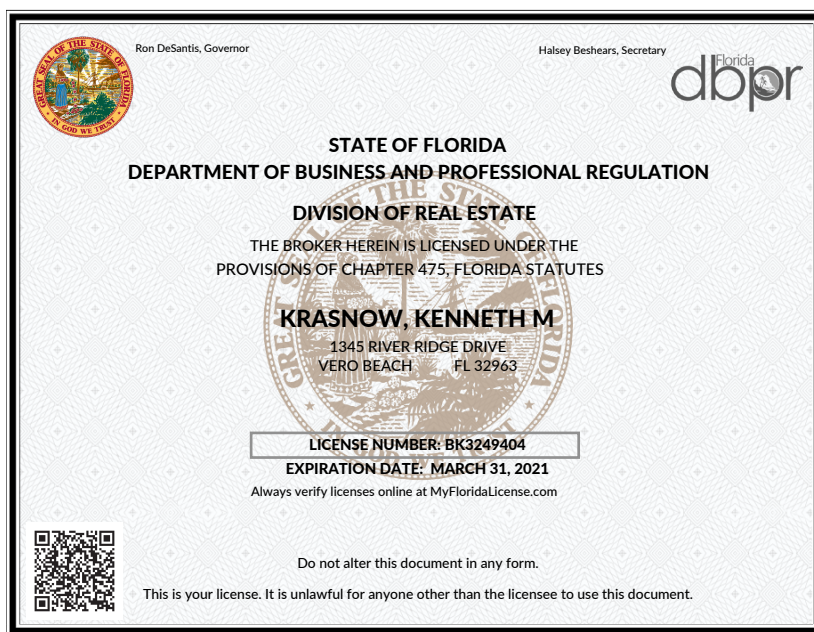
Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

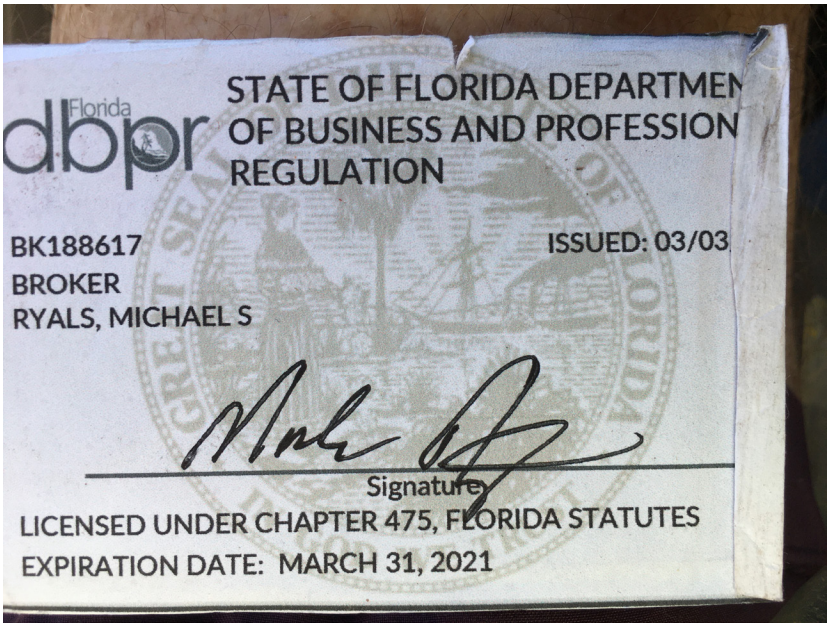
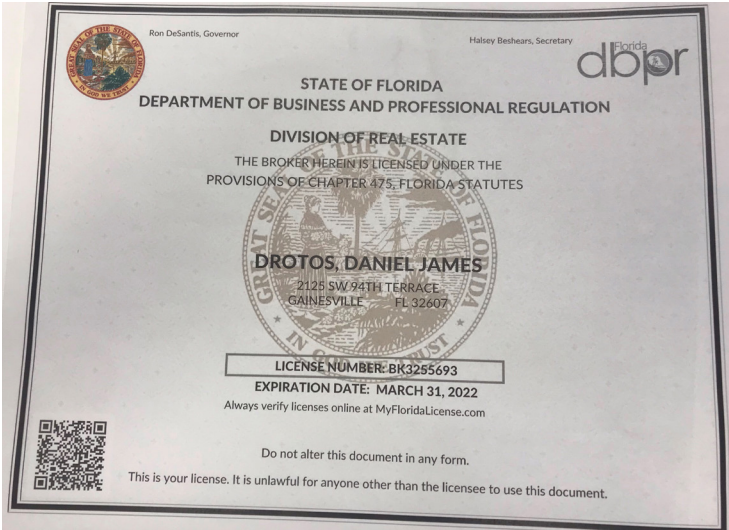
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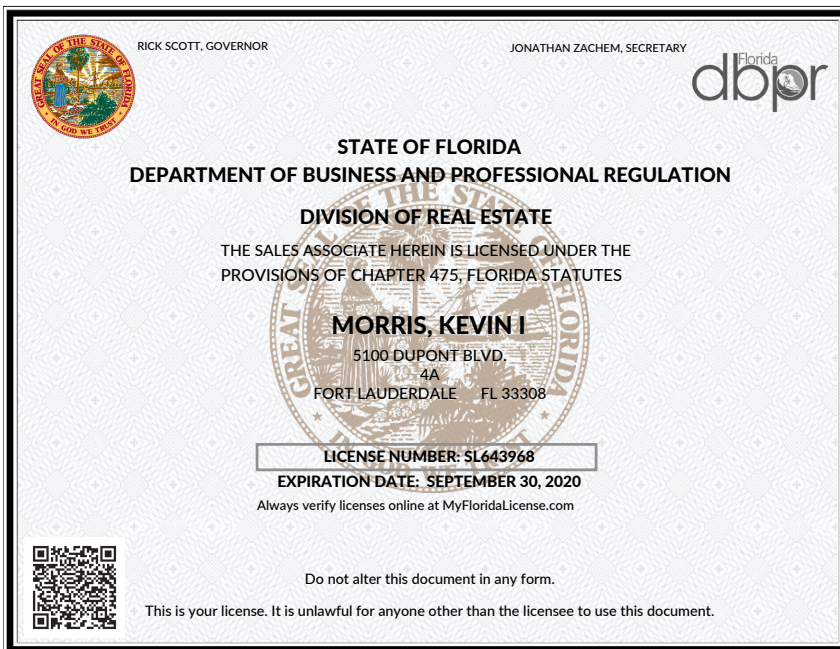
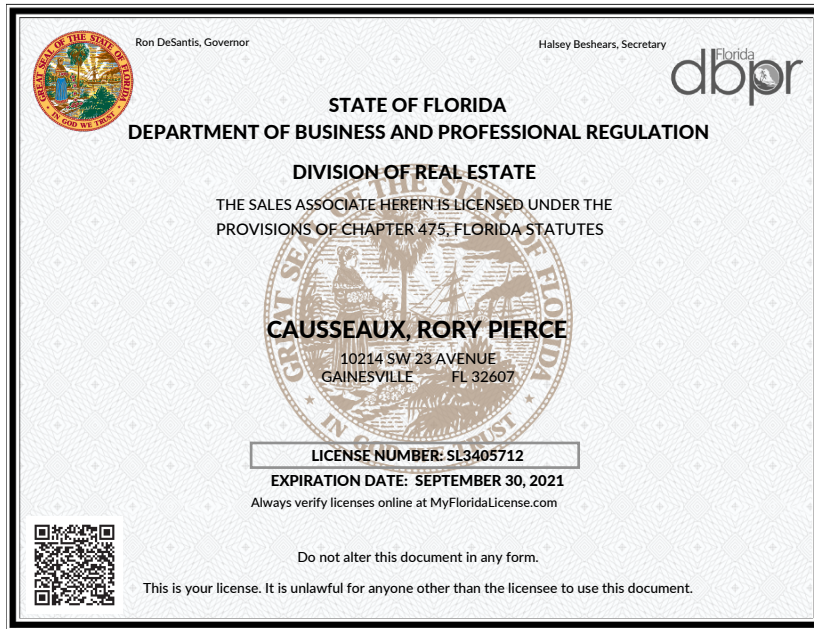


EXHIBITS - 3.2 j



EXHIBITS - 3.2 j





EXHIBITS - 3.2 k

Colliers International Florida, LLC has NO exceptions to this RFP.

EXHIBITS - 3.2 I

Colliers International Florida, LLC has no known Wrongdoings/Litigation/Settlements/Fines/Penalties.

Attachments

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CITY OF GAINESVILLE REAL PROPERTY POLICIES

**Adopted by City Commission Resolution No. 100630
on September 15, 2016**

I. AUTHORITY; AMENDMENT; EFFECTIVE DATE

Article I of the Charter of the City of Gainesville (the “City”) vests the City with broad general governmental, corporate, and proprietary powers to be used for municipal purposes, except as otherwise provided by law. In addition to its general powers, Section 1.04(1) of the City’s Charter vests the City with special powers to acquire by purchase, gift, devise, lease, lease-purchase, condemnation, or otherwise, real or personal property, or any estate or interest in property, within and without the city limits, and for any of the purposes of the City, and to improve, sell, lease, mortgage, pledge, or otherwise dispose of its property or any part of its property.

To more fully and effectively carry out these general and special powers, the City Commission has adopted, and may amend, these policies by resolution.

These policies, and any amendment(s), shall become effective on the date the resolution approving same is adopted by the City Commission.

II. PURPOSE; SCOPE

The purpose of these policies is to establish the regulations which shall govern the acquisition and disposition of real property by the City. These policies shall also govern the acquisition or disposition of personal property affixed to or located on real property that is being acquired by or disposed of by the City.

These policies shall also support the City’s goals of ensuring that there is a sufficient supply of adequate, decent, safe, sanitary, healthy and affordable rental and owner-occupied housing for all income groups and to assist the private and non-profit housing sector in providing permanently affordable housing for low-income, very low-income, and extremely low-income households.

These policies do not apply to Gainesville Regional Utilities, which may have adopted real property policies, procedures, or guidelines to govern its transactions. Further, these policies do not apply to any acquisition or disposition of property between or among the City and Gainesville Regional Utilities.

These policies are not intended, nor shall they be interpreted, to replace, supersede, amend, or create a conflict with any other local, state, or federal legal requirements that are applicable to any particular transaction.

III. ADMINISTRATION

These policies shall be administered by a designee of the city manager. The city manager, or

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designee, shall have the power to issue procedures pursuant to and consistent with these policies and shall have final authority within the City to interpret these policies and procedures.

The city manager's designee shall:

- A. Supervise and provide technical support to all City departments in making acquisitions and dispositions of interests in real property on behalf of the City to ensure that transactions are conducted in accordance with these policies;
- B. Maintain the City's permanent records of real property acquisitions and dispositions in order to document transactions in accordance with these policies;
- C. Obtain review and approval, as to form and legality, of the City Attorney's Office on transaction documents;
- D. Maintain a working relationship, based on integrity and trust, with all parties to a real property transaction while ensuring that the City's interests are satisfactorily pursued;
- E. Conduct negotiations and attend all closings or arrange for execution of documents for the acquisition or disposition of real property; and
- F. Make reports to the City Commission of all acquisitions or dispositions of property on a regular basis.

IV. DEFINITIONS

Acquisition: A general term describing when the City obtains or is granted an interest in real property, such as by deed, lease, license, usage, or presumption (pursuant to Florida law), eminent domain or by any other manner allowed by law.

Affordable Housing: As defined by Section 166.0451, Florida Statutes, as amended.

Agreement: A general term usually describing a common view of two or more parties regarding the rights and obligation of each with regard to a given subject. All agreements for the acquisition or disposition of real property by the City shall be in writing.

Appraisal: A written report that establishes the market value of property and includes, without limitation, the legal description of the property, a location map and site description, photos of the subject property, a statement of assumptions and limiting conditions and analysis and conclusions as to highest and best use, value, comparable sales data and market conditions. Appraisals shall be prepared in accordance with the Uniform Standards of Professional Appraisal Practice by an appraiser holding a current license in good standing through the Florida Department of Business and Professional Regulation. In addition, if issuing an appraisal for residential real property of one to four units, the appraiser must hold a current certification as a Certified Residential Appraiser or Certified General Appraiser; or must hold a current MAI, SRA, or SRPA designation. If issuing an appraisal report for property other than residential property of one to four units, the appraiser shall hold a current MAI designation.

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Closing: The time and place for the exchange of documents and tender of payment to finalize the acquisition or disposition of real property.

Competitive manner: Utilizing a process that is open and fosters competition, such a process may include but is not limited to, posting signs for sale or lease on the property, posting information concerning the availability of the property on the City's website, listing the property with a multiple listing service by a licensed real estate broker or issuing a written solicitation (such as an invitation to bid or request for proposals.)

Dedication: The setting aside of land for a public use by its owner, together with acceptance by or on behalf of the public, by the making, signing, acknowledging and recording of a map or plat of land in accordance with general law upon which areas appear as devoted to public use for such purposes as streets and utility and drainage easements.

Deed: An instrument of conveyance intended to pass title, in one of the following three forms:

1. Quitclaim deed: An instrument of conveyance intended to pass such title, interest, or claim as the grantor may have in the property and which contains neither warranties nor covenants of title.
2. Special Warranty Deed: An instrument of conveyance which covenants from the grantor an estate in property free from encumbrances and with defense of title as to claims of superior title arising by, through or under the grantor only.
3. Warranty deed: An instrument of conveyance which covenants from the grantor an estate in property free from encumbrances and with defense of title as to all claims of superior title.

Disposition: A general term describing when the City relinquishes or grants its interest in real property, such as by lease, license, or deed.

Easement: A right to use the land of another for a specific purpose that is not inconsistent with the use by the owner of the land. Easements are generally non-exclusive and run with the land, unless otherwise specified in the Easement document. Easements may be permanent or temporary in duration.

Environmental assessment: An "all appropriate inquiries" investigation of the property conducted by an environmental professional in accordance with the standards and practices set forth in 40 CFR 312 as published in the Federal Register on Nov. 1, 2005 and as amended from time to time. This may include a Phase I and/or a Phase II, or other specialized assessment of the property for environmental concerns.

Fee title or fee simple title: An estate in real property belonging to the owner and alienable or transferable by owner absolutely and simply. An absolute estate in perpetuity and the largest possible real property right an owner can have.

License: A revocable, unassignable personal right to go on the property of another for a limited purpose which does not operate to confer or vest in the licensee any title, interest or estate.

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Lease: An agreement by which the owner of real property grants the right of possession to another, for a specified period of time and for a specified consideration.

Marketable title: A legally defensible title which is free from material defects, acceptable to a reasonable purchaser, and capable of being insured by a reputable title underwriter licensed in the state of Florida.

Option: An agreement that grants one party a specified period of time during which it may, but is not required to, purchase the property of another.

Permit: A written, revocable, unassignable authorization to use the property of the permit grantor to do some act not allowable without such authority; generally for a very temporary period of time.

Property or real property: Land, including that which is erected upon, growing upon or affixed to land, such as structures, fixtures and crops.

Public purpose: A purpose which has as its objective the promotion of the general public health, safety, and welfare of the residents of the City of Gainesville and not the sole welfare of, or inuring to the sole benefit of, an individual or specific class of persons.

Public right-of-way: Public highways, roads, streets or alleys, whether presently owned by or dedicated to the City or hereafter acquired or dedicated, or for which the City exercises right of management or control; and includes the surface, the air space over the surface and the area below the surface.

Public utilities: Utilities owned and maintained by the City, including, but not limited to storm drainage, water, wastewater, natural gas, electric, and telecommunications.

Surplus: Property which no longer serves a public purpose, or is in excess of the City's needs, or the sale of which would serve a greater public purpose than the retention of the property.

Tax Escheated Property: Property that escheated to the County for failure to pay delinquent taxes and was then conveyed by the County to the City pursuant to Section 197.592, Florida Statutes.

Vacation: Release or abandonment of public rights in property.

V. PROCEDURES/REQUIREMENTS FOR ACQUISITION OR DISPOSITION

A. Manner of Disposition. Prior to fee title disposition by the City, the City Commission must find and declare that the property is surplus in accordance with Section X of this policy. This finding and declaration shall be embodied in the form of a Resolution adopted by the City Commission after 5pm during a regular or special meeting of the City Commission. All surplus property may then be disposed of in accordance with Section X of this policy.

B. Manner of Acquisition. Prior to fee title acquisition by purchase or eminent domain by the City, the approving official (as specified in C. below) must find that the acquisition of

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the property will serve a public purpose.

- C. Negotiation/Contract. The city manager or designee may enter into non-binding negotiations for the acquisition or disposition of property. When approval of the citizen electorate or the City Commission is not required, the city manager is authorized to execute binding agreements for the acquisition or disposition of property. When approval of the citizen electorate or the City Commission is required, the city manager is authorized to execute agreements for the acquisition and disposition of real property, provided such agreements are made expressly contingent upon obtaining an appraisal and upon obtaining approval of the citizen electorate and/or the City Commission. No agreement for acquisition or disposition shall be binding on the City until approved as follows:

Approval of the **citizen electorate** is required for disposition or conversion of use of property listed on the “City of Gainesville Registry of Protected Public Places” in accordance with the requirements of Section 5.09 of Article V of the Charter of the City of Gainesville, Florida.

The City Commission shall not approve a contract for the purchase or sale of fee title to real property at a cost of \$100,000 or more until the City has first obtained an appraisal of the property.

Approval of the **City Commission** is required for:

- sale or purchase of real property rights for purchase amounts more than \$100,000
- leases or licenses that exceed five years in term or \$50,000 in annual rent or other payment
- permanent easements, or other forms of documents, which grant access to City property for more than two years
- all transactions involving real property which are either not contemplated by this policy, or for which approval by the City Manager or Department Director is not provided by this policy

Approval of the **City Manager** is required for:

- Sale or purchase of real property rights for purchase amounts of \$25,000 to \$100,000
- leases or license agreements that exceed one year in term but do not exceed four years in term, or that exceed \$25,000 in annual rent or other payment
- temporary easements, or other forms of documents, which grant access to City property for a period of two years or less
- settlement of any action in eminent domain for an amount of \$100,000 or less, or for an amount that is no more than 20% of the appraised value of the property being taken, provided the City Attorney has approved or recommended approval of the settlement.

Approval of the **Department Director** (as listed in Sec. 2-196, of the City Code of Ordinances) is required for:

- Sale or purchase of real property rights for purchase amounts \$24,999 or less, and
- Leases or license agreements that are for one (1) year in term or less, or \$24,999 or

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less in annual rent or other payment.

D. Due Diligence. The real property office shall conduct such due diligence as it deems appropriate for each acquisition; however, at a minimum, it will generally obtain:

1. An environmental assessment for property with known or suspected environmental contamination;
2. A survey (certified to the City) for unplatted lands; and
3. An owners policy of title insurance for all fee simple purchases by the City. In all other acquisitions, the real property office shall obtain a title policy, a title search, or an ownership and encumbrance report, as it deems appropriate, in order to confirm ownership and to ascertain any encumbrances on the property.

E. Closing/Conveyance. The City Manager or designee is authorized to execute all necessary closing documents on behalf of the City, except that the Mayor, or Mayor Pro-tem in the absence of the Mayor, shall execute and the Clerk of the Commission shall attest any permanent easement or deed. A special warranty deed shall be used in all conveyances of fee title from the City.

F. Disposition of Proceeds. Any proceeds from the disposition of park property (or property dedicated to the City for park purposes) shall be used exclusively for park purposes, pursuant to Section 95.36, Florida Statutes and the City Comprehensive Plan.

VI. VACATION

Upon request of an abutting property owner or upon the City's initiative, public rights-of-way or public places may be vacated by the City in accordance with the City Land Development Code. The vacation shall be accomplished by City ordinance and the City may require a vacation agreement. The ordinance shall identify any rights retained by the City, or waive same, and shall be recorded in the public records of Alachua County. In vacating rights, the City does not grant title, it merely releases the public interest in and to the property, with title passing by operation of law.

VII. PERMITS

Except as otherwise provided by City Code, the city manager or designee shall have the power and authority to grant permits for the temporary utilization of City property, in accordance with uniform procedures or guidelines promulgated by the city manager or designee for the issuance of such permits.

VIII. ACQUISITION/DISPOSITION OF PROPERTY WITH STATE OR FEDERAL FUNDS

In the event the City uses state, federal, or other grant funds for the acquisition, improvement, or disposition of property, the City shall follow the applicable local, state, or federal laws or program guidelines governing the use of such funds. In the event of conflict between such laws or guidelines and these policies, the laws and program guidelines governing the use of such funds shall control.

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IX. RESERVATION AND RELEASE OF SUB-SURFACE RIGHTS

Section 270.11, Florida Statutes, automatically acts to reserve unto the City a three-fourths interest in all the phosphate, minerals, and metals and an undivided one-half interest in the petroleum on land that is conveyed by the City. The statute allows the City to expressly choose not to reserve such interests and also permits the City to sell or release the interests upon petition by the purchaser/property owner with a statement of reasons for such release.

For the fee simple disposition of property that has a residential zoning designation (regardless of the size) or that is one acre or less in size (regardless of the zoning designation), the City hereby expressly chooses not to reserve the interests that would otherwise be automatically reserved by Section 270.11, Florida Statutes. The contracts and deeds for all such dispositions should contain a statement to that effect.

With respect to all interests automatically reserved prior to the effective date of these policies or that are zoned other than residential or are larger than one acre in size, the City will consider release of such interests in accordance with the requirements of the Florida Statutes and such other procedures as the City may implement.

X. DESIGNATION AND DISPOSITION OF SURPLUS REAL PROPERTY

In furtherance of the City's goal to place surplus property back into beneficial use and on the tax roll, the following provisions will govern the designation and disposition of surplus real property.

1. Surplus Property Determination

- a. The city manager's designee shall maintain a list of all real property acquired by the City, either by donation, escheatment or otherwise.
- b. The city manager's designee shall routinely share the property list and associated information, including location, size, zoning designation, any known defects or issues, and estimated value, to all City departments and GRU to determine whether there is any potential current or future use for the property. If any City department expresses an interest in the property, the property shall be retained by the City. Final decision regarding the retention of property shall be subject to review and approval by the city manager or designee.
- c. If no City department expresses an interest in the property, the property shall be placed on a proposed surplus property list. The proposed surplus property list must identify all properties suitable for development as single-family or multi-family/mixed-use affordable housing, as determined by the Director of Sustainable Development or designee based on such factors as a lot's zoning designation, size, shape and configuration, and known environmental issues.

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- d. The city manager's designee shall submit the proposed surplus property list to the City Commission, with background information on each property and a recommendation regarding the surplus designation. The City Commission shall consider the recommendation and background information and adopt a resolution determining which of the properties, if any, are surplus and which of the surplus properties are appropriate for affordable housing, and setting any minimum reserve bid for properties as it deems appropriate.
- e. The city manager may at any time take an item to the City Commission seeking a resolution to remove a certain property(ies) from the affordable housing property list in order to dispose of the property(ies) in accordance with Section 3 below.

2. Disposition of Surplus Property Designated for Affordable Housing

- a. Single-Family Properties
 - i. Disposition of single-family properties shall support the City's housing goals, including the provision of permanent affordable housing, neighborhood enhancement and stabilization, infill development, and mitigation of the impacts on vulnerable communities from gentrification and displacement.
 - ii. The city manager's designee shall maintain a list of nonprofit housing organization (NHO) that conduct business in the City of Gainesville, capable of constructing permanent housing. Any nonprofit entity that is engaged in providing permanent affordable housing may contact the city manager's designee to be placed on the list.
 - iii. The city manager's designee shall provide the City Commission's approved list of single-family affordable housing properties to the NHOs. Each interested NHO shall communicate its request for the property in writing to the city manager's designee. The requests will be placed in numerical order based on date and time received. The city manager's designee will then offer a real estate contract (on the terms detailed below) to the entity that submitted the first request. If that entity does not execute the contract and return it to the CITY MANAGER'S DESIGNEE by 5 PM on the 7th calendar day after the contract was offered to the entity, the offer shall be deemed withdrawn by the City and the real estate office shall move on to the entity that submitted the second request, and so on, until a contract is executed, or the list of requestors is exhausted.
 - iv. Terms for real estate contract:
 - 1. Sales price – Below fair market price and other valuable consideration (namely the use and transfer restrictions below).
 - 2. Buyer pays all closing costs, which shall include any and all due diligence performed by the City including but not limited to title searches, surveys, and environmental assessments.
 - 3. The property is sold "as-is", whether vacant or occupied.

ATTACHMENTS

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4. Buyer commits to, within the time specified by the City (which may vary depending on the condition of the property), put the property to use for affordable housing. The property may not be sold by the Buyer except to a person who will occupy the property as their homestead. All dispositions shall be conditioned upon a legal mechanism(s), as determined and approved by the City Attorney's Office, that ensure the property will be permanently used as affordable housing.
- v. If no contract is executed with a NHO, the City shall dispose of the property in accordance with the provisions for disposing of Multi-Family/Mixed-Use Properties for affordable housing, as applicable.
- b. Multi-Family/Mixed-Use Properties
 - i. Disposition of multi-family/mixed-use properties shall support the City's housing goals, including the provision of permanent affordable housing at sufficient densities to address the community's affordable housing needs and to facilitate the dispersal of low-income, very low-income and extremely low-income housing units throughout the City on larger sites suitable for multi-family/mixed-use development.
 - ii. Multi-family/mixed-use properties must be disposed of in a competitive manner. However, the City Commission may determine that a non-competitive disposition of multi-family/mixed-use property is the best option to achieve the greatest public benefit in the provision of permanent affordable housing, and therefore it may consider offers received for affordable housing developments on multi-family/mixed-use property for approval. The terms of any real estate contract must include the following:
 1. Sales price – must be negotiated by the City Manager or designee with the goal of achieving the greatest provision of permanent affordable housing, with such negotiation taking into consideration factors including but not limited to any minimum bid set by the City Commission, any applicable appraisals, and the "Just Value" as determined by the Alachua County Property Appraiser.
 2. Buyer pays all closing costs, which shall include any and all due diligence performed by the City including but not limited to title searches, surveys, and environmental assessments.
 3. The property is sold "as-is", whether vacant or occupied.
 4. The property is sold with a restriction that a certain amount or percentage of housing development on the property, as determined and negotiated by the City Manager or designee, shall be permanent affordable housing. All dispositions shall be conditioned upon a legal mechanism(s), as determined and approved by the City Attorney's Office, that ensure the property will be permanently used as affordable housing.

3. Disposition of Surplus Property Not Designated for Affordable Housing

With the assistance of the Budget and Finance Department, the city manager's designee shall dispose of property in a competitive manner, with the following exceptions: 1) property that is sold to abutting property owners because the property is otherwise undevelopable or unusable; and 2)

ATTACHMENTS

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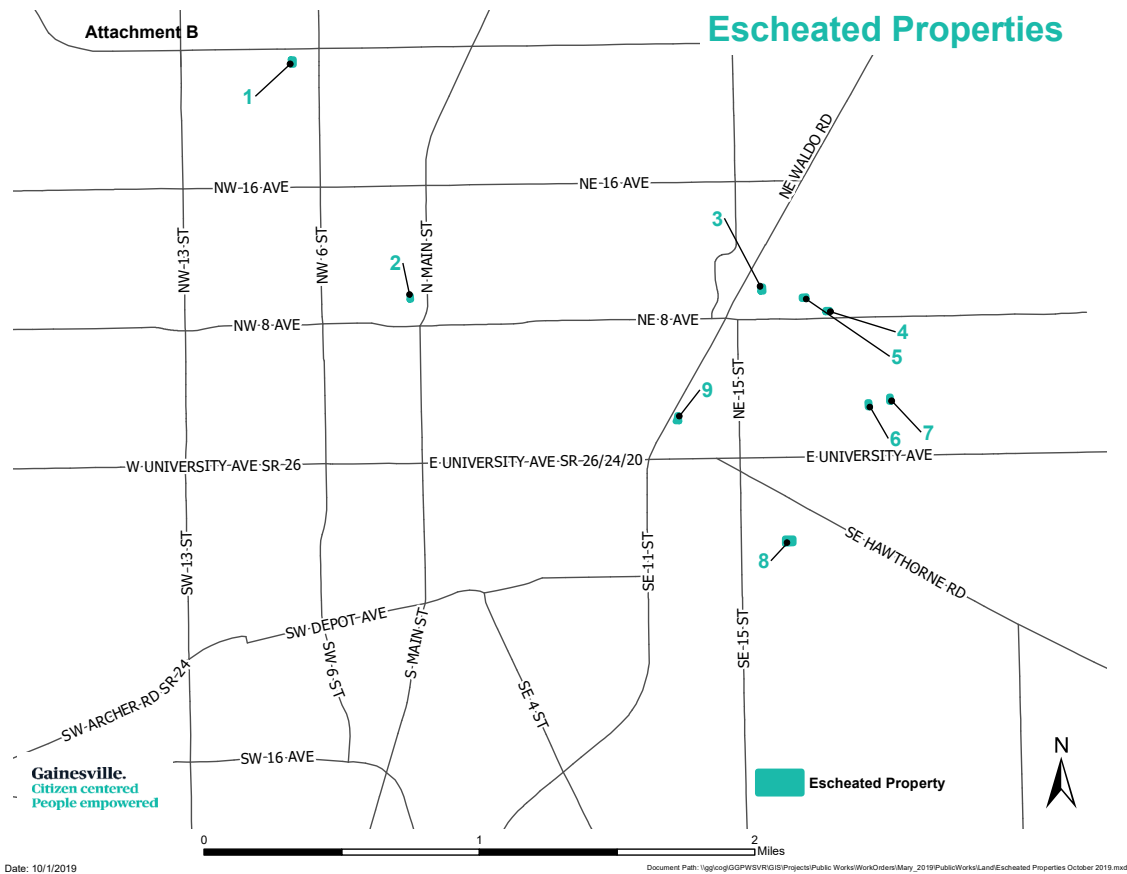
property that the City uses as consideration in a contract that is otherwise in the public interest. In addition, nothing contained in this policy is intended or shall be interpreted as limiting the right of the City to achieve specific objectives in its disposition of surplus property. The terms of the real estate contract shall include the following:

1. Sales price – Minimum bid shall be any reserve set by the City Commission, the “Just Value” as determined by the Alachua County Property Appraiser, or any applicable appraisals received, whichever is greater.
2. Buyer pays all closing costs.
3. The property is sold “as-is”, whether vacant or occupied.

XI. TAX ESCHEATED PROPERTIES

If property is occupied at the time of its conveyance from the County to the City, the City Manager or designee is authorized to take action to eject the unlawful occupant. Prior to doing so, the City Manager shall allow a period of 90 calendar days for the occupant to find other housing and remove their personal belongings from the property. Upon request of the City Manager, the City Attorney is authorized to take all necessary legal action to effect the ejection. Tax escheated properties shall be disposed of in accordance with Section X above.

ATTACHMENTS - B



ATTACHMENTS - B2

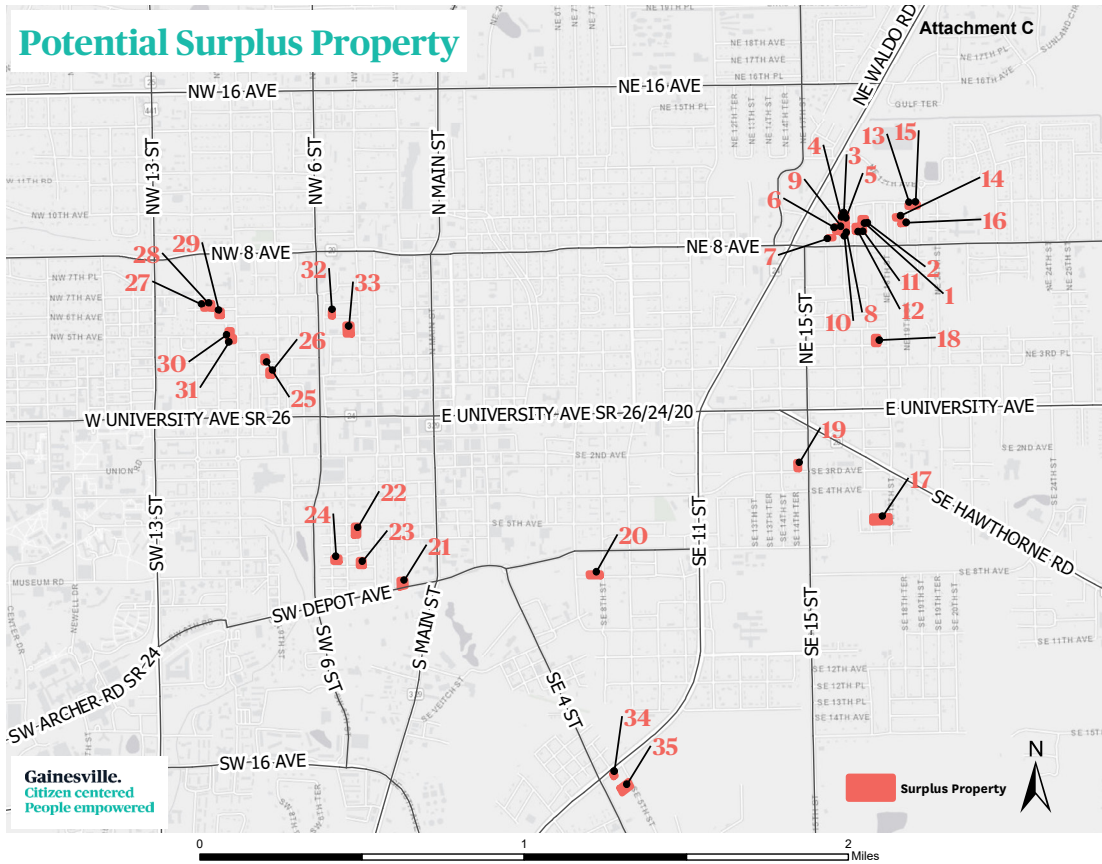
Attachment B

Attachment B2
RFP-200030-GD-Real Estate Brokerage Services

Map Key Report for Escheated Properties

ID	PARCEL ID	SITE ADDRESS	QUAD	ZONING	PURPOSE	TAX ASSESSED VALUE	ESTIMATED ACRES
1	09312-000-000	700 Block NW 22nd Ave	NW	RC	Escheated 2/20/19- 4665/942-Map 3750	\$ 12,000	0.0918
2	09862-000-000	100 Block NW 10th Ave	NW	U8	Escheated 3/12/19- 4670/75-Map 3851	\$ 19,200	0.0551
3	10676-003-000	1500 Block NE 10th Ave	NE	RC	Escheated 3/12/19- 4670/74-Map 3854	\$ 8,000	0.1400
4	10733-070-000	800 Block NE 19th St	NE	RC	Escheated 3/14/19-4670/966-Map 3854	\$ 7,000	0.0919
5	10827-000-000	900 Block NE 18th St	NE	RC	Escheated 3/12/19-4670/76-Map 3854	\$ 8,000	0.1100
6	11127-008-000	2000 Block NE 3rd Pl	NE	RC	Escheated 2/20/19- 4665/943-Map 3954	\$ 5,500	0.0918
7	11128-005-000	2100 Block NE 4th Ave	NE	RC	Escheated 2/20/19- 4665/945-Map 3955	\$ 6,500	0.0918
8	11310-001-000	500 Block SE 17th Terr	SE	U3	Escheated 2/20/19-4665/944-Map 4054	\$ 10,000	0.3700
9	11420-001-000	Waldo Rd & NE 3rd Ave	NE	U4	Escheated 2/20/19-4665/941-Map 3953	\$ 10,000	0.1100

ATTACHMENTS - C



Date: 5/13/2019

Document Path: \\gcpw\GIS\Projects\Public Works\WorkOrders\May_2019\Public Works\Land\Potential Surplus.mxd

ATTACHMENTS - C2

Attachment C

ATTACHMENT C2 RFP#CMGR-200030-GD - Real Estate Brokerage Services Map Key Report for Potential Surplus Properties

ID	PARCEL ID	SITE ADDRESS	QUAD	ZONING	PURPOSE	TAX ASSESSED VALUE	ESTIMATED ACRES
1	10674-016-000	1738 NE 9TH AVE	NE	RC	Duval Replat 2739/500	\$ 8,000	0.1381200
2	10674-018-000	1742 NE 9TH AVE	NE	RC	Duval Replat 2682/1137	\$ 2,000	0.0797877
3	10675-007-000	913 NE 16TH TER	NE	RC	Duval Replat 3117/1273	\$ 8,400	0.1627863
4	10675-013-000	1622 NE 9TH AVE	NE	RC	Duval Replat 3117/1275	\$ 2,000	0.0785580
5	10675-014-000	1626 NE 9TH AVE	NE	RC	Duval Replat 2825/809	\$ 8,000	0.1381294
6	10677-001-000	1609 NE 9TH AVE	NE	RC	Duval Replat 2760/499	\$ 8,000	0.1482623
7	10677-014-000	817 NE 15TH TER	NE	RC	Duval Replat 2733/973	\$ 2,000	0.0524487
8	10678-004-000	823 NE 16TH TER	NE	RC	Duval Replat 3091/1166-- 3046/1348	\$ 2,000	0.0690654
9	10678-005-000	1623 NE 9TH AVE	NE	RC	Duval Replat 2645/461	\$ 8,000	0.1490293
10	10678-007-001	0 NE 16TH TER	NE	RC	Duval Replat 3178/1169	\$ 2,000	0.0544594
11	10679-002-000	1725 NE 9TH AVE	NE	RC	Duval Replat 2829/723	\$ 8,400	0.2071743
12	10679-005-000	827 NE 17TH ST	NE	RC	Duval Replat 3117/1273	\$ 8,000	0.1487930
13	10733-003-000	927 NE 19TH ST	NE	RC	Duval Replat 2820/460	\$ 7,000	0.0944355
14	10733-029-000	907 NE 18TH TER	NE	RC	Donated 3983/1054	\$ 7,000	0.0902434
15	10733-002-000	926 NE 19TH TER	NE	RC	Escheated 3943/2292	\$ 7,000	0.0931122
16	10733-040-000	902 NE 19TH ST	NE	RC	Donated 4058/1296	\$ 7,000	0.0929391
17	11302-002-000	506 SE 18TH ST	SE	U3	Escheated 4141/423	\$ 16,000	0.6674590
18	11367-000-000	1718 NE 4TH AVE	NE	RC	Housing Infill 3066/161 3941/1242-- 4096/510	\$ 12,000	0.2110054
19	11751-000-000	1426 SE 3RD AVE	SE	U3	500/163 Certificate of Title	\$ 8,000	0.1349528
20	12092-000-000	740 SE 8TH ST	SE	U2	Code Enforcement Acquisition 2399/19	\$ 12,000	0.2504395
21	12885-000-000	204 W 0TH AVE	W	RMF-5	1726/22	\$ 7,000	0.2785305

ATTACHMENTS - C2

Attachment C

ATTACHMENT C2
RFP#CMGR-200030-GD - Real Estate Brokerage Services
Map Key Report for Potential Surplus Properties

22	12907-000-000	0 SW 4TH ST	SW	PS	Tot Lot 1279/330 1267/794 Porters	\$ 15,200	0.2900116
23	13301-000-000	318 SW 7TH PL	SW	PS	Tot Lot 495/4 Porters	\$ 5,600	0.2004873
24	13369-000-000	511 SW 7TH AVE	SW	RMF-5	1664/2172 Porters	\$ 4,900	0.1725292
25	13738-000-000	820 NW 4TH AVE	NW	CON	Tot Lot 812/264	\$ 27,800	0.1279056
26	13748-001-000	810 NW 3RD AVE	NW	U4	Donation from Wells Fargo Book 4267 page 1962	\$ 18,500	0.1648917
27	13877-000-000	1116 NW 6TH PI	NW	RC	Title Problems 1320/971- 3084/1219	\$ 9,500	0.1138583
28	13879-000-000	1106 NW 6TH PL	NW	RC	Housing Relocation 1834/2710 (Structure- 750 sf)	\$ 33,400	0.1071328
29	13886-000-000	1025 NW 6TH PI	NW	RC	Ager Carter Life EState 1840/238	\$ 14,300	0.1688315
30	13911-000-000	1008 NW 7TH AVE	NW	U6	Mom's Kitchen 3878/2200	\$ 31,500	0.1447987
31	13956-000-000	1007 NW 5TH AVE	NW	U6	Seminary Tot Lot-1100/847	\$ 36,400	0.1612203
32	14455-000-000	512 NW 6TH AVE	NW	RC	1979/1653	\$ 13,700	0.0654265
33	14479-000-000	414 NW 5TH AVE	NW	U6	1065/340	\$ 88,500	0.3932939
34	15851-004-000	409 SE WILLISTON RD	SE	RMF-6	Escheated from County 3464/361	\$ 800	0.0690182
35	15853-000-000	1750 SE 5TH ST	SE	RMF-6	Escheated from County 3464/361	\$ 5,000	0.4380733

ATTACHMENTS - D

ATTACHMENT D
RFP#CMGR-200030-GD - Real Estate Brokerage Services
Rental Properties - May, 2020

Parcel ID #	Address	Name
07879-003-004	5701 NW 34 th Blvd, 32653	Senior Recreation Center
08197-009-000	3055 NE 28 th Drive, 32609	Gainesville Empowerment Center (former Gainesville Corrections facility)
11340-000-000	2153 SE Hawthorne Road, 32641	GTEC
11619-000-000	1714 SE Hawthorne Road, 32641	Southern Charm Restaurant
12720-001-000	606 SE Depot Avenue, 32601	Catalyst Building
12832-000-000	25 SE 2 nd Place, 32601	Hippodrome State Theatre
12953-000-000	40 SW 2 nd Street, 32601	Downtown Convenience LLC
12953-000-000	48 SW 2 nd Street, 32601	Volta Coffee
12953-000-000	60 SW 2 nd Street, 32601	The Whiskey House (vacant)
13759-000-000	321 NW 10 th Street 32601	Wilhelmina Johnson Resource Center
14584-002-000	115 S. Main Street, 32601	The Tench Building is rented via PRCA
14622-000-000	104 SE 1 st Avenue, 32601	Bethel Station
14622-000-000	185 E University Avenue, 32601	City Slice Pizza
16004-000-000	201 SE Depot Avenue, 32601	Historic Depot Building

Addendums

ADDENDUM # 1



City of Gainesville

Budget and Finance Department
Purchasing Division

Addendum Publish Date: June 8, 2020

Real Estate Brokerage Services RFP #: CMGR-200030-GD ADDENDUM NO. 1

Bid Due Date: July 10, 2020, 3:00pm (Local Time)

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville Procurement Division by 3:00pm, (local time), Thursday, June 11, 2020. Submit questions to: dykemangb@cityofgainesville.org
2. Please find attached:
 - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
 - b. An updated copy of the solicitation schedule
 - c. A copy of the Pre-Bid Discussion/Information Checklist
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on June 4, 2020:
 - a. City of Gainesville Staff represented by Gayle Dykeman, Procurement Specialist III, Erik Bredfeldt, Project Manager, and Kara Brecken, Land Rights Coordinator.
 - b. Gayle Dykeman started the meeting by reviewing important areas of the solicitation, including the solicitation schedule, submittal due date, all communication must go through Gayle Dykeman throughout the duration of the solicitation. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to use to submit bids. Briefly discussed the minimum qualifications for consideration. Discussed Living Wage, Local Preference and Small and Veteran Disabled Business incentives. Gayle noted the change in the solicitation schedule – to the “End of Cone of Silence” line only. She pointed out the minimum requirements vendors must meet in order to be thoroughly evaluated by the City’s evaluation team.
 - c. Erik Bredfeldt discussed the details of the scope of work solicitation, which he placed in three (3) buckets, including:
 - i. Sale and disposal of properties
 - ii. Rental property management – 14 properties listed in Attachment D of the solicitation
 - iii. Advice on getting an understanding of the market and how the City can best leverage their real properties

ADDENDUM #1

- d. Erik also discussed two major items of import:
 - i. The work requested in the solicitation is intended to be price neutral to the City
 - ii. The work requested in the solicitation is for General Government properties only and does not include GRU properties

Following are questions that were asked in the meeting:

- e. Question: Cost Neutral provision – lease management – sounds like property management. Do the leases the City has provide for the City to pass through management fees to the tenant? (see 2.1 page 5)

Answer: Will review leases and respond via Addendum on DemandStar as soon as possible.

- f. Question: Transaction related fees are customarily paid by the landlord or seller – are you proposing that these fees are amortized into a lease payment or purchase price?

Answer: Will review and respond via Addendum on DemandStar as soon as possible.

- g. Question: When do you anticipate having the answer to these questions?

Answer: As soon as the information has been researched and made available.

Following are questions that were asked after the pre-proposal meeting:

- h. Question: In the past, has a local real estate company been used for the services listed in the Request for proposal?

Answer: Not to staff's knowledge in terms of General Government. As mentioned in the call, staff is aware that GRU has had contracts for real estate services with local firms for a variety of similar real estate services.

- i. Question: What is the approximate annual revenue of the lease portfolio?


Answer: Will review leases and respond via Addendum on DemandStar as soon as possible.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Colliers International Florida, LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Ryan Kratz, President

DATE: July 10, 2020

ADDENDUM #1

PRE-BID DISCUSSION/INFORMATION CHECKLIST

BID NAME: Real Estate Brokerage Services

BID NUMBER: CMGR-200030-GD

PRE-BID DATE: 6/4/2020

- X Introduce staff attending meeting – Erik Bredfeldt, Gayle Dykeman
- X Sign-in
 - if mandatory, your name must be on sign-in sheet for City to receive bid
 - print information legibly
- X Questions/Answers and topics of discussion addressed at the pre-bid will be available through DemandStar.com in future Addendums. There is no cost to the vendor to use all vendor capabilities when bidding on a City of Gainesville solicitation.
 - You can link to Demandstar through the City's website or direct.
- X Any questions must be in writing
 - Email to dykemangb@cityofgainesville.org
 - Questions Deadline: 06/11/2020, 3:00pm
- X All communication, contact and/or correspondence must be with dykemangb@cityofgainesville.org or Purchasing Division staff.
 - Bidders who have contact with anyone other than Gayle Dykeman or Purchasing Division staff (A/E, department, City elected officials, etc.) will be disqualified.
- X Bid Due Date: 07/10/2020 at 3:00PM local time
- X Location to receive bids: Demandstar.com.
- X Bonds - ☐ YES ☒ NO
 - If no, bring attention to State Statute of \$200,000
- X Local Preference – Page 15, 8.1
- X Small and Service Disabled Veteran Business Participation – Page 15, 8.2
- Living wage – **Does not apply to this Solicitation**
 - Discuss all forms within bid document
- X Addenda
 - Sign sheet included with each addendum and submit with bid
- X Bid form must be signed and submitted
- X Minimum Requirements (MUST or SHALL)- Be aware of or could be deemed non-responsive and not considered for award. (Page 7)

ADDENDUM #1

X Bid Information Form- If not bidding, please complete the form and let us know why you are not bidding.

X Page 5, 2.2 –p correction of misspelling – Alachua (not Alachau)

ADDITIONAL INFORMATION

Change in the schedule – the Cone of Silence Ends on the date that the award is finalized – City Commission Approval, Department or Procurement approved, finalized award

Real Estate Brokerage Services

CMGR-200030-GD

Revised 6/4/2020

Activity	Day	Date	Time	Location	Comments
RFP for Distribution	Mon	5/25/20		Demand Star	Cone of Silence Begins
Pre Proposal Meeting	Thurs	6/04/20	1:00pm	Zoom	
Deadline for receipt of questions	Thurs	6/11/20	3:00pm		dykemangb@cityofgainesville.org
Deadline for receipt of proposals	Fri	7/10/20	3:00pm	Demand Star	
Oral presentations, if conducted	Thurs	7/30/20	10:00am-12:00pm 3:00pm-5:00pm	Zoom	
Projected award recommendation date	Fri	7/31/20			
Recommendation of Award to City Commission		2-3 weeks			
City Commission, Department or Procurement finalization of Award		TBD			Cone of Silence Ends
Contract Finalization Period		2-5 weeks			
Purchase Order issued		1 day			When fully executed Contract received
Contract Start Date		TBD			When contract is completed & a Purchase Order is in place

ADDENDUM #1

CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.

ADDENDUM # 2



City of Gainesville

Budget and Finance Department
Purchasing Division

Addendum Publish Date: June 10, 2020

Real Estate Brokerage Services RFP #: CMGR-200030-GD ADDENDUM NO. 2

Bid Due Date: July 10, 2020, 3:00pm (Local Time)

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville Procurement Division by 3:00pm, (local time), Thursday, June 11, 2020. Submit questions to: dykemangb@cityofgainesville.org
2. Bids will be publicly opened, via ZOOM, on July 10, 2020 at 3:00pm eastern time. All those attending will be required to register, and their attendance will become a matter of public record.

Zoom access information:

<https://us02web.zoom.us/j/82838893966?pwd=L3FiN3d1NTRQVmRlMXI2eVh6ckZLDz09>

Meeting ID: 828 3889 3966

Password: 8vUFHT

One tap mobile

+19292056099,,82838893966#,,1#,546863# US (New York)

+13017158592,,82838893966#,,1#,546863# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 828 3889 3966

Password: 546863

Find your local number: <https://us02web.zoom.us/j/kblo8zRoJy>

3. Please find attached:

- a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters).

ADDENDUM # 2

4. Following are the answers to questions that were asked in the Pre-bid meeting but not answered in Addendum 1:

- a. (Question e. on Addendum 1) - Question: Cost Neutral provision – lease management – sounds like property management. Do the leases the City has provide for the City to pass through management fees to the tenant? (see 2.1 page 5)

Answer: Based upon a cursory review of the leases staff currently has access to there are provisions for fees generally but not for pass through of management fees to the tenant. Because this is a new endeavor for the City, there are many possible methods and mechanics of payment. The method of payment to the awarded vendor will be discussed during the contract negotiation phase of this solicitation.

- b. (Question f. on Addendum 1) - Question: Transaction related fees are customarily paid by the landlord or seller – are you proposing that these fees are amortized into a lease payment or purchase price?

Answer: Not necessarily. Customary transaction fees normally paid by the Seller would likely continue to be paid by the Seller. See also answer to question “4. A.” above.

- c. (Question I. on Addendum 1) - Question: What is the approximate annual revenue of the lease portfolio?


Answer: Roughly \$900,000 annually

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Colliers International Florida, LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Ryan Kratz, President

DATE: July 10, 2020

ADDENDUM # 2

CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.

Appendix

APPENDIX

FULL FINANCIAL STATEMENT

Page 2 of 13

TORONTO, Canada, February 12, 2020 – Colliers International Group Inc. (NASDAQ and TSX: CIGI) today announced fourth quarter and full year operating and financial results for the year ended December 31, 2019. All amounts are in US dollars.

For the quarter ended December 31, 2019, revenues were \$928.3 million, a 4% increase (5% in local currency) relative to a very strong comparable prior year period, adjusted EBITDA (note 1) was \$144.3 million, up 8% (10% in local currency) and adjusted EPS (note 2) was \$2.01, up 14% versus the prior year period. Fourth quarter adjusted EPS would have been approximately \$0.03 higher excluding foreign exchange impacts. GAAP operating earnings were \$99.4 million, relative to \$98.1 million in the prior year period. GAAP EPS was \$1.20 per share, relative to \$1.33 per share in the prior year period. Fourth quarter GAAP EPS would have been approximately \$0.03 higher excluding changes in foreign exchange rates.

For the full year ended December 31, 2019, revenues were \$3.05 billion, an 8% increase (10% in local currency) relative to the comparable prior year period, adjusted EBITDA was \$359.5 million, up 15% (18% in local currency) and adjusted EPS was \$4.67, up 14% versus the prior year period. Full year adjusted EPS would have been approximately \$0.11 higher excluding foreign exchange impacts. GAAP operating earnings were \$218.2 million, relative to \$201.4 million in the prior year period. GAAP EPS was \$2.57 per share, compared to \$2.45 per share in the prior year. Full year GAAP EPS would have been approximately \$0.11 higher excluding changes in foreign exchange rates.

“Colliers delivered another solid year of revenue and earnings growth with strong results in each of our segments,” said Jay S. Hennick, Global Chairman and CEO of Colliers International. “With our professional real estate services revenues surpassing the \$3 billion milestone, we are well on track to meet our five-year growth plan of doubling our business by the end of 2020. In 2019, we completed four acquisitions, including the strategically important acquisition of Synergy, the leader in project management services in India, one of the fastest growing economies in the world. We also announced that we have entered into an agreement to acquire Dougherty Financial, expected to close in the second quarter of 2020, which will add significant debt finance and loan servicing capabilities to our US operations. With stable market and geopolitical conditions, we are confident our highly diversified global operations with more recurring revenue than ever, will again deliver solid revenue growth and increases in profitability in 2020,” he concluded.

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About Colliers International Group Inc.

Colliers International (NASDAQ, TSX: CIGI) is a leading real estate professional services and investment management company. With operations in 68 countries, our more than 15,000 enterprising professionals work collaboratively to provide expert advice to maximize the value of property for real estate occupiers, owners and investors. For more than 25 years, our experienced leadership, owning approximately 40% of our equity, has delivered compound annual investment returns of almost 20% for shareholders. In 2019, corporate revenues were more than \$3.0 billion (\$3.5 billion including affiliates), with \$33 billion of assets under management in our investment management segment.

Learn more about how we accelerate success at corporate.colliers.com, Twitter [@Colliers](https://twitter.com/Colliers) or [LinkedIn](https://www.linkedin.com/company/colliers).

Consolidated Revenues by Line of Service

(in thousands of US\$) (LC = local currency)	Three months ended December 31		Growth in US\$ %	Growth in LC %	Twelve months ended December 31		Growth in US\$ %	Growth in LC %
	2019	2018			2019	2018		
Outsourcing & Advisory	\$ 331,152	\$ 308,692	7%	8%	\$ 1,148,915	\$ 1,064,575	8%	11%
Lease Brokerage	292,489	285,255	3%	3%	946,399	903,947	5%	6%
Sales Brokerage	259,925	257,012	1%	3%	775,909	780,884	-1%	2%
Investment Management	44,722	38,924	15%	15%	174,588	76,021	NM	NM
Total revenues	\$ 928,288	\$ 889,883	4%	5%	\$ 3,045,811	\$ 2,825,427	8%	10%

Consolidated revenues for the fourth quarter grew 5% on a local currency basis, with growth in all service lines. Consolidated internal revenues measured in local currencies were up 2% (note 3), led by Outsourcing & Advisory and Investment Management.

For the year ended December 31, 2019, consolidated revenues grew 10% on a local currency basis, with significant contributions from Investment Management and Outsourcing & Advisory. Internal revenue growth in local currencies was 3% led by Outsourcing & Advisory in all three geographic regions and Investment Management.

Segmented Fourth Quarter Results

Americas region revenues totalled \$486.0 million for the fourth quarter compared to \$474.5 million in the prior year quarter, up 2% (3% in local currency). Local currency revenue growth comprised of 5% contribution from acquisitions, partly offset by slightly lower Sales and Lease Brokerage activity in the

APPENDIX

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quarter. Internal revenue growth in the comparative prior year quarter was a very strong 9%. Adjusted EBITDA was \$50.2 million, versus \$45.6 million the prior year quarter, with margins positively impacted by lower costs as well as operating leverage in Outsourcing & Advisory services. GAAP operating earnings were \$35.5 million, relative to \$34.3 million in the prior year quarter.

EMEA region revenues totalled \$225.6 million for the fourth quarter compared to \$216.9 million in the prior year quarter, up 4% (6% in local currency). Local currency revenue growth was comprised of 5% internal growth and 1% growth from acquisitions. Internal revenue growth was attributable to strong Sales and Lease Brokerage activity, particularly in Germany, the Netherlands and Spain offset by a decline in Outsourcing & Advisory activity, primarily project management in France. Adjusted EBITDA was \$51.2 million, up from \$48.9 million. Margins were up slightly versus the prior year quarter. GAAP operating earnings were \$42.7 million, up from \$38.9 million in the fourth quarter of 2018.

Asia Pacific region revenues totalled \$171.7 million for the fourth quarter compared to \$159.2 million in the prior year quarter, up 8% (11% in local currency). Internal revenue growth was 6%, with growth across all service lines, led by Lease Brokerage and Outsourcing & Advisory. Acquisitions contributed 5% to local currency revenue growth, driven by the acquisition of Synergy completed during the fourth quarter. Adjusted EBITDA was \$32.5 million, up from \$29.0 million, with margins higher due to operating leverage. GAAP operating earnings were \$28.1 million, up from \$27.2 million in the prior year quarter.

Investment Management revenues for the fourth quarter were \$44.7 million compared to \$38.9 million in the prior year quarter, up 15%. Local currency revenue growth of 15% was all internally generated and reflected incremental management fees from new capital commitments completed during the year. Passthrough revenue from historical carried interest represented \$3.1 million for the fourth quarter versus \$4.2 million in the prior year quarter. Adjusted EBITDA was \$16.5 million relative to \$17.7 million in the prior year quarter and was impacted primarily by investments in additional resources to establish new fund products in Europe and the US for 2020. GAAP operating earnings, which are impacted by acquisition-related intangible asset amortization, were \$9.9 million in the quarter, versus \$11.1 million in the prior year quarter. Assets under management stood at \$32.9 billion as of December 31, 2019, up 25% from \$26.4 billion in the fourth quarter of 2018.

Unallocated global corporate costs as reported in Adjusted EBITDA were \$6.0 million in the fourth quarter, relative to \$8.1 million in the prior year period. The corporate GAAP operating loss for the fourth quarter was \$16.6 million, relative to \$13.4 million in the fourth quarter of 2018.

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Segmented Full Year Results

The Americas region's revenues totalled \$1.69 billion for the full year compared to \$1.60 billion in the prior year, up 6% (7% in local currency). Local currency revenue growth was comprised of 6% from acquisitions and 1% from internal growth. Internal revenue growth was attributable to strong Outsourcing & Advisory services partly offset by a decline in Sales Brokerage. Adjusted EBITDA was \$151.3 million, up 7% from \$141.5 million in the prior year, with the margin up slightly year over year. GAAP operating earnings were \$103.7 million, versus \$105.5 million in 2018.

EMEA region revenues totalled \$636.5 million for the year compared to \$623.2 million in the prior year, up 2% (7% in local currency). Local currency revenue growth comprised of 5% internal growth and 2% from acquisitions. The region experienced internal growth across all service lines, led by strong Sales Brokerage activity in most major markets. Adjusted EBITDA was \$80.3 million, versus \$88.5 million in the prior year, impacted by (i) talent acquisition investments made during the first half of the year and (ii) a significant decline in project management revenues and profitability in France. GAAP operating earnings were \$48.5 million as compared to \$53.9 million in 2018.

Asia Pacific region revenues totalled \$542.6 million for the year compared to \$528.4 million in the prior year, up 3% (7% in local currency). Local currency revenue growth comprised of 5% internal growth and 2% from acquisitions. Internal growth was led by Outsourcing & Advisory services. Adjusted EBITDA was \$76.2 million, up from \$73.4 million in the prior year, with the margin up slightly year over year. GAAP operating earnings were \$67.1 million, up from \$66.2 million in the prior year.

Investment Management revenues totalled \$174.6 million for the year, compared to \$76.0 million in the prior year. The growth reflects the impact of the Harrison Street acquisition in mid-2018 as well as internal revenue growth of 20% from incremental management fees on new capital commitments completed during the year. Pass-through revenue from historical carried interest represented \$19.2 million versus \$12.3 million in the prior year. Adjusted EBITDA was \$61.9 million relative to \$26.1 million in 2018. GAAP operating earnings, which are impacted by acquisition-related intangible asset amortization, were \$35.0 million versus \$12.3 million in the prior year.

Unallocated global corporate costs as reported in Adjusted EBITDA were \$10.3 million for the year, versus \$18.1 million in the prior year. The corporate GAAP operating loss for the year was \$36.2 million versus a loss of \$36.5 million in 2018.

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Conference Call

Colliers will be holding a conference call on Wednesday, February 12, 2020 at 11:00 a.m. Eastern Time to discuss the quarter's results. The call, as well as a supplemental slide presentation, will be simultaneously web cast and can be accessed live or after the call at corporate.colliers.com in the Events section.

Real Estate Assets Held for Sale

During the fourth quarter of 2019, the Company acquired certain real estate assets in connection with the establishment of a new Investment Management fund. The real estate assets, as well as corresponding liabilities, are expected to be transferred to the fund, without gain or loss, during the second quarter of 2020.

Adoption of New Lease Accounting Standard

On January 1, 2019, the Company adopted FASB Accounting Standard Codification Topic 842, Leases ("ASC 842"). ASC 842 requires the recognition of operating lease right-of-use assets and lease liabilities for virtually all premise and equipment leases on the consolidated balance sheet, with no impact on earnings. The Company adopted ASC 842 effective January 1, 2019 without adjusting comparative periods and recorded a right-of-use asset and corresponding lease liability as of December 31, 2019.

Forward-looking Statements

This press release includes or may include forward-looking statements. Forward-looking statements include the Company's financial performance outlook and statements regarding goals, beliefs, strategies, objectives, plans or current expectations. These statements involve known and unknown risks, uncertainties and other factors which may cause the actual results to be materially different from any future results, performance or achievements contemplated in the forward-looking statements. Such factors include: economic conditions, especially as they relate to commercial and consumer credit conditions and consumer spending, particularly in regions where our business may be concentrated; commercial real estate property values, vacancy rates and general conditions of financial liquidity for real estate transactions; trends in pricing and risk assumption for commercial real estate services; the effect of significant movements in average cap rates across different property types; a reduction by companies in their reliance on outsourcing for their commercial real estate needs, which would affect revenues and operating performance; competition in the markets served by the Company; the ability to attract new clients and to retain major clients and renew related contracts; the ability to retain and incentivize producers; increases in wage and benefit costs; the effects of changes in interest rates on the cost of borrowing; unexpected increases in operating costs, such as insurance, workers' compensation and health care; changes in the frequency or severity of insurance incidents relative to historical experience; the effects of changes in foreign exchange

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rates in relation to the US dollar on the Company's Canadian dollar, Euro, Australian dollar and UK pound sterling denominated revenues and expenses; the impact of political events including elections, referenda, trade policy changes, immigration policy changes, hostilities and terrorism on the Company's operations; the ability to identify and make acquisitions at reasonable prices and successfully integrate acquired operations; the ability to execute on, and adapt to, information technology strategies and trends; the ability to comply with laws and regulations related to our global operations, including real estate licensure, labour and employment laws and regulations, as well as the anti-corruption laws and trade sanctions; political conditions, including political instability and any outbreak or escalation of terrorism or hostilities and the impact thereof on our business; and changes in government laws and policies at the federal, state/provincial or local level that may adversely impact the business.

Additional information and risk factors are identified in the Company's other periodic filings with Canadian and US securities regulators (which factors are adopted herein and a copy of which can be obtained at www.sedar.com). Forward looking statements contained in this press release are made as of the date hereof and are subject to change. All forward-looking statements in this press release are qualified by these cautionary statements. Except as required by applicable law, Colliers undertakes no obligation to publicly update or revise any forward-looking statement, whether as a result of new information, future events or otherwise.

Summary financial information is provided in this press release. This press release should be read in conjunction with the Company's annual consolidated financial statements and MD&A to be made available on SEDAR at www.sedar.com.

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Notes

1. Reconciliation of net earnings to adjusted EBITDA:

Adjusted EBITDA is defined as net earnings, adjusted to exclude: (i) income tax; (ii) other expense (income); (iii) interest expense; (iv) depreciation and amortization; (v) acquisition-related items (including transaction costs, contingent acquisition consideration fair value adjustments and contingent acquisition consideration-related compensation expense); (vi) restructuring costs and (vii) stock-based compensation expense. We use adjusted EBITDA to evaluate our own operating performance and our ability to service debt, as well as an integral part of our planning and reporting systems. Additionally, we use this measure in conjunction with discounted cash flow models to determine the Company's overall enterprise valuation and to evaluate acquisition targets. We present adjusted EBITDA as a supplemental measure because we believe such measure is useful to investors as a reasonable indicator of operating performance because of the low capital intensity of the Company's service operations. We believe this measure is a financial metric used by many investors to compare companies, especially in the services industry. This measure is not a recognized measure of financial performance under GAAP in the United States, and should not be considered as a substitute for operating earnings, net earnings or cash flow from operating activities, as determined in accordance with GAAP. Our method of calculating adjusted EBITDA may differ from other issuers and accordingly, this measure may not be comparable to measures used by other issuers. A reconciliation of net earnings to adjusted EBITDA appears below.

(in thousands of US\$)	Three months ended December 31		Twelve months ended December 31	
	2019	2018	2019	2018
Net earnings	\$ 67,877	\$ 65,847	\$ 137,585	\$ 128,574
Income tax	25,742	25,428	53,013	53,260
Other income, net	(868)	(240)	(1,853)	(1,281)
Interest expense, net	6,677	7,093	29,452	20,845
Operating earnings	99,428	98,128	218,197	201,398
Depreciation and amortization	25,382	23,428	94,664	78,730
Acquisition-related items	9,767	7,710	28,532	21,975
Restructuring costs	7,110	2,521	10,252	2,938
Stock-based compensation expense	2,633	1,416	7,831	6,394
Adjusted EBITDA	\$ 144,320	\$ 133,203	\$ 359,476	\$ 311,435

2. Reconciliation of net earnings and diluted net earnings per common share to adjusted net earnings and adjusted EPS:

Adjusted EPS is defined as diluted net earnings per share, adjusted for the effect, after income tax, of: (i) the non-controlling interest redemption increment; (ii) amortization expense related to intangible assets recognized in connection with acquisitions; (iii) acquisition-related items; (iv) restructuring costs and (v) stock-based compensation expense. We believe this measure is useful to investors because it provides a supplemental way to understand the underlying operating performance of the Company and enhances the comparability of operating results from period to period. Adjusted EPS is not a recognized measure of financial performance under GAAP, and should not be considered as a substitute for diluted net earnings per share from continuing operations, as determined in accordance with GAAP. Our method of calculating this non-GAAP measure may differ from other issuers and, accordingly, this measure may not be comparable to measures used by other issuers. A reconciliation of net earnings to adjusted net earnings and of diluted net earnings per share to adjusted EPS appears below.

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(in thousands of US\$)	Three months ended		Twelve months ended	
	December 31		December 31	
	2019	2018	2019	2018
Net earnings	\$ 67,877	\$ 65,847	\$ 137,585	\$ 128,574
Non-controlling interest share of earnings	(12,930)	(14,917)	(26,829)	(23,207)
Amortization of intangible assets	16,437	15,534	61,273	48,157
Acquisition-related items	9,767	7,710	28,532	21,975
Restructuring costs	7,110	2,521	10,252	2,938
Stock-based compensation expense	2,633	1,416	7,831	6,394
Income tax on adjustments	(7,493)	(5,244)	(22,232)	(15,657)
Non-controlling interest on adjustments	(2,769)	(2,458)	(9,868)	(6,435)
Adjusted net earnings	\$ 80,632	\$ 70,409	\$ 186,544	\$ 162,739

(in US\$)	Three months ended		Twelve months ended	
	December 31		December 31	
	2019	2018	2019	2018
Diluted net earnings per common share	\$ 1.20	\$ 1.33	\$ 2.57	\$ 2.45
Non-controlling interest redemption increment	0.17	(0.05)	0.20	0.19
Amortization of intangible assets, net of tax	0.25	0.24	0.93	0.77
Acquisition-related items	0.19	0.17	0.58	0.47
Restructuring costs, net of tax	0.13	0.04	0.19	0.05
Stock-based compensation expense, net of tax	0.07	0.04	0.20	0.16
Adjusted EPS	\$ 2.01	\$ 1.77	\$ 4.67	\$ 4.09

3. Local currency revenue growth rate and internal revenue growth rate measures

Percentage revenue variances presented on a local currency basis are calculated by translating the current period results of our non-US dollar denominated operations to US dollars using the foreign currency exchange rates from the periods against which the current period results are being compared. Percentage revenue variances presented on an internal growth basis are calculated assuming no impact from acquired entities in the current and prior periods. Revenue from acquired entities, including any foreign exchange impacts, are treated as acquisition growth until the respective anniversaries of the acquisitions. We believe that these revenue growth rate methodologies provide a framework for assessing the Company's performance and operations excluding the effects of foreign currency exchange rate fluctuations and acquisitions. Since these revenue growth rate measures are not calculated under GAAP, they may not be comparable to similar measures used by other issuers.

4. Assets under management

We use the term assets under management ("AUM") as a measure of the scale of our Investment Management operations. AUM is defined as the gross market value of operating assets and the projected gross cost of development properties of the funds, partnerships and accounts to which we provide management and advisory services, including capital that such funds, partnerships and accounts have the right to call from investors pursuant to capital commitments. Our definition of AUM may differ from those used by other issuers and as such may not be directly comparable to similar measures used by other issuers.

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COLLIERS INTERNATIONAL GROUP INC.

Condensed Consolidated Statements of Earnings

(in thousands of US\$, except per share amounts)

(unaudited)	Three months ended December 31		Twelve months ended December 31	
	2019	2018	2019	2018
Revenues	\$ 928,288	\$ 889,883	\$ 3,045,811	\$ 2,825,427
Cost of revenues	576,609	552,422	1,959,544	1,817,526
Selling, general and administrative expenses	217,102	208,195	744,874	705,798
Depreciation	8,945	7,894	33,391	30,573
Amortization of intangible assets	16,437	15,534	61,273	48,157
Acquisition-related items (1)	9,767	7,710	28,532	21,975
Operating earnings	99,428	98,128	218,197	201,398
Interest expense, net	6,677	7,093	29,452	20,845
Other income	(868)	(240)	(1,853)	(1,281)
Earnings before income tax	93,619	91,275	190,598	181,834
Income tax	25,742	25,428	53,013	53,260
Net earnings	67,877	65,847	137,585	128,574
Non-controlling interest share of earnings	12,930	14,917	26,829	23,207
Non-controlling interest redemption increment	6,934	(1,730)	7,853	7,709
Net earnings attributable to Company	\$ 48,013	\$ 52,660	\$ 102,903	\$ 97,658
Net earnings per common share				
Basic	\$ 1.21	\$ 1.34	\$ 2.60	\$ 2.49
Diluted	\$ 1.20	\$ 1.33	\$ 2.57	\$ 2.45
Adjusted EPS (2)	\$ 2.01	\$ 1.77	\$ 4.67	\$ 4.09
Weighted average common shares (thousands)				
Basic	39,754	39,206	39,550	39,155
Diluted	40,109	39,737	39,981	39,795

Notes to Condensed Consolidated Statements of Earnings

- (1) Acquisition-related items include transaction costs, contingent acquisition consideration fair value adjustments and contingent acquisition consideration-related compensation expense.
- (2) See definition and reconciliation above.

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Condensed Consolidated Balance Sheets

(in thousands of US\$)

(unaudited)	December 31, 2019	December 31, 2018
Assets		
Cash and cash equivalents	\$ 114,993	\$ 127,032
Accounts receivable and contract assets	436,717	554,700
Prepays and other assets	155,606	75,564
Real estate assets held for sale	10,741	-
Current assets	718,057	757,296
Other non-current assets	92,350	86,782
Fixed assets	107,197	93,483
Operating lease right-of-use assets	263,639	-
Deferred income tax	37,420	34,195
Goodwill and intangible assets	1,426,675	1,385,824
Real estate assets held for sale	247,376	-
Total assets	\$ 2,892,714	\$ 2,357,580
Liabilities and shareholders' equity		
Accounts payable and accrued liabilities	\$ 757,284	\$ 720,938
Other current liabilities	56,702	75,929
Long-term debt - current	4,223	1,834
Operating lease liabilities - current	69,866	-
Liabilities related to real estate assets held for sale	36,191	-
Current liabilities	924,266	798,701
Long-term debt - non-current	607,181	670,289
Operating lease liabilities - non-current	229,224	-
Other liabilities	99,873	125,706
Deferred income tax	28,018	27,550
Liabilities related to real estate assets held for sale	127,703	-
Redeemable non-controlling interests	359,150	343,361
Shareholders' equity	517,299	391,973
Total liabilities and equity	\$ 2,892,714	\$ 2,357,580
Supplemental balance sheet information		
Total debt	\$ 611,404	\$ 672,123
Total debt, net of cash	496,411	545,091
Net debt / pro forma adjusted EBITDA ratio	1.4	1.6

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Condensed Consolidated Statements of Cash Flows (in thousands of US\$)

(unaudited)	Three months ended December 31		Twelve months ended December 31	
	2019	2018	2019	2018
Cash provided by (used in)				
Operating activities				
Net earnings	\$ 67,877	\$ 65,847	\$ 137,585	\$ 128,574
Items not affecting cash:				
Depreciation and amortization	25,382	23,428	94,664	78,730
Deferred income tax	3,286	3,332	(6,699)	6,137
Other	16,020	13,585	57,520	40,691
	112,565	106,192	283,070	254,132
Net change from assets/liabilities				
Accounts receivable and contract assets	(89,984)	(67,153)	(73,119)	(50,360)
Prepays and other assets	481	(1,551)	(16,116)	(8,952)
Payables and accruals	161,422	145,309	(832)	57,791
Other	(963)	6,321	1,720	9,242
Contingent acquisition consideration paid	(3,216)	-	(8,928)	(4,365)
Sale proceeds from AR Facility, net of repurchases	7,268	-	124,963	-
Net cash provided by operating activities	187,573	189,118	310,758	257,488
Investing activities				
Acquisition of businesses, net of cash acquired	(56,899)	(11,555)	(80,576)	(586,242)
Disposition of business, net of cash disposed	-	-	-	17,286
Purchases of fixed assets	(12,888)	(14,018)	(44,197)	(35,579)
Purchase of held for sale real estate assets	(94,223)	-	(94,223)	-
Cash collections on AR facility deferred purchase price	12,936	-	28,100	-
Other investing activities	(7,459)	(1,726)	(27,372)	(23,599)
Net cash used in investing activities	(158,533)	(27,299)	(218,268)	(628,134)
Financing activities				
(Decrease) increase in long-term debt, net	(10,612)	(143,607)	(59,312)	430,661
Purchases of non-controlling interests, net of sales	(652)	(1,258)	(11,480)	(1,331)
Dividends paid to common shareholders	-	-	(3,940)	(3,906)
Distributions paid to non-controlling interests	(4,007)	(2,724)	(31,858)	(18,871)
Other financing activities	(1,173)	169	5,602	(11,325)
Net cash (used in) provided by financing activities	(16,444)	(147,420)	(100,988)	395,228
Effect of exchange rate changes on cash	721	(2,104)	(3,541)	(6,073)
Increase in cash and cash equivalents	13,317	12,295	(12,039)	18,509
Cash and cash equivalents, beginning of period	101,676	114,737	127,032	108,523
Cash and cash equivalents, end of period	\$ 114,993	\$ 127,032	\$ 114,993	\$ 127,032

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Segmented Results

(in thousands of US dollars)

(unaudited)	Americas	EMEA	Asia Pacific	Investment Management	Corporate	Consolidated
Three months ended December 31						
2019						
Revenues	\$ 486,038	\$ 225,589	\$ 171,681	\$ 44,722	\$ 258	\$ 928,288
Adjusted EBITDA	50,170	51,163	32,495	16,509	(6,017)	144,320
Operating earnings	35,453	42,682	28,066	9,867	(16,641)	99,427
2018						
Revenues	\$ 474,469	\$ 216,886	\$ 159,211	\$ 38,923	\$ 394	\$ 889,883
Adjusted EBITDA	45,608	48,935	29,033	17,737	(8,110)	133,203
Operating earnings	34,288	38,917	27,194	11,106	(13,377)	98,128
	Americas	EMEA	Asia Pacific	Investment Management	Corporate	Consolidated
Twelve months ended December 31						
2019						
Revenues	\$ 1,690,507	\$ 636,466	\$ 542,609	\$ 174,588	\$ 1,641	\$ 3,045,811
Adjusted EBITDA	151,347	80,342	76,209	61,907	(10,329)	359,476
Operating earnings	103,731	48,510	67,062	35,048	(36,154)	218,197
2018						
Revenues	\$ 1,596,184	\$ 623,238	\$ 528,360	\$ 76,021	\$ 1,623	\$ 2,825,426
Adjusted EBITDA	141,517	88,468	73,421	26,136	(18,107)	311,435
Operating earnings	105,490	53,862	66,240	12,326	(36,520)	201,398

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GAINESVILLE MARKET REPORT



Gainesville, Florida: a nationally recognized city in the north-central region which encompasses a population of 133,857 and is the home of the University of Florida, the #7 ranked public university in the country and Division 1 football team: the Florida Gators. Top employers in the market comprise the University of Florida, UF Health-Shands, North Florida Regional Medical Center, the U.S. Department of Veterans Affairs, Alachua County Public Schools and the City of Gainesville municipality. The market has historically shown its ability to hedge against cyclical market conditions due to its strong economic base and diverse industry sectors.

Currently, the commercial real estate inventory totals 41 million square feet of office, industrial and retail property. In the fourth quarter of 2019 (Q4), the average lease rate for office space was \$17.76 PSF annually; absorption reached 42,316 SF; there were a total of 20 sales transactions; and the average sale price per square foot equated to \$134. The average lease rate for retail space was \$20.28 PSF annually; absorption reached -25,377 SF; there were a total of 28 sales transactions; and the average sale price per square foot equated to \$173. The average lease rate for industrial space was \$7.32 PSF annually; absorption reached -982 SF; there were a total of 14 sale transactions; and the average sales price per square foot equated to \$75.

In Q1 2020, we anticipate Gainesville will continue to receive recognition for its steady growth and ranking across all metrics. The city's centrally located position will entice businesses, capital and the participation of local government to engage with industries of all sectors investing in Gainesville.

Market Indicators

OFFICE	YOY	12-MO FORECAST
VACANCY	↓	↑
NET ABSORPTION	↓	↑
RENTAL RATE	↑	↓
CONSTRUCTION	↔	↔

RETAIL	YOY	12-MO FORECAST
VACANCY	↓	↑
NET ABSORPTION	↓	↑
RENTAL RATE	↑	↔
CONSTRUCTION	↑	↓

INDUSTRIAL	YOY	12-MO FORECAST
VACANCY	↓	↓
NET ABSORPTION	↑	↑
RENTAL RATE	↑	↔
CONSTRUCTION	↔	↔

Notable Sales

PROPERTY	ASSET CLASS	SIZE SF/AC	SALE PRICE	PRICE PER SF/AC
6201 W Newberry Rd	Retail	139,050 SF	\$19,990,100	\$144 SF
NW 39th	Land	397 AC	\$10,000,000	\$25,189 AC
1702 W University Ave	Retail	14,211 SF	\$8,850,000	\$623 SF

Notable Leases

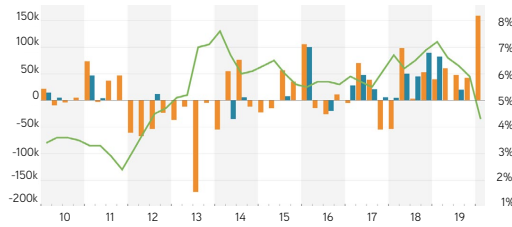
PROPERTY	ASSET CLASS	SIZE (SF)	TYPE
5700 SW 34th St	Office	134,700 SF	New
7487 SW 13th Rd	Retail	195,319 SF	New
2615 NE 18th Ter. Bldg A & B	Industrial	21,960 SF	New

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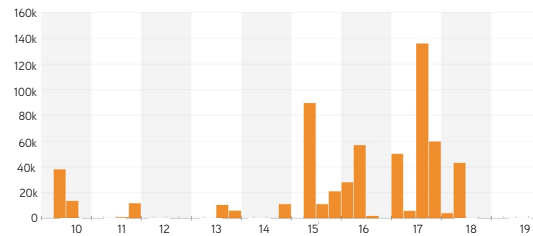
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MARKET SNAPSHOT | Q4 2019 | GAINESVILLE

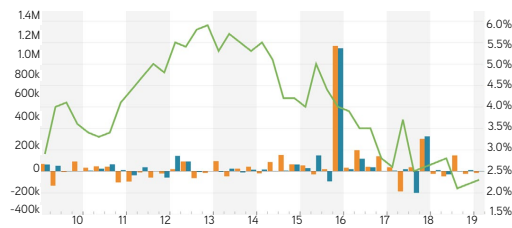
Office | Net Absorption,
Net Deliveries & Vacancy 2010-2019



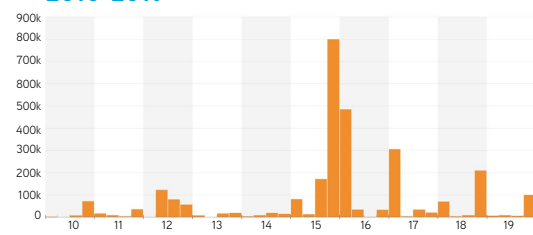
Office Construction Starts | 2010-2019



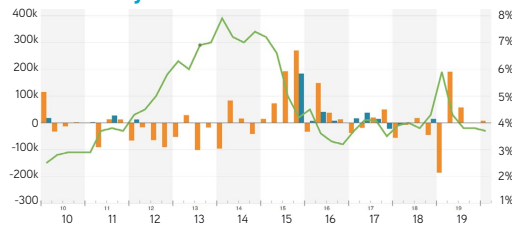
Retail | Net Absorption
Net Deliveries & Vacancy 2010-2019



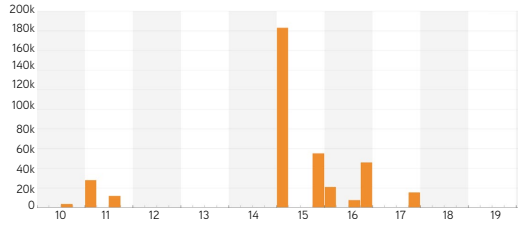
Retail Construction Starts |
2010-2019



Industrial | Net Absorption, Net Deliveries
& Vacancy 2010-2019



Industrial Construction Starts |
2010-2019



Graphs provided by The CoStar Group

Colliers Gainesville | Top Listings



Tech City
For Lease
270,000 SF



**Multifamily
Development Opportunity**
For Sale
22± Acres



Laureate Village
For Sale
30± Acres



W Newberry Rd
For Sale
274± Acres



6318 NW 18th Drive
For Sale
50,770± SF

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Accelerating success.

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MARKET SNAPSHOT | Q4 2019 | GAINESVILLE

Colliers Gainesville



Dan Drotos, SIOR, MSRE, CCIM
Executive Director



Rory Causseaux, P.E.
Associate Director



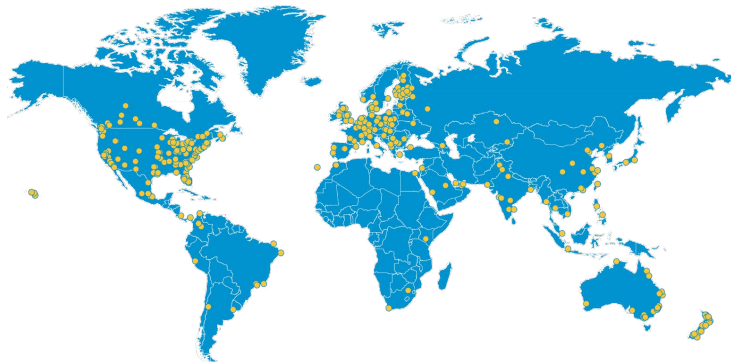
Lauren Edwards
Associate

COLLIERS ADVANTAGE

At Colliers, we've got you covered. We are a best-in-class provider of commercial real estate services, with more than 441 professionals in Florida alone, plus many more in key international markets in Canada, Europe, Latin America, and the Asia-Pacific region.

Colliers International offers a comprehensive portfolio of real estate services to retailers, owners, and investors on a local, regional, national, and international basis. We offer years of direct experience in the local market. Our professionals know their communities and the industry thoroughly.

When you work with us, you work with the best. Our people are passionate about what they do; they're highly skilled and are invested in our Clients' success.



Revenue
\$3.5B



Established In
68
countries



Transaction value
\$129B



Managing
2B



Lease/sale transactions
70,000



Assets under management
\$33B+



Comprised of
18,000±
professionals



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Accelerating success.



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