



Legislation Text

File #: 200201., **Version:** 1

Request for Proposal (RFP) Staff Ranking City of Gainesville, FL - Real Estate Brokerage Services (B)

This item involves a request for the City Commission to approve staff's ranking for proposals associated with the City of Gainesville, FL - Real Estate Brokerage Services RFP.

A Request for Proposal (RFP) was released by the City's Purchasing Division on May 25, 2020 with the intent to select a qualified and licensed real estate firm to provide professional services related to real property assets owned by the City of Gainesville.

The selected firm will be responsible for assisting the City with brokerage services, which may include: (i) providing advice regarding property valuation, (ii) portfolio organization and analysis, (iii) strategic planning for property leasing and disposal, (iv) listing services for sale of City surplus property, (v) overseeing escrow for such sales, (vi) 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

Since release of the RFP, a staff evaluation team reviewed submittals from two (2) entities whose proposals are consistent with the City's procurement regimen.

The number one ranked firm, Colliers International Florida, LLC impressed the evaluation team particularly as regards the substance of its submittal, its local government experience and its proposed fee structure.

As a result of the RFP evaluation process, staff is recommending the following ranking:

- 1) Colliers International Florida, LLC
- 2) Bosshardt Realty Services

This is intended to be a no cost contract to the City with respect to the disposition of City properties (real estate services will be paid out of the proceeds of the sale of land) and lease management services (real estate services will be paid out of a lease management fee out of the proceeds of City leases). There is a \$150/hour proposed consulting fee associated with other assigned tasks and the City has initially estimated 200 hours of work annually for a prospective total of \$37,500.

The City Commission: 1) approve staff's recommended ranking of the firms; and, 2) authorize the City Manager's designee to negotiate and execute a contract and any related documents with Colliers International Florida, LLC subject to approval from the City Attorney as to form and legality.