

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**Request for Proposal (RFP) #P-40-17  
Brokerage Services For City And Cra Assets  
Commissioner Chambers Conference Room  
100 W. Atlantic Blvd., Pompano Beach, FL. 33060  
3:00 pm 8/31/2017**

The committee consisted of the following voting members:

Brian Donovan	Assistant City Manager
Kim Briesemeister	Director, CRA
Suzette Sibble	Assistant City Manager
Jennifer Gomez	Assistant Development Services Dir, Planning
Marc Snediker	Real Estate Manager ,CRA
Whitney Rawls	Member of the CRA NW advisory committee

Non-voting members:

Antonio Pucci, Contract Manager and Jeffrey English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's and CRA's solicitation to establish a contract to provide brokerage services for City and CRA's assets.

The meeting was posted as a "Public Meeting" at City Hall, the Purchasing Division office, and on the City's website. Five (5) firms submitted proposals, of which four (4) were responsive, to the City's RFP.

Kim Briesemeister led the technical discussion. The Contract Manager reviewed evaluation procedures and collected previously distributed Conflict of Interest Statements from all voting members. Copies were available for member that had no completed the forms prior to the meeting.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1.) Cushman and Wakefield Us, Inc.	537
2.) CBRE Group, Inc.	376
3.) NAI Rauch Weaver Norfleet Kurtz & Co.	358
4.) Total Real Estate Consultants, Inc.	274
5.) Marcus & Millichap Real Estate Investment Services, Inc.	0*

\*Marcus & Millichap Real Estate Investment Services, Inc. was found non responsive as they did not provide any pricing information with their proposal as required by the RFP.

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with Cushman and Wakefield US, Inc.

The meeting adjourned approximated at 3:50 pm.