

**MEMORANDUM**

Purchasing #17-122  
September 18, 2017

To: Gregory P. Harrison, City Manager  
Through: Otis J. Thomas, General Services Director  
From: Antonio Pucci, Contract Manager  
Subject: Approve Ranking for P-40-17 Brokerage Services for City and CRA Assets

Contract Need/Background

The Request for Proposal P-40-17 was issued to select a qualified firm to provide brokerage services related to real property assets owned by the City and the CRA.

Bidders List

The notice list for this project was created by using companies suggested by the requesting department, companies that have requested their names be placed on the bid list, and companies from appropriate listings in other sources.

Number of firms submitting proposals .....5  
Number of responsive firms .....4

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted in the City's eBid System for download by interested firms and an email notice was sent to all registered bidders.

Market Research

The General Services Department conducted outreach to six (6) Pompano Beach brokerage service firms, to notify them of this opportunity.

Selection/Evaluation Committee

Five (5) responses were received to the solicitation. The Selection/Evaluation Committee met on August 31, 2017 (in a public meeting) to review and evaluate the responses. All responses were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. Copies of the minutes, voting matrix, and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm Cushman and Wakefield US, Inc.

enclosures  
cc: file