

Award of Contracts for On-Call General Commercial Real Estate Brokerage Services

JPB Finance Committee
September 23, 2024



Contract Goal

To establish a bench of On-Call General Commercial Real Estate Brokerage Services contracts who will provide the JPB with qualified and experienced firms on an as-needed basis. These Services consist of, but are not limited to, assisting with buying and leasing new property, leasing JPB-owned property, general property management, and other related services.

Solicitation Process

- On June 11, 2024, the JPB, jointly with the San Mateo County Transit District and the San Mateo County Transportation Authority, issued Request for Proposals (RFP) 24-S-J-T-P-105 for the Services.
- In response to the RFP, the JPB received two proposals from:
 - CBRE, Inc. of San Diego, California
 - Century Urban, LLC of San Francisco, California
- Staff found both firms to be responsive to the requirements of the solicitation documents.
- A Selection Committee, comprised of JPB and District staff reviewed, evaluated, and scored the two proposals in accordance with the evaluation criteria set forth in the RFP.
- The Committee determined that both firms possess the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents:

Price Analysis

Staff conducted a price analysis and determined the proposed prices from both firms to be fair, reasonable, and consistent with those charged by similar brokerage firms in the area for similar services.

Budget Impact

Funds for these contracts will be included in the JPB's current operating and capital budgets, and will be included in future years' budgets

Issuance of Work Directives

Staff will issue Work Directives for specific projects during the contract term on an as-needed basis and pursuant to a competitive selection process as further described in the RFP. There is no guarantee of any amount of work or level of effort that will be ordered from or allocated to, or total compensation to be paid to, either firm under the awarded contracts.

Proposed Motion

1. **Award a bench of contracts for On-Call General Commercial Real Estate Brokerage Services for a five-year term, with one additional five-year option term, for an aggregate, not-to-exceed amount of \$900,000**
 - CBRE, Inc. of San Diego, California
 - Century Urban, LLC of San Francisco, California
2. **Authorize the Executive Director** or designee to **execute contracts** with each of the above firms in full conformity with the terms and conditions of the solicitation documents and negotiated agreements, and in a form approved by legal counsel.
3. **Authorize the Executive Director** or designee to **exercise up to one five-year option term** with the above firms, if deemed in the best interest of the JPB.

Questions

