



Interoffice Memorandum

January 31, 2017

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Woodell, Manager, Procurement Division

Contact: Mary Ann Keller, Assistant Manager, Real Estate Management
Division
407-836-7352

Subject: Selection of Consultant, Request for Proposals, Y17-141-PD,
Real Estate Representative Services Provider

RECOMMENDATION:

Selection of one firm and four ranked alternates to provide Real Estate Representative Services under Request for Proposals, Y17-141-PD from the following firms, listed alphabetically. Further request Board authorization for the execution of a 3-year contract, renewable by the Procurement Division for two additional 1-year periods.

This item was reviewed and approved by the Procurement Committee on January 18, 2017. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

CBRE, Inc.
Cite Partners
Cushman & Wakefield
Jones Lang LaSalle Americas, Inc.
Parker Realty Group

PURPOSE:

The firm will provide expertise in the local market to allow the County to make informed decisions without increasing our expenses for lease and acquisition transactions.

Contracted services will include preparation of cost comparison analysis, lease vs. own comparative analysis, the review of building and site plans, space planning, lease and acquisition negotiations, lease audits and written updates of costs in the operation and maintenance of various types of space for the County.

DISCUSSION:

The County currently leases warehouse and office space in excess of 690,002 square feet, from more than 30 different landlords at over 38 locations for an annual cost in excess of \$8,459,833. Each lease request from a division/department has its own distinct set of location and design specifications requiring specific market knowledge and expertise.

Due to the nature of these services, a contract amount cannot be established. However, under the current contract from 2011 to date, the County has received revenues of \$277,847 from new leases and the renewal of existing leases. The current contract will expire March 13, 2017.

Seven proposals were received in response to RFP Y17-141-PD and were evaluated by the Procurement Committee. As compensation for its services, the selected firm will receive a commission from the landlord/owner and will receive no compensation from the County. Also, when requested, the firm will seek to negotiate completion of additional tenant improvements to County leased facilities at the landlords/owners expense. The proposals from Amerivet Real Estate Services, Inc. and The Tiece Company did not receive the minimum score to be considered for award.

Consensus scores from the Procurement Committee's evaluation are attached.

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Interoffice Memorandum

January 18, 2017

To: Perry Davis, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJ: RFP #Y17-141-PD, Real Estate Representative Service Provider

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

1. SDV-Pierce	AmeriVet Real Estate Services, Inc./Pierce Florida Realty		5 Points
*		0%	
	Total MWBE Participation:	0%	
	EEO Staff	20%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The sub Rush Consulting, LLC contractor of AmeriVet Real Estate Services, Inc. is not an Orange County (O.C.) certified MWBE or O.C. Registered SDV. Robert Moody and Kenneth Broadney (a contractor of AmeriVert) are not Orange County Registered SDV's.

2.	Cite Partners		2 Points
AFAM	Prime Electric, LLC	2%	
AF(Is)	Base Consultants, Inc.	3%	
WF	American Environmental Consulting	2%	
WF	Forte Young, Inc.	5%	
	Total MWBE Participation:	12%	
	EEO Staff	22%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

3.	CBRE, Inc.		3 Points
		0%	
	Total MWBE Participation:	0%	
	EEO Staff	44%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

4.	Jones Lang LaSalle Americas, Inc.		3 Points
*		0%	
	Total MWBE Participation:	0%	
	EEO Staff	43%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The sub City Commercial, LLC is not an Orange County Certified MWBE. The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal.

5.	The Tiece Company		0 Points
		0%	
	Total MWBE Participation:	0%	
*	EEO Staff	0%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The Employment Data, Schedule of Minorities and Women form was not submitted with the proposal.

6.	Parker Realty Group		3 Points
*AFAF	Elliott & Company Turf and Landscape Services, Inc.	0%	
*AFAF	Joseph Smith PLLC	0%	
	Total MWBE Participation:	0%	
	EEO Staff	90%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The proposer listed the above mention O.C. certified MWBE's and Kleen Sweep, Inc. an O.C. Registered SDV in their proposal, but listed TBD instead of the percentage or dollar amount to be sub contracted to the subs. The evaluator cannot assess points for those sections based on this information submitted.

7.	Cushman & WakeField		3 Points
*		0%	
	Total MWBE Participation:	0%	
	EEO Staff	46%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The proposer listed TBD on The Schedule of Sub-Contracting – MWBE/SDV Participation Forms. The evaluator cannot assess points for those sections based on this information submitted.