



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-12-17 (8)

Date: December 17, 2014
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Stable of Real Estate Brokers

Background

This resolution would authorize the Executive Director to negotiate, and if those negotiations are successful, to execute contracts for real estate broker services. On October 16, 2014 staff published a Request for Proposals to establish a stable of Real Estate Brokers. The purpose of the RFP was to solicit firms to provide professional real estate broker services. The goal was to pre-qualify firms for placement on an agency Roster of Real Estate Brokers for future assignments, on an as-needed basis. Firms on the Roster will be on-call for specific projects as they arise. Projects will include acquisition and disposition of properties. All professionals and their sub-contractors must be licensed to work in their respective fields as required by the State of Washington.

THA accepted proposals until November 7, 2014 at 3:00pm (local time). THA received five proposals and four were responsive. The one nonresponsive proposal arrived past the deadline. The selection committee reviewed each of the responsive proposals and scored them as follows. Scores are based on the RFP criteria.

Summary Score Sheet		Clear Realty	Wise Realty	Coldwell Bankers	CBRE
	Points Available	Avg. Score	Avg. Score	Avg. Score	Avg. Score
Related Experience & Qualifications	55	25.00	34.00	46.00	39.67
Demonstrated Success	20	10.00	15.00	17.67	16.67
Proposed Budget and Fee Structure	25	19.33	20.00	20.67	22.67
Total Score	100	54.33	69.00	84.33	79.00

Based on the above average scores of the RFP's, staff is recommending that Coldwell Bankers and CBRE be places on the agency roster. THA will negotiate the fees for each broker upon each real estate transaction for which they are engaged.

The initial term of the Contract is two (2) years. At THA's option, THA may extend the contract for up to two (2) additional one-year periods, along with appropriate negotiated adjustments in compensation.

Recommendation

Approve Resolution No. 2014-12-17(8) authorizing the Executive Director to negotiate, and if those negotiations are successful, to award contracts for real estate broker services to the firms of Coldwell Bankers and CBRE. The fees for each Broker will be negotiated for each real estate transaction in which they are engaged.



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RESOLUTION 2014-12-17 (8) Stable of Real Estate Brokers

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

Whereas, On October 16, 2014 Tacoma Housing Authority (THA) Staff issued a Request for Proposals (RFP) from firms interested to provide Real Estate Brokerage Services for THA's Real Estate Development department;

Whereas, the RFP was posted on various Plan Holders list and THA's website on October 16, 2014;

Whereas, five firms submitted proposals and four were deemed responsive by submitting before the deadline of November 7, 2014 at 3:00p.m. (PST);

Whereas, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFP;

Whereas, the evaluation team unanimously recommended engaging both Coldwell Bankers and CBRE for Real Estate Brokerage services;

Whereas, the initial term of the Contract is two (2) years. At THA's option, the Contract may be extended for up to two (2) additional one-year periods, along with appropriate negotiated adjustments in compensation; and,

Whereas, the fees for each Broker will be negotiated for each real estate transaction in which they are engaged.

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

The Board authorizes the Executive Director to negotiate, and if those negotiations are successful, to award contracts for real estate broker services to Coldwell Bankers and CBRE. The fees will be negotiated for each real estate transaction in which they are engaged.

Approved: December 17, 2014

Stanley Rumbaugh, Chair