



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: May 20, 2015

Re: Selection of Leasing Consultant Services for the Town Center Building

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING SIME REALTY CORPORATION FOR LEASING CONSULTANT SERVICES; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT RELATING TO THE SAME; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

At the February 18, 2015 Town Council meeting, authorization was given to advertise a Request for Proposals (“RFP”) No. 15-03 Leasing Consultant Services for the Town Center Building. In accordance with the Town’s Purchasing Ordinance No. 06-22, the RFP was publicly advertised on March 6, 2015 (*Attachment “A”*). A “Mandatory” pre-bid meeting was held on March 24, 2015 at which time one (1) potential bidder attended (*Attachment “B”*), of which, the Town received one (1) proposal by the designated April 17, 2015 deadline. As provided for in the RFP, an Evaluation Committee was established to Evaluate and Rank each of the responsive bidders’ proposals. On April 30, 2015, the Evaluation Committee met to Evaluate and Rank the one (1) submittal. Attached for your review, are the Evaluation Committee’s Scoring Sheets (*Attachment “C”*). Please find attached for your review the only firm that submitted a proposal package (*Attachment “D”*).

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to execute a Professional Services Agreement with Sime Realty Corporation for Leasing Consultant Services for the Town Center Building.

