



## Request for City Council Committee Action From the Department of Finance and Property Services

**Date:** September 15, 2014  
**To:** Honorable John Quincy, Chair Ways & Means Committee  
**Subject:** **Brokerage Services Contract – Jones Lang LaSalle, Inc.**

**Recommendation:**

That the proper City officers be authorized to negotiate and execute a three year contract with Jones Lang LaSalle, Inc. for real estate consulting and brokerage services. Expenses shall be paid from the existing operating budget of Fund 06200 Department 8201340.

**Previous Directives:**

- None

**Prepared by:** Rebecca Law, Project Manager, Property Services, Phone 673-5064

**Approved by:**

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Kevin Carpenter, Chief Financial Officer, Finance and Property Services Dept.

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Spencer Cronk, City Coordinator

**Presenters:** Kevin Carpenter, Chief Financial Officer

**Reviews**

Permanent Review Committee (PRC):	Approval March 6, 2014
Civil Rights Approval	Approval in process
Policy Review Group (PRG):	Approval _NA

**Financial Impact**

No additional appropriation is needed at this time.

Action is within the Business Plan

## Community Impact

Neighborhood Notification: NA  
City Goals: A City that works: City government runs well and connects to the community it serves  
Comprehensive Plan: NA  
Zoning Code: NA

## Background/Supporting Information

In May 2014, the Finance and Property Services Department issued an RFP for Real Estate Consulting and Brokerage Services. The project goal was to obtain expert advice and guidance for the Downtown Campus office space needs. The two biggest issues facing the City are:

1. The city's offices in the downtown area are located in seven buildings. It is difficult for citizens to find city staff and efficiently conduct business. In addition, the distance between staffs (within and between departments) hinders coordination and response times.
- 2: Outside of City Hall (currently under renovation), the City-owned buildings are aging and are functionally obsolete.

A pre-proposal conference was held on June 4 and ten firms submitted proposals. An Evaluation Panel composed of representatives from four City departments reviewed the proposals and selected four firms for the RFP "short list." Rating criteria included cost, expertise in the downtown office market, experience working with government agencies, depth of resources in real estate consulting and quality of the company's project team.

The top four firms were Colliers, Cushman Wakefield, Cassidy Turley and Jones Lang LaSalle. Each company made a presentation to the Evaluation Panel and answered a series of questions. The Panel then met several times and eventually narrowed the list to two companies. Additional interviews were conducted in person and by phone with the top two candidates and the Panel had further internal discussions about each firm's merits. The outcome from this rigorous process is the Panel's recommendation that Jones Lang LaSalle be hired for this contract.

The proposed contract will consist of an initial consulting phase to determine the City's long-term goals for the Downtown Campus office space needs and to develop financially viable options for consideration. The second phase of the contract would be to provide the City with traditional real estate brokerage services. Jones Lang LaSalle will provide \$50,000 of consulting at no charge and will rebate to the City a percentage of any commissions earned from the City's real estate transactions.

Cc: Steven Kotke  
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