



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 6, 2025

Originating Department: Administration

Agenda Title: Resolution 46-08-25 - Professional Real Estate Brokerage Services Agreement - Colliers International Florida, LLC

Agenda Category (i.e., Consent, New Business, etc.):

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone

X _____ Not applicable in this case

Summary Explanation/Background:

On March 6, 2025, the Town and the Lake Park CRA issued a Request for Qualifications (RFQ) for Professional Real Estate Brokerage Services (RFQ #110-2025). The intent of this RFQ was to select a brokerage firm (or multiple firms) to assist both the Town and the CRA with the sale, lease and/or purchase of properties on an as needed basis.

Following the closing of the RFQ on May16, 2025, the Town and the CRA received qualification packages from five (5) firms:

1. Colliers International Florida
2. Cushman & Wakefield
3. The Urban Group

4. RMA Real Estate
5. Inter Related Construction Services Corp

An Evaluation Committee met on June 5, 2025 and consisted of Allison Justice, CRA Administrator, Bambi Turner, Assistant Town Manager and Nadia DiTommaso, Community Development Director.

The evaluation committee reviewed all qualification packages and ranked all firms based on various evaluation criteria, including but not limited to Public Sector Experience and similar projects, knowledge of the local real estate market and pricing. As a result, the top three (3) firms are being recommended to the CRA Board to negotiate professional real estate brokerage services agreements with each firm.

The top three (3) firms recommended under the RFQ #110-2025 are as follows:

1. Colliers International Florida
2. Cushman & Wakefield US, Inc.
3. RMA Real Estate Services

A Notice to Negotiate with the Colliers International Florida, LLC was prepared and published on June 5, 2025. As of this publishing, no protests have been filed.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 110-2025 and published addendums and the RFQ Advertisement.

If approved, the Town Commission would accept Colliers International Florida, LLCs approved pricing, including all terms, conditions and pricing therein. The proposed Agreement would provide for a three (3) year term with two (2), one-year extensions. The CRA will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Note: The intent of this RFQ and the selection of a firm to provide the Town and/or the CRA with professional real estate brokerage services on an as needed basis. Prior to commencing with any work under this Agreement, if approved, would require a work authorization to be completed by both parties, which would include a scope of work, pricing, schedule to complete, etc.

The proposed Agreement was prepared by the CRA Administrator and reviewed by the proposed brokerage firm and the Town's Attorney.

Note: A contract was previously approved by the CRA Board to utilize Colliers International Florida, LLC for CRA projects during their Special Meeting on July 16, 2025.

Recommended Motion:

I move to approve Resolution No. 46-08-25 - Professional Real Estate Brokerage Services Agreement with Colliers International Florida, LLC; and authorize the Mayor to execute the proposed Agreement.