



## CDA Agenda Item

Meeting Date: June 19, 2025

Agenda Item: RFP for Real Estate Services

Staff Contact (name, email, phone): Emily McFarland, Interim Economic Development Director  
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### BACKGROUND

(Enter the who, what when, where, why)

The city recently posted a Request for Proposals (RFP) for real estate services for both CDA and city owned land. The RFP was posted on March 24, 2025 and was closed on April 24, 2025. Two responses were received. An evaluation of responses according to the criteria in the RFP was prepared; that is included in the packet for your review. This topic was brought to the May 15, 2025 CDA meeting and was tabled until the June meeting.

Also in the board packet, is a listing of CDA owned land and City owned land for reference.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

In the February CDA meeting, the CDA directed staff to terminate for cause the contract with Anderson Commercial Group. In March, Anderson Commercial Group attended the CDA meeting and gave a presentation. Their contract was discussed in closed session and the status was changed from “terminated for cause” to “non-renewed,” with an invitation to apply through the RFP process.

### FINANCIAL IMPACT

(If none, state N/A)

The fee structure and financial impact will be determined by the vendor selected and final contract. Additional information regarding the fees is in the attachments.

### STAFF RECOMMENDATION

My experience with the history of services being provided to the CDA is not substantial enough for me to provide a recommendation to you. As such, my recommendation is to evaluate the responses and ensure that any additional details you desire to be in the contract, be shared in the meeting. Please also indicate if you would like to see the final contract for voting, or if your direction is to draft a contract with particular terms and, upon review of the city attorney, present it to Council for consideration.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

RFP Summary  
RFP Responses  
CDA/City Owned Land