

STAFF REPORT

DATE: December 11, 2023
TO: Sacramento Regional Transit Board of Directors
FROM: Shelly Valenton, Deputy General Manager/CEO
SUBJ: DELEGATING AUTHORITY TO AWARD A CONTRACT FOR ON-CALL REAL ESTATE SELLER REPRESENTATIVE SERVICES AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO ISSUE WORK ORDERS FOR COMMISSION-BASED SALE TRANSACTIONS OVER \$150,000

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Delegating authority to the General Manager/CEO to award a Work Order-based contract for On-Call Real Estate Seller Representative Services.

FISCAL IMPACT

There is no fiscal impact associated with the execution of this contract. The selected Contractor will be assigned tasks to perform for a particular property or properties through a Work Order process. Work Orders will be issued on a commission or non-commission basis.

For Work Orders issued on a commission basis, after closing of a transaction for a particular property sale or lease, all costs associated with the transaction will be paid out of the sale/lease proceeds.

For any tasks assigned to be done on a non-commission basis, the funding for the Work Order will be identified prior to Work Order execution. The General Manager/CEO or his designee will approve Work Orders up to a total amount of \$150,000. Work Orders over \$150,000 would be brought to the Board of Directors for approval.

DISCUSSION

Sacramento Regional Transit District (SacRT) released a Request for Proposals (RFP) on September 14, 2023 on PlanetBids e-Procurement System and received five proposals on October 20, 2023, from: Paragon Partners Consultants, Inc.; Jones Lang LaSalle Americas, Inc.; CBRE, Inc.; Cushman & Wakefield of California, Inc.; and Newmark Knight Frank. The proposals from four of the firms were deemed non-

responsive because they did not comply with the requirements of the RFP. Because four out of five proposals were rejected due to correctable errors, Staff will reject all proposals and resolicit for these services, with only small changes to the RFP.

Because the previous solicitation was posted for six weeks, 78 potential bidders were previously notified, and SacRT received several proposals, Staff is planning an expedited re-solicitation and anticipates that the same firms will propose. Staff anticipates being ready to award the contract prior to the next scheduled Board meeting. Consequently, Staff is requesting that the Board delegate authority to the General Manager/CEO to award the contract, so that SacRT can quickly begin the surplus disposition process with respect to parcels the Board has declared surplus or conditionally surplus.

The primary objective of the RFP is for SacRT to secure the services of the most experienced and qualified firm to strategize and advise on selling, joint developing, and/or leasing of surplus property. The evaluation of the proposals will focus on experience and staffing, approach to work, contract understanding, and price (both commission and non-commission based).

The initial term for the contract will be two years, with a SacRT option to renew for three additional one-year periods.

RESOLUTION NO. 2023-12-123

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

December 11, 2023

DELEGATING AUTHORITY TO AWARD A CONTRACT FOR ON-CALL REAL ESTATE SELLER REPRESENTATIVE SERVICES AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO ISSUE WORK ORDERS FOR COMMISSION-BASED SALE TRANSACTIONS OVER \$150,000

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, authority is hereby delegated to the General Manager/CEO to award and execute a Contract for On-Call Real Estate Seller Representative Services for a two-year term, with option to renew for three additional one-year periods, on a commission basis paid from sale proceeds, with additional non-sale Work Orders issued as needed for specialized services.

THAT, notwithstanding anything to the contrary in the Procurement Ordinance (2022-12-001), the General Manager/CEO is authorized to issue commission-based Work Orders under the foregoing contract for which the commission that may be paid will exceed \$150,000. Non-commission-based Work Orders will be subject to the otherwise applicable requirements of the Procurement Ordinance related to General Manager or Board approval.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary