

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 10, 2011

ITEM # 18

ITEM TITLE:

Consider Approval of a Formal Short List of Real Estate Brokers to Provide Real Estate Services to the District on an As-Needed Basis

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to form a short list of local real estate brokers to provide real estate services to the District on an as-needed basis.

ITEM SUMMARY:

A formal Request for Proposals was issued on January 31, 2011. On February 16, 2011, the Purchasing Department received five proposals from firms with experience working within the District's service area that includes Alameda, Berkeley, Albany, Oakland and Emeryville. The scope of work in the proposal requested a variety of services, including site identification, research and analysis, strategy development and negotiations.

A screening committee comprised of representatives from the District Office staff was formed to evaluate the five proposals. It is recommended that all five firms be included in a short list. When real estate services are required, proposals will be requested from firms on the short list, so that competitive fee proposals will be obtained. These firms bring unique skills that may be appropriate for one transaction, but not another. Therefore, when need arises, firms with desired skills will be invited to submit price quotes for such services.

BACKGROUND/ANALYSIS:

Evaluation scores were submitted and are listed below for the five firms.

1. Forst and Associates
2. Tri Commercial
3. PHA
4. Colliers
5. Aegis

	Forst	Tri Com	PHA	Colliers	Aegis
Evaluator 1	62	84	69	73	80
Evaluator 2	47	71	57	64	73
Evaluator 3	62	84	69	73	80
Total Score	171	239	195	210	233

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

No fiscal impact at this time.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to form a short list of local real estate brokers to provide real estate services to the District on an as-needed basis.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES No

COMMENTS:

All Board approved contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES NO

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:
Prepared by: Sadiq B. Ikharo Date: 4/28/11
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:
Sadiq B. Ikharo Date: 4/28/11
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard, electronically by VR Date: 5/2/11
Ron Gerhard, Chief Financial Officer

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Wise E. Allen Date: 5/2/11
Wise E. Allen, Chancellor