

**Resolution No. 2023-**

**Board of Directors, San Mateo County Transit District  
State of California**

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**Awarding a Contract to CBRE, Inc. for Commercial Real Estate Brokerage Services for a One-year Base Term, with Up to Two One-year Option Terms, for the Acquisition of a New Headquarters Building**

**Whereas**, on June 30, 2023, the San Mateo County Transit District (District) issued Request for Proposals (RFP) 24-S-P-018 for Commercial Real Estate Brokerage Services (Services) related to the acquisition of a new District administrative headquarters (HQ); and

**Whereas**, in response to the RFP, the District received four proposals, one of which was deemed non-responsive; and

**Whereas**, a Selection Committee (Committee) comprised of qualified District staff and legal counsel reviewed, evaluated, and scored the three responsive proposals in accordance with the weighted criteria set forth in the RFP documents, and found two firms to be in the competitive range and therefore invited those firms to interview; and

**Whereas**, after interviews, the Committee re-scored the proposals in accordance with the weighted criteria set forth in the RFP documents, and determined CBRE, Inc of San Diego, California (CBRE, Inc.) to be the highest-ranked proposer; and

**Whereas**, staff and legal counsel have reviewed CBRE's proposal and have determined it complies with the requirements of the RFP and the Selection Team has further determined that CBRE possesses the requisite qualifications and experience to successfully provide the Services; and

**Whereas,** the General Manager/CEO recommends that the Board of Directors (Board) award a contract to CBRE, Inc. of San Diego, California (CBRE) for a one-year base term, with up to two additional, one-year option terms, to provide the Services related to the acquisition of a new HQ building, with the following compensation components:

1. For purchase of a building by the District: A maximum commission fee of 0.75% of the sale/purchase price, with the understanding that certain fees, including those for appraisals and preliminary due diligence third-party reports, will be credited to the District at close of escrow; or
2. For lease of office space by the District: A maximum fee of \$3.00 per square foot of the total leased space, to be paid to CBRE by lessor with the understanding that CBRE will rebate to the District 15% of said commissions; and
3. Services as may be requested by the District for relocation management, design, architectural and/or construction management related to the new HQ facility will be performed by CBRE or its subconsultants within the cost ranges specified in CBRE's proposal; and

**Whereas,** the General Manager/CEO further recommends that the Board authorize the General Manager/CEO or designee to execute a professional services contract with CBRE consistent with the requirements of the District as defined in the RFP, and negotiated contractual terms and conditions, including as set forth above, and in a form approved by legal counsel; and

**Whereas,** the General Manager/CEO further recommends that the Board authorize the General Manager/CEO or designee to exercise up to two, one-year option terms, if in the best interest of the District.

**Now, Therefore, Be It Resolved** that the Board of Directors of the San Mateo County Transit District hereby awards a contract to CBRE, Inc. of San Diego, California for a one-year base term, with up to two additional, one-year option terms, to provide the Services related to the acquisition of a new HQ building, with the compensation components enumerated above; and

**Be It Further Resolved** that the Board authorizes the General Manager/CEO or designee to execute a professional services contract with CBRE consistent with the requirements of the District as defined in the RFP, and negotiated contractual terms and conditions, including as set forth above, and in a form approved by legal counsel; and

**Be It Further Resolved** that the Board authorizes the General Manager/CEO or designee to exercise up to two, one-year option terms, if in the best interest of the District.

Regularly passed and adopted this 2nd day of August, 2023 by the following vote:

Ayes:

Noes:

Absent:

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Chair, San Mateo County Transit District

Attest:

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District Secretary