

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-64

Meeting Date: June 22, 2020

Item Title: Indefinite Delivery / Indefinite Quantity
(IDIQ) Real Estate Appraisal Services

BACKGROUND

In order to develop new facilities, as well as lease current facilities, properties and agreements require appraisal services. The Federal Transit Administration (FTA) rules and state procurement statutes require appraisals to be performed when acquiring property under the threat of condemnation. Appraisals are also needed to evaluate the fair market value of leases and other properties for planning purposes. Appraisal services requested shall be issued as a Task Order for Indefinite Delivery/Indefinite Quantity (IDIQ) services as needed. Task Orders \$50,000 or above would require additional Board approval.

PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, Request for Proposals for Appraisal Services (RFP 20-T006) was advertised locally and on the Trinity Metro website. Eleven proposals were received. The proposers included: Atrium Real Estate Services, CBRE, Commercial Appraisal Associates, Goodrich, Schechter & Associates, Harry Company, JLL Valuation & Advisory Services, Landmark Research Group, ML&M Realty Advisors, O'Brien Realty Advisors, Pyles Whatley Corporation, and Valbridge Property Advisors.

Trinity Metro staff evaluated the proposals based on the criteria of: Qualifications/Experience, Qualifications of Staff, Work Plan, and Pricing. Proposals were ranked and the top five firms are:

CBRE
Commercial Appraisal Associated
Harry Company
JLL
ML&M Realty Advisors

Trinity Metro's Procurement Department has followed procurement policy with the Request for Proposal and is in compliance with all applicable Federal, State, and the Trinity Metro procurement requirements.

DBE UTILIZATION

This work has no material subcontracting opportunities; however, a DBE Goal of 10% was encouraged as part of Trinity Metro's General Provisions and consistent with the DBE Program. Commercial Appraisal Associates and ML& Realty Advisors are certified DBE firms and meet the DBE Goal.

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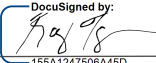
FINANCING

Funds for professional appraisal services are included in the FY2020 Operating Budget. Funds for future appraisal services will be considered in subsequent budget presentations. No contract amounts are established for the IDIQ contracts. Funds are payable through the issuance of task orders. Trinity Metro's annual budget includes authorized funds for professional appraisal services, and a task order will be negotiated for each authorized appraisal service requested with financing secured from appropriate budget accounts. Task Orders of \$50,000 or above will be brought to the Board of Directors for approval.

RECOMMENDATION

The Planning, Operations & Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a five-year Indefinite Delivery/Indefinite Quantity (IDIQ) contract with CBRE, Commercial Appraisal Associates, Harry Company, JLL and ML&M Realty Advisors for required professional appraisal services, as needed.

Disposition by Board of Directors

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Secretary Approval:

Jun-23-2020

DATE