

MEMO

MEETING DATE


MAR 09 2011

AGENDA ITEM

#7a

Date: March 9, 2011

To: CCCERA Board of Retirement

From: Marilyn Leedom, Chief Executive Officer 

Subject: Building Management and Leasing Services Proposals

Recommendation: Approve Staff Recommendation to Contract with Grubb & Ellis for Building Management and Leasing Services

CCCERA currently contracts with Colliers International Asset Management for building management services and Cornish & Carey RiverRock for leasing services.

A Request for Proposal (RFP) for *Building Management and Leasing Services* was released by CCCERA to solicit competitive bids from interested vendors. Our current building management service provider, Colliers, did not respond.

We received submissions from three interested vendors. One of these proposals did not address all of the requirements requested in the RFP. The other two respondents delivered professional, detailed information.

We scored proposals on a variety of subjects, including company stability, personnel experience, costs, insurance, references, project management, on-site visit schedules, access to quality subcontractors, and emergency response. After tallying these results, we identified Grubb & Ellis as the preferred choice.

Grubb & Ellis has a long, successful history in real estate services locally and nationally. When reviewed in depth, their fee structure is substantially lower, for higher service levels, than our other proposer. Coincidentally, Dennis Henry, who has been our building manager for 25 years, (last 4 years with Colliers), has recently relocated to Grubb & Ellis. Mr. Henry is very familiar with our building, its position in the leasing markets, and its maintenance issues.

Scott Ellis, Senior Vice President of Grubb & Ellis, was an original leasing agent for our building, and trained Vicky DeYoung, who represented us through Cornish & Carey RiverRock for many years. Grubb & Ellis carries higher insurance amounts than the other respondents. They have cordial relationships with our current service providers, but will also put services out to bid, to assure us of the best possible pricing. They will work with us to bring down costs, and are flexible on service pricing and other important contract issues.

I respectfully request the Board's direction to retain Grubb & Ellis for building management and leasing services, pending contract negotiation.