



## TOWN OF PALM BEACH

### MEMORANDUM

DATE: August 30, 2018

TO: Jay Boodheshwar, Deputy Town Manager

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking – RFP No. 2018-37 – Commercial Real Estate  
Brokerage Services to Secure Land Lease Proposals for Town Owned  
Property Located at 5976 Okeechobee Blvd., West Palm Beach, FL

The Town received proposals from four (4) respondents. On August 14, 2018, the Selection Committee met to consider the submittals. All members of the committee listed below were present:

**Selection Committee Members -**

Jay Boodheshwar – Deputy Town Manager  
Sabra Kirkpatrick – Sales Director, Brown Harris Stevens  
Logan Elliott – PZ&B Zoning Technician

**Advisors and Facilitators (Non-Voting) -**

Jane Le Clainche, CPA – Finance Director (Non-Voting)  
Duke Basha – Assistant Purchasing Manager (Non-Voting)  
John Cmar – Purchasing Coordinator (Non-Voting)

The Committee agreed by consensus to shortlist two (2) firms – Anderson & Carr, Inc., and CBRE, Inc. On August 29, 2018, the Selection Committee heard presentations and interviews by the shortlisted companies. All members of the Committee were present. After thorough consideration of the two (2) companies, the Selection Committee arrived at a final ranking as follows:

1. CBRE, Inc.
2. Anderson & Carr, Inc.

It is the recommendation of the Selection Committee to award a contract to CBRE, Inc. for Land Lease Broker Services.

Cc: File: RFP No. 2018-37  
John Randolph, Town Attorney  
Selection Committee Members