



Proposal for Real Estate Technical Advisor and Owner's Representative Services for Downtown Properties for the City of Oakland Park

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Prepared BY:

Colliers International Florida, LLC

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Thank you for considering Colliers International Florida ("Colliers") for the assignment to act as the City's Real Estate Technical Advisor for preparation and analyzing the submitted RFP proposal responses and technical assistance in the Development Agreement negotiations process for the redevelopment of City owned downtown properties in the City of Oakland Park.

Accordingly, please review our proposed scope of service as follows and revert to us with any questions, comments, or additional requests.

PROPOSED SCOPE OF WORK ("Agreement")

Project	Real Estate Technical Advisor and Owner's Representative and Advisory Services for Downtown Properties in the City of Oakland Park
Location	3650 / 3776 / 3764 / 3700 NE 12 Ave, 1229 NE 37 St, Oakland Park, FL.
Parties	Colliers International Florida, LLC ("Colliers") and City of Oakland Park (herein at times referred to as "Client")
Intended User	The report on the proposals received by the city will be prepared by Colliers is intended to be used solely by the City of Oakland Park, which is the Intended User.
Intended Use	The report to be performed under this Agreement ("Owner's Representative Services for Downtown Properties for City of Oakland Park") is intended for the evaluation of proposals for the redevelopment of six City owned properties and subsequent Developer Negotiations. The report is not intended for any other use.
Scope of Work	Real Estate Technical Advisor and Owner's Representative Services for Downtown Properties for City of Oakland Park

The City of Oakland Park ("City") has released a Request for Proposal to entered into a Public Private Partnership Agreement in Downtown Oakland Park. As such, the City is seeking to identify a developer to acquire the existing City Hall and surrounding City owned properties to redevelop the properties into retail, office, multifamily, open space and parking to activate and revitalize the Downtown area.

To achieve the desired goal of seeking a developer/development team, the City is seeking owner's representative services in the evaluation of proposals generally outlined in the tasks below.

Task 1 RFP Real Estate Advisory

- 1.1** Act as real estate advisor to the City of Oakland Park Downtown Properties RFP Evaluation Committee.
- 1.2** Assist in preparation of RFP document and marketing RFP to the finalists that are selected from the RFQ. Items to be included in RFP:

- Site Plan
- Development Concept
- Schematic Design (preliminary design drawings)
- Development Program (that MUST include):
 - Innovative Retail/Commercial Attraction Strategy
 - Public Spaces/Activation Strategy
 - Parking (development &Public



Woonerf Development
Integration of Future Train Stop
Preservation of open Space (Historic Tree (SE corner)
Greenleaf Park relocation
Affordable Housing Strategy
Sustainable Elements
Development Approach
Development Timeline

1.3 Participate in RFP Procurement and Evaluation Committee Meetings.

1.4 Assist in reviewing all proposals once submitted to determine if they meet the requirements stated in the RFP and achieves the goals established with the City.

1.5 For all proposals that meet the requirements, our team will provide market analysis of the proposals.

1.6 Attend all required meetings of the City and City Commission Meetings.

Deliverable 1 Related to Task 1

1. Updated marketing materials for the launch of the RFP.
2. A comprehensive review matrix and any market feasibility analysis requested by the Evaluation Committee for all qualified proposals based on the criteria listed in the RFP.

Task 2 Development Agreement Negotiations

2.1 Participate in development agreement negotiations with selected firm(s) and assist in the negotiations of the required documents necessary for council action including, but not limited to, the Purchase and Sale Agreement, Development Agreement, and the Master/Ground lease, as applicable.

2.2 Attend all required negotiation meetings.

2.3 Provide real estate advisory services to the City's negotiations team requested, including written reports and analysis.

Deliverable 2 Related to Task 2

An executed and completed Developer Agreement, Ground lease and Purchase/Sale contract (as required) with all the specific terms and conditions sufficiently detailed so a final document can be presented to City Council for action.



Professional Fees

Task 1 - A flat, lump sum fee due Colliers International upon completion of Task 1 shall be twenty-five thousand dollars (\$25,000) dollars which shall be payable 100% within thirty (30) days upon the completion of the RFP Evaluation.

Task 2 - A flat, lump sum fee (not to exceed) due Colliers International upon completion of Task 2 shall be thirty-seven thousand and five hundred dollars (\$37,500) dollars which shall be payable within thirty (30) days upon the completion of the Development Agreement Negotiations and /or Cease of Negotiations by the City with any of the three firms.

The fee above includes client calls and emails as needed discussing deliverables status followed by a one-week post-delivery comment period for modifications/clarifications on materials presented within the scope described above. Colliers will also be available to meet with and discuss report with both the City Manager and Team and City Council as required



Terms and Conditions

The attached Terms and Conditions are deemed a part of this Agreement as though set forth in full herein. To meet the timeline described herein, please sign and return an executed copy of this agreement within the next ten (10) days.

City of Oakland Park, agree to the above stated terms and authorize Colliers International Florida, LLC to provide Owner's Representative Services for Downtown Properties for City of Oakland Park.

City of Oakland Park

Date:

Respectfully,

A handwritten signature in black ink, appearing to read "Ken Krasnow", written over a horizontal line.

Ken Krasnow, Vice Chairman, Institutional Investor Services

Colliers International Florida, LLC