



CITY OF OAKLAND PARK
3650 NE 12th Avenue
Oakland Park, FL 33334

AGREEMENT FOR CONSULTING SERVICES

THIS IS AN AGREEMENT made and entered into this ___ day of _____, 2022 by and between:

The CITY OF OAKLAND PARK, a municipal corporation of the State of Florida, hereinafter referred to as "CITY" and **COLLIERS INTERNATIONAL FLORIDA, LLC**, a Limited Liability Company authorized to conduct business in the State of Florida, hereinafter referred to as "CONSULTANT." CITY and CONSULTANT may hereinafter be collectively referred to as the "Parties".

W I T N E S S E T H:

WHEREAS, CITY desires to engage the services of CONSULTANT to provide Real Estate Technical Advisory and Owner's Representative Services related to CITY's Downtown Properties Projects.

WHEREAS, the Parties hereto have agreed upon a Scope of Services for work to be performed hereunder by the CONSULTANT and attached hereto and made a part hereof as Exhibit "A";

NOW THEREFORE, in consideration of the promises, the mutual covenants, conditions, provisions and undertakings herein contained, and for other good and valuable considerations, the Parties do mutually covenant and agree with each other as follows:

ARTICLE I
COMPENSATION

1.1 The CITY agrees to employ the CONSULTANT for the dates and times hereinafter referred to, consistent with applicable, professional and ethical requirements imposed upon the CITY, existing Rules, or existing agreements as they may be amended from time to time.

1.2 The CITY agrees to pay and to compensate the CONSULTANT consistent with the terms, conditions and provisions set forth on Exhibit "A", attached hereto and made a specific part hereof.

1.3 The CITY shall reimburse the CONSULTANT for actual expenses incurred that are directly related to the CONSULTANT'S performance under and pursuant to this Agreement, but in no event at rates or in amounts in excess of those rates/charges set forth in Chapter 112, Florida Statutes, as amended from time to time.

1.4 All payments shall be governed by the Local Government Prompt Payment Act as set forth in Part VII, Chapter 218, Florida Statutes, as may be amended from time to time. Payment shall be made to the CONSULTANT at:

CONSULTANT

COLLIERS INTERNATIONAL FLORIDA, LLC
200 East Broward Blvd., Suite 120
Fort Lauderdale, FL 33301

1.5 Both the CITY and the CONSULTANT agree that the CONSULTANT shall at all times act as an independent contractor in the performance of his duties under this Agreement, provided however, that he shall represent the CITY and identify himself in the performance of his duties set forth on Exhibit "A". In no event, however, shall the CONSULTANT be considered an

employee of the CITY. Accordingly, the CONSULTANT shall be responsible for the payment of all taxes arising out of his activities in accordance with this Agreement including, by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required of a CONSULTANT performing such services. CONSULTANT shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT, which policies of CONSULTANT shall not conflict with CITY, State or United States policies, rules or regulations relating to the use of CONSULTANT's funds provided for herein. The CONSULTANT agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONSULTANT and the CITY and the CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE II

TERM AND CANCELLATION

2.1 This Agreement shall commence upon execution and shall terminate upon completion of the engagement. To the extent that the CONSULTANT has been directed by the CITY to perform services hereunder, prior to the execution hereof by the City Manager, then, in that event, Exhibit "A" shall reflect such total compensation as may be earned and payable to the CONSULTANT in accordance with Exhibit "A".

2.2 It is anticipated that the CONSULTANT shall fulfill its obligations under this Agreement with concentrations of time which may vary from day to day, or week to week.

2.3 Either party may cancel this Agreement on not less than ninety (90) days notice to the other party in writing, by certified mail, personal delivery or facsimile transfer. In the event of cancellation by the CITY, the CITY shall still be responsible for payment for services rendered and reasonable costs incurred to date. In the event of a cancellation by the CONSULTANT, the amount owed by CITY shall be prorated to reflect the amount of services actually received.

ARTICLE III

GENERAL PROVISIONS

3.1 It is understood and agreed that this Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and that the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

3.2 It is further agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and with equal dignity herewith.

3.3 This document may be executed in counterparts each of which shall be deemed to be a duplicate original.

3.4 This Agreement is executed and is to be performed in the State of Florida, and shall be governed by and construed in accordance with the laws of the State of Florida.

3.5 In connection with any conflict arising out of this Agreement, the Parties hereto agree to mediate the dispute prior to instituting any litigation in connection with this Agreement. The mediator shall be an individual agreed to by all parties. All costs of mediation shall be shared equally by the parties and the mediation shall be initiated within thirty (30) days of the conflict being expressed in writing by either party. In the event of litigation arising out of this Agreement, including any administration, trial level, or appellate proceedings, the prevailing party shall be entitled to recover all costs incurred, including a reasonable attorney's fee and paralegal costs.

3.6 If any clause, section or other part or application of this Agreement shall be held by any Court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

3.7 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, or by facsimile transmission with certification of transmission to the receiving party, addressed to the following individuals:

CITY: City of Oakland Park, Florida
David Hebert, City Manager
3650 NE 12th Avenue
Oakland Park, FL 33334

COPY TO: Donald J. Doody, City Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
Telephone: (954) 771-4500
FAX: (954) 771-4923

CONSULTANT: Colliers International Florida, LLC
Ken Krasnow, Vice Chairman, Institutional Investor Services
200 East Broward Blvd., Suite 120
Fort Lauderdale, FL 33301

3.8 Indemnification. The CONSULTANT agrees to indemnify and save CITY, its public officials, agents, servants and employees harmless from and against any and all claims arising out of or in any way connected with the willful misconduct or negligence of the contractor, or its employees, to protect the CITY and its interests from such actions of the CONSULTANT or its sub-contractors. CONSULTANT further agrees to reimburse CITY for any and all court costs and other expenses, including reasonable attorney's fees incurred by CITY in defending any action, at both the trial and appellate levels, including paralegal expenses associated therewith, brought

against CITY for injury or damage claimed to have been suffered as a result of or in any way connected with CONSULTANT's willful misconduct or negligence or that of its employees.

3.9 Governing Law; Venue. This Agreement is executed and is to be performed in the State of Florida and shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any legal proceeding commenced with respect to the performance of the Parties' obligations pursuant to this Agreement shall be in a court of competent jurisdiction located in Broward County, Florida.

3.10 Public Records. The CITY is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law. Specifically, the CONSULTANT shall:

- 3.10.1 Keep and maintain public records required by the CITY to perform the service;
- 3.10.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat., or as otherwise provided by law;
- 3.10.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and, following completion of the Agreement, CONSULTANT shall destroy all copies of such confidential and exempt records remaining in its possession after the CONSULTANT transfers the records in its possession to the CITY; and
- 3.10.4 Upon completion of the Agreement, CONSULTANT shall transfer to the CITY, at no cost to the CITY, all public records in CONSULTANT's possession. All records stored electronically by the CONSULTANT must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.
- 3.10.5 The failure of CONSULTANT to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement, for which CITY may terminate the Agreement in accordance with the terms set forth herein.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE
APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE
CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING
TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC
RECORDS AT:**

**RENEE M SHROUT, CMC
CITY CLERK
CITY OF OAKLAND PARK
3650 NE 12 AVENUE
OAKLAND PARK, FL 33334
954-630-4298
RENEES@OAKLANDPARKFL.GOV**

3.11 Scrutinized Companies. CONSULTANT certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONSULTANT agrees to observe the requirements of Section 287.135, F.S. for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the CITY may immediately terminate this Agreement for cause if the CONSULTANT, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of this Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

3.12 Non-Discrimination & Equal Opportunity Employment. During the performance of this Agreement, neither CONSULTANT nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONSULTANT will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if

qualified. Such actions must include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. CONSULTANT shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONSULTANT further agrees that he/she/it will ensure that all subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

3.13 Ethics and Conflict of Interest. CONSULTANT shall avoid all conflicts of interests, as well as appearances of conflicts of interests, throughout the term of this Agreement. CONSULTANT shall not at any time during the term of this Agreement represent any party seeking approvals, permits, or licenses, of any kind from the City. Nothing set forth in this Agreement shall preclude or limit CONSULTANT's ability to engage in outside work or employment which is not in conflict with the duties and responsibilities set forth herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates of each signature.

ATTEST

CITY OF OAKLAND PARK

RENEE SHROUT, CITY CLERK

DAVID HEBERT, CITY MANAGER

(SEAL)

I APPROVE THIS AGREEMENT
AS TO FORM:

DONALD J. DOODY,
CITY ATTORNEY

WITNESSES:

CONSULTANT: _____

COLLIERS INTERNATIONAL FLORIDA, LLC



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

October 14, 2021

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 light blue horizontal line.

Ken Krasnow, Vice Chairman, Institutional Investor Services

Colliers International Florida, LLC