



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

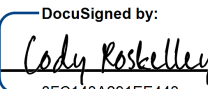
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with CBRE, Inc. for Real Estate Brokerage Services

**2. Date of Board Meeting:** May 18, 2021


**3. Proposed Board Resolution:**


**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions to enter into a contract with CBRE, Inc. for Real Estate Brokerage Services, pursuant to the memorandum dated May 4, 2021, from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 5/14/2021  
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**5. Statement regarding availability of funds by V.P. of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source    n/a

**VP of FO Approval**    Signature     Date: \_\_\_\_\_  
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**6. Approval of President & CEO**  
Signature     Date: 5/14/2021  
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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VP REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CBRE, INC. FOR REAL ESTATE BROKERAGE SERVICES  
**DATE:** MAY 4, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Interim President & CEO or designee to negotiate, execute, and make necessary changes and corrections and take such actions to enter into a contract with CBRE, Inc. for Real Estate Brokerage Services.

**BACKGROUND**

Although the Houston Housing Authority is a long-term holder of Affordable Housing Assets, there are occasions when it is in the best interest of the Housing Authority to dispose of an asset and redeploy the capital into other assets. A Brokerage Company like CBRE, Inc. can reach a large audience of potential buyers. For this reason, it is the reason for procuring Brokerage Services.

**ADVERTISEMENT**

In January of 2021, HHA's Procurement Department issued a legal notice advertising RFP 21-07 Real Estate Brokerage Services ("RFP 21-07") in the Houston Chronicle, Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "RFP 21-07" on the website of HHA's Procurement Department, interested parties were also able to access "RFP 21-07" by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

HHA's Procurement Department also sent e-mails announcing the existence of "RFP 21-07" to Real Estate Firms on HHA's Bidder's List, and to the Chairperson of the Houston Black Real Estate Association (HBREA) who agreed to disseminate "RFP 21-07" to its members.

**EVALUATION PROCESS**

All responses to “RFP 21-07” received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Firm’s history, resources and capability to perform the required work, and the ability to market the property to a board range of perspective Buyers at the local, regional, and National levels.	20
Qualifications and experience of assigned personnel	20
Total Fee(s) for Brokerage Services	20
Project planning, methodology/strategy to accomplish task	15
M/WBE Participation	15
Partnership	5
Section 3 Participation	5
<b>Total Score</b>	<b>100</b>

On March 5, 2021 HHA’s Procurement Department opened the following sealed proposals that were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	CBRE, Inc.	N/A	95
2	Transwestern Commercial Services, LLC	N/A	90
3	Limestone Commercial Real Estate	WBE	81
4	George E Johnson Properties, LLC	M/WBE	80
5	The Randle Team, LLC	M/WBE	78
6	Womack Development and Investment Realtors	MBE	77
7	Ryland Enterprise, Inc. dba ARVO Realty Advisors	MBE	73
8	KBH Signature Realty Group	M/WBE	67

The Evaluation Committee consisted of Cody Roskelley, Vice President of REID, Bill Bryant, Energy Manager, and Alan Isa, Policy Analyst.

**DESCRIPTION OF CBRE, INC.**

CBRE, Inc. is the world’s largest commercial real estate services and investment firm, with 2019 revenues of \$23.9 billion. They have been included on the Fortune 500 since 2008, currently ranking #128. They have been in business since 1906. As investors, they provide capital markets (property sales, mortgage origination, sales, and servicing), leasing, investment management, property management, valuation, and development services, among others. CBRE, Inc. has been recognized for its leadership, including:

- Named one of Fortune’s “Most Admired Companies” for eight years in a row, including being ranked number one in the real estate sector for two consecutive years
- Voted the industry’s top brand by the Lipsey Company for 19 consecutive years (including 2020)

- *Rated a World's Most Ethical Company* by the Ethisphere Institute for seven consecutive years (including 2020)
- *Recognized for our environmental sustainability* activities through inclusion in the Dow Jones World Sustainability Index
- *Recognized for fostering careers opportunities for women through inclusion in the Bloomberg Gender Equality Index*

CBRE, Inc. has partnered with John L. Guess III of The Guess Group, Inc., a luminary of Houston's commercial real estate community and a long-time collaborator with CBRE, Inc. CBRE, Inc. commits to a 30% contract share with The Guess Group to meet HHA's Minority Business Goals and access the best talent in the market.

Additionally, CBRE, Inc. has agreed to contribute to the Section 3 Self-Sufficiency Compliance Fund.

CBRE, Inc. is not on the HUD Debarment List.

#### **RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions to enter into a contract with CBRE, Inc. for Real Estate Brokerage Services, pursuant to the memorandum dated May 4, 2021, from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO.