



General Services Agency

COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

LARRY MICARI
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: June 29, 2021- **REVISED**

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	Yes

CONTACT PERSON: Maria Benavides-Lopez PHONE: 5592051124

SUBJECT: Amendment to Agreement No. 29350 for Real Estate Brokerage Services

REQUEST(S):

That the Board of Supervisors:

1. Approve an Amendment to Agreement No. 29350 with MD Graham and Associates, Inc., to provide real estate brokerage services to the County for the period of July 1, 2021 to June 30, 2022. This Amendment includes authority for MD Graham and Associates, Inc. to acquire and be reimbursed for professional services in an amount not to exceed \$10,000 with prior written approval from the General Services Agency.
2. Authorize the Chair of the Board to sign the Amendment to Agreement.

SUMMARY:

In December 2017, the Board authorized the General Services Agency (GSA) to retain a commercial real estate listing agent for approximately 20,000 square feet of vacant office space at the Tulare-Akers Professional Center, located at 5300 W. Tulare Ave., Visalia, CA. This was part of a larger Property Management initiative to find a higher and better use for underutilized County properties.

In May 2018, GSA requested written proposals from real estate brokerage firms with the experience and capacity to assist the County with specific assignments related to brokerage services. Services included representing the County's interest in marketing, negotiating leases and sales, as well as other real estate consultation services requested by the GSA Property Management Division. Four proposals were received, and after review by GSA staff, MD Graham and Associates (Graham) was awarded the contract by the Board on August 28, 2018. The Agreement called for an initial one (1) year term,

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effective September 1, 2018 through June 30, 2019. The contract also stipulated two (2), one-year options for renewal by written consent of either party.

In August 2019 Tulare County Agreement No. 29350 was approved by the Board extending Graham's contract for a term of one (1) year, effective July 1, 2019 through June 30, 2020 with one (1), one (1) year renewal term by amendment. The Agreement was extended by the Board on May 5, 2020 effective July 1, 2020 through June 30, 2021, identified as Tulare County Agreement No. 29350-A.

As Tulare County Agreement No. 29350-A was due to expire in June 2021, GSA requested written proposals from real estate brokerage firms. Proposals were submitted by two firms. After consideration by a review team comprised of GSA staff, Graham received the highest overall score based upon the Best Value procurement practice. Best Value considers a combination of qualification, experience, and price. A summary of scores for both vendors is included as Exhibit 1.

The proposed amendment would extend the term with Graham is for one (1) year, effective July 1, 2021 and expiring on June 30, 2022 with two (2), one (1) year options for renewal by mutual written consent. Further, with County's prior written consent, Graham is authorized to hire contractors, such as architects, to assist Graham and County with enhancing the marketability of County owned properties with County reimbursing Graham for those costs. This Amendment includes authority for Graham to acquire and be reimbursed for professional services including but not limited to architectural, engineering, and contracting services in an amount not to exceed \$10,000 with prior written approval from the General Services Agency. All other terms and conditions of Tulare County Agreement No. 29350 will remain in full force and effect.

FISCAL IMPACT/FINANCING:

Real estate brokerage services will be paid as a percentage of commission related to various real estate activities requested by the County, as listed in Exhibit A of the proposed agreement. Graham provides consultation services to the County at no cost. There is no Net County Cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance initiative. The Board's approval of the real estate brokerage services agreement helps fulfill this initiative by broadening the County's capacity to maximize the value of underutilized County properties.

ADMINISTRATIVE SIGN-OFF:

/s/Brooke Sisk

Brooke Sisk
General Services Agency Director

Cc: County Administrative Office

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Attachments: Exhibit 1- Score Sheet
Second Amendment to Tulare County Agreement No. 29350