

## MEMORANDUM

MAY 16, 2013

**TO:** BOSTON REDEVELOPMENT AUTHORITY AND  
PETER MEADE, DIRECTOR

**FROM:** LAWRENCE MAMMOLI, DIRECTOR OF ENGINEERING AND  
FACILITIES MANAGEMENT  
DENNIS DAVIS, DEPUTY DIRECTOR INDUSTRIAL DEVELOPMENT  
AND COMMERCIAL LEASING

**SUBJECT:** AUTHORIZATION TO ESTABLISH A SHORT LIST OF CONSULTANTS  
AND TO ENTER INTO CONTRACTS FOR REAL ESTATE APPRAISAL,  
BROKERAGE AND CONSULTING SERVICES IN CONFORMANCE  
WITH A REQUEST FOR PROPOSALS ISSUED IN MARCH 2013

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**SUMMARY:** This Memorandum requests authorization to establish a short list of consultants and for the Director to enter into contracts for real estate appraisal, brokerage, and consulting services to support staff disciplines in conformance with a Request for Proposals issued in March 2013.

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### **BACKGROUND**

In November 2012, the Boston Redevelopment Authority ("BRA") authorized the issuance of a Request for Proposal ("RFP") to solicit expertise in three disciplines: (1) real estate appraisal, (2) real estate commercial brokerage, and (3) real estate consulting.

It is anticipated that as the economy continues to recover and market demand for hotels and other real estate specialties increases, the BRA will issue RFPs for the development of additional parcels of land and continue to lease improved real estate to commercial tenants.

The BRA has a fiduciary responsibility to garner fair market value for the highest and best use of its real property assets. "Highest and Best Use" is defined as "the reasonable probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and results in the highest value".

Consistent with MGL Chapter 30B, BRA issued the RFP in March 2013 and all responses were due on or before May 6, 2013.

Staff is recommending the following consultants be short listed and utilized at the discretion of the Director and on an as-needed basis only for fees consistent with the ranges expressed in this memorandum to support staff disciplines and to assist the BRA in making optimum real estate decisions based on current and future market conditions.

Potential services include but are not limited to the following:

**Appraisal**

Disposition pricing of agency land and buildings, air rights acquisitions for development projects, land assemblage valuations, lease appraisal, and easement valuation.

Recommended Firms:

Richard Mario A. Leslie, MAI  
Boston Property Advisors  
James J. Czupryna, ASA  
CB Richard Ellis – N.E. Partners  
Leggat McCall & Werner Appraisal and Consulting Co., Inc  
Colliers International  
Cushman & Wakefield of Massachusetts, Inc.

**Brokerage**

Assist in identifying new tenants for agency properties, negotiating competitive leases, creating optimal disposition strategies, marketing select high profile properties, establishing competitive real estate commission policies.

Recommended Firms:

CB Richard Ellis – N.E. Partners  
Colliers International  
Boston Realty Advisors

**Consulting**

Analyze, benchmark, and supply market data to support real estate transactions.  
Prepare economic analysis of alternative options.

Recommended Firms:

CB Richard Ellis – N.E. Partners  
Colliers International  
Real Estate Fiduciary Services

## **FEE RANGE**

Fees will vary based on the complexity of the assignment but will fall within the following ranges:

Appraisal: \$2,500 to \$19,999 per assignment.

Brokerage: No higher than 6% of the proposed transaction value or \$1.50 per square foot per year leased.

Consulting: Principal:	\$225 to \$425 per hour
Associate:	\$135 to \$275 per hour
Administrative:	\$ 85 to \$100 per hour

An appropriate vote follows:

**VOTED:** The Director is authorized on behalf of the Boston Redevelopment Authority ("BRA") to execute with recommended firms, consistent with the fees set forth in the Board Memorandum of this date, all appropriate documents to procure on an as-needed basis real estate appraisal, brokerage, and consulting services to provide economic analysis of proposed development projects and to assist in the analysis, appraisal, marketing, disposition or leasing of BRA owned real estate.