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OFFICE OF THE CITY MANAGER

LTC # 291-2009

LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: October 26, 2009

SUBJECT: **EVALUATION COMMITTEE FOR REQUEST FOR QUALIFICATIONS (RFQ) NO. 63-08/09, FOR REAL ESTATE BROKER TO SERVICE LEASEABLE CITY OWNED PROPERTIES.**

The purpose of this LTC is to update the Mayor and City Commission on Request for Qualifications (RFQ) No. 63-08/09, For Real Estate Broker to Service Leaseable City owned Properties. To provide real estate services including, but not limited to, bids to procure tenants and negotiate new leases for both retail space(s) and office space(s) in City-owned facilities.

I am considering appointing the following individuals to serve on the Evaluation Committee on the above subject RFQ:

- Anna Parekh, Director, Office of Real Estate, Housing & Community Development
- Steve Nostrand, Executive Vice President, Colliers, Abood et al.
- Tamra Sheffman, Owner Broker, Royal Palm Realty
- Kevin Crowder, Division Director, Economic Development
- Suzanne Hollander, Realtor/Attorney, Prestige International, Leadership Graduate
- Francesco D'Ulisse, Realtor, Keller Williams Realty, Leadership Graduate

I would appreciate your comments and/or suggestions by October 30, 2009.

Thank you,

c: Gus Lopez, Procurement Director

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