



***Austin Transit Partnership Board of Directors Resolution***

***Meeting Date: 6/16/2021***

***ATP-2021-017***

***of Task Order with CBRE for Leased Space Services***

**SUBJECT:** Approval of a resolution authorizing the Executive Director, or his designee, to negotiate and execute a task order with CBRE, Inc. ("CBRE") pursuant to the terms of that certain Contract between the Austin Transit Partnership ("ATP") and CBRE for Real Estate Advisory & Transaction Services Supporting Implementation of Project Connect (the "CBRE Contract") in an amount not to exceed four million seven hundred and fifty thousand dollars (\$4,750,000) for CBRE to provide certain owner representative services, including remodeling, finish-out and equipping of administrative lease space (the "Task Order").

**FISCAL IMPACT:** See Executive Summary for further explanation.

**BUSINESS CASE:** ATP will benefit from CBRE providing owner representative services with respect to its administrative lease space, by leveraging CBRE's existing relationships, economies of scale, experience and expertise to provide turnkey office space for ATP in a timely manner.

**EXECUTIVE SUMMARY:** In February, the Board authorized ATP to enter into a Master Cooperative Purchasing Agreement (the "Co-Op Agreement") with the City of Austin, Capital Metropolitan Transportation Authority and Travis County to leverage certain of those agencies' existing contracts to assist ATP in standing up the organization, including to meet its administrative space requirements.

On March 4, 2021, ATP entered into the Co-Op Agreement, and on April 14, 2021, ATP executed the CBRE Contract for certain services, including the services contemplated in the Task Order.

The Task Order amount will not exceed four million seven hundred and fifty thousand dollars (\$4,750,000) and will require CBRE to serve as ATP's owner's representative and ensure that, upon execution of the applicable lease, (i) the leased premises at 203 Colorado is remodeled and equipped to fit the needs of the organization within a reasonable timeframe; and (ii) that the leased premises at 301 Congress is equipped to meet ATP's immediate needs. As owner's rep, CBRE will competitively source the goods and services necessary to remodel, furnish and equip the lease spaces for ATP to occupy. Approximately \$2,000,000 of these costs will be expended in the current Fiscal Year and are available in the FY2020-21 Approved Budget. Funding for the remainder of the Task Order costs will be included in the FY2021-22 budget.

**RESPONSIBLE DEPARTMENT:** Finance

**PROCUREMENT SUMMARY:** Does not apply.

**RESOLUTION  
OF THE  
AUSTIN TRANSIT PARTNERSHIP  
BOARD OF DIRECTORS**

STATE OF TEXAS

**Resolution ID:  
ATP-2021-017**

COUNTY OF TRAVIS

***Approval of Task Order with CBRE for Leased Space Services***

**WHEREAS**, the Austin Transit Partnership Board of Directors (the “Board”) recognizes that, as the organization grows, it has certain administrative space requirements necessary for efficient operation and to meet the mission of the Austin Transit Partnership (“ATP”) to implement Project Connect; and

**WHEREAS**, the Board authorized ATP to enter into a Master Cooperative Purchasing Agreement (the “Co-Op Agreement”) with the City of Austin, Capital Metropolitan Transportation Authority and Travis County to enable ATP to leverage certain of those agencies’ existing contracts to assist ATP in standing up the organization, including to meet its administrative space requirements; and

**WHEREAS**, ATP subsequently entered into the Co-Op Agreement on March 4, 2021 and, in accordance with its terms, a separate contract with CBRE, Inc. on April 14, 2021 for real estate advisory services, owner’s representation services, including lease negotiation and space build out services, and other related services (the “CBRE Contract”); and

**NOW, THEREFORE, BE IT RESOLVED** by the Austin Transit Partnership Board of Directors that the Executive Director, or his designee, is authorized to negotiate and execute a task order pursuant to the terms of the CBRE Contract to authorize CBRE, Inc. to provide certain owner representative services, including remodeling, finish-out and equipping of administrative lease space for an amount not to exceed four million seven hundred and fifty thousand dollars (\$4,750,000).

\_\_\_\_\_  
**Casey Burack**  
**Secretary of the Board**

**Date:** \_\_\_\_\_

