

**Bay Area Headquarters Authority  
(BAHA)**

**July 24, 2024**

**Agenda Item 4a.ii. - 24-0717**

**Contract Amendment – Real Estate Brokerage Services: Cushman & Wakefield of California, Inc. (\$2,250,000)**

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**Subject:**

Authorization to negotiate and enter into a contract amendment to extend the contract through June 30, 2027 and add an amount not to exceed \$2,250,000, with Cushman & Wakefield of California, Inc. (“Cushman Wakefield”) for real estate brokerage services for the marketing and leasing of office and retail space at 375 Beale Street, San Francisco (Bay Area Metro Center (BAMC)).

**Background:**

In July 2021, this Authority authorized a contract with Cushman Wakefield for real estate brokerage services.

The contract included terms and conditions for the payment of commissions to Cushman Wakefield, other cooperating brokers, and for other agreed upon expenses related to the marketing of BAMC.

Under this proposed contract amendment, the commission rates noted above will be adjusted to current market rates and the contract will be extended from July 1, 2024, through June 30, 2027, to allow CW to continue to utilize their substantial experience marketing and leasing buildings to provide real estate brokerage services, develop a vision and strategy to retain and attract tenants.

Funding of \$750,000 is budgeted in the FY 2024-25 Capital budget and \$750,000 per FY year is subject to the approval of the FY 2025-26 and FY 2026-27 BAHA Capital budgets.

BAHA is utilizing a procurement by U.S. General Services Administration Multiple Award Schedule (MAS), which awarded Contract #47QRAA19D0090 to Cushman Wakefield. This procurement satisfies the Bay Area Headquarters Authority’s (BAHA’s) competitive procurement requirements for this proposed contract amendment.

Cushman Wakefield is not a small business enterprise or a disadvantaged business enterprise.

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**Issues:**

None.

**Recommendation:**

Staff recommends that the Authority authorize the Executive Director to negotiate and enter into a contract amendment in an amount not to exceed \$2,250,000 for a new contract not to exceed amount of \$3,450,000 for real estate brokerage services through June 30, 2027, at BAMC, located at 375 Beale Street, San Francisco, CA.

**Attachments:**

Request for Committee Approval – Summary of Proposed Contract

DocuSigned by:  
*Nick Roethel*  
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Nick Roethel

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**REQUEST FOR COMMITTEE APPROVAL**

**Summary of Proposed Purchase Order (PO) Contract**

Work Item No.: 9130

Consultant: Cushman & Wakefield of California, Inc.  
San Francisco, CA

Work Project Title: Real Estate Brokerage Services

Purpose of Project: Provide for real estate brokerage services at 375 Beale Street

Brief Scope of Work: Provide for real estate brokerage services for the marketing and leasing of office and retail space at 375 Beale Street, San Francisco (Bay Area Metro Center).

Project Cost Not to Exceed: \$2,250,000 this amendment  
\$1,200,000 original contract  
\$3,450,000 new Contract not to exceed amount

Funding Source: \$750,000 included in BAHA FY 2024-25 Capital Budget.  
Funding of \$750,000 is subject to approval of FY 2025-26 and 2026-27.

Fiscal Impact: Funding is included in the FY 2024-25 BAHA Capital Budget.

Motion by Authority: That the Executive Director is authorized to negotiate and enter into a contract amendment in an amount not to exceed \$2,250,000 with Cushman & Wakefield of California, Inc. for real estate brokerage services as described above and in the BAHA Summary Sheet dated July 24, 2024, and the Chief Fiscal Officer (CFO) is directed to set aside funds in the amount of \$2,250,000 for such contract amendment.

BAHA Chair:

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Alfredo Pedroza, Chair

Approved:

Date: July 24, 2024