

Subject: Approval of a resolution authorizing the Executive Director or their designee to negotiate and execute an agreement with CBRE, Inc. to provide certain owner representative services, including finish-out and improvements and equipping of lease space at 100 Congress Avenue, Austin, Texas in an amount not to exceed \$15,000,000.

Fiscal Impact: Funding for this contract is included in Fiscal Year 2025-26 Budget as amended by Austin Transit Partnership (“ATP”) Board at its April 15, 2026 Board Meeting (Action Item 3.4). ATP expects to receive a reimbursement of approximately \$6,704,880 for the tenant improvements made to the lease space under this contract.

Executive Summary: ATP currently occupies administrative office space at 203 Colorado Street under a sublease arrangement originally approved by the Austin Transit Partnership (“ATP”) Board in Resolution No. ATP-2021-017.

As the Austin Light Rail project continues to advance, ATP will need additional administrative office space to accommodate co-located workplace arrangements with its design and construction partners, its delivery partner, and other third parties supporting Austin Light Rail. ATP has identified suitable administrative office space of approximately 51,576 square feet located at 100 Congress Avenue, Austin, Texas, which can accommodate these needs. Board authorization to approve the lease of that space is presented as Item 3.2 on the April 15, 2026, Board agenda.

In Resolution ATP-2021-007, the Board authorized ATP to enter into a cooperative purchasing agreement with local government entities, which allows ATP to expedite the procurement of various support services. In accord with authority arising from that cooperative agreement, this Resolution seeks Board approval to execute an agreement with CBRE, Inc. (“CBRE”) to provide owner representative services needed for the remodeling design, build-out, finish-out, and equipping of the administrative office lease space located at 100 Congress Avenue. The contract amount will not exceed \$15,000,000 and will require CBRE to serve as ATP’s owner’s representative and ensure that, upon execution of the approved lease, the leased premises at 100 Congress Avenue is remodeled and equipped to fit ATP’s office space needs. The terms of the proposed lease agreement in Item 3.2 on the Board agenda provide that the landlord will reimburse ATP for approximately \$6,704,880 of the leasehold improvements made under the CBRE contract.

As owner’s representative, CBRE will competitively source the goods and services necessary to remodel, furnish, and equip the lease space for ATP and its project partners, and will manage and direct those activities.



**Austin Transit
Partnership**

Procurement Summary: Does not apply.

Disadvantaged Business Enterprise Program Summary: Does not apply.



**Austin Transit
Partnership**

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

STATE OF TEXAS
COUNTY OF TRAVIS

ATP-2026-012

WHEREAS, the Austin Transit Partnership (“ATP”) Board of Directors recognizes that in light of increasing levels of project activity and the awards of its major procurement contracts, ATP will require additional administrative office space for the efficient operation of the next phases of Austin Light Rail;

WHEREAS, ATP previously entered into a cooperative purchasing agreement with the City of Austin, Capital Metropolitan Transportation Authority, and Travis County, as authorized in Resolution ATP-2021-007, to enable ATP to leverage certain of those agencies’ existing contracts to assist ATP in its own contract processes, including contracting to meet its administrative office space requirements; and

WHEREAS, ATP has identified administrative office space located at 100 Congress Avenue, Austin, Texas that is satisfactory to meet its expanded future space requirements resulting from the continued progress of the Austin Light Rail project; and

WHEREAS, by separate Resolution the Board authorized the Executive Director or their designee to negotiate and execute a lease agreement for the administrative office space located at 100 Congress Avenue; and

WHEREAS, ATP has identified CBRE, Inc. as a 3rd party contractor capable and experienced in providing owner’s representation services, including tenant finish-out and improvements and equipping to meet ATP’s requirements at the 100 Congress Avenue location;

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the Executive Director or their designee to negotiate and execute an agreement with CBRE, Inc. to provide certain owner representative services, including tenant finish-out and improvements and equipping of lease space at 100 Congress Avenue, Austin, Texas, for an amount not to exceed \$15,000,000.00.

Lee Crawford
Secretary of the Board

Date