



REQUEST FOR PROPOSALS

REAL ESTATE SERVICES

(RFP # 2021 – 02)

ISSUE DATE:

Monday April 5th, 2021

DEADLINE FOR ENQUIRIES/CLARIFICATION:

Monday April 19th, 2021

PROPOSAL SUBMISSION DEADLINE:

Friday May 7th, 2021 at 4:00 pm (local time)

RETURN TO:

Town of Fort Macleod
Box 1420
Fort Macleod, AB
T0L 0Z0
GR Davis Administration Office
410 20th Street
www.fortmacleod.com

CONTACT PERSON:

Sue Keenan
Chief Administrative Officer
Phone: (403) 553-4425
s.keenan@fortmacleod.com

THE TOWN OF FORT MACLEOD

NOTICE OF REQUEST FOR PROPOSAL

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SUMMARY AND BACKGROUND

It is in the best interest of the Town of Fort Macleod to procure the services of a local realtor who has appropriate sales experience and marketing awareness to sell Town owned properties for residential and potentially industrial/commercial endeavors. Securing real estate services will reduce the burden on municipal and legal staff, will provide consistency to the process of divesting lands and will ensure that municipal land assets are being utilized most effectively. It will also ensure value for taxpayers' dollars by providing efficient and timely marketing and transactions.

PROPOSAL SUBMISSION REQUIREMENTS

SCOPE

The Town of fort Macleod has recently identified new parcels of land suitable for resale and is now seeking the services of an experienced and proven realtor to:

- List and sell these parcels of land;
- Provide an opinion of value;
- Develop and implement marketing strategies to ensure the properties receive the greatest and most appropriate exposure;
- Provide a written report for the CAO on each property, outlining the preferred option, and
- Other services associated with the listing and selling of properties.

A schedule of properties is included in the Proposal and provides information regarding the lands and possible development. (Schedule A: 9th Street Residential Properties)

The Town intends to enter into an agreement with the selected realtor allowing them to become the Town's agent for the sale of lands identified by the Town in its sole discretion.

DISCLAIMER

The Town of Fort Macleod reserves the right to accept a property sale price at lower than fair market value based on the economic benefits the property sale will provide for the Town. In accordance with Alberta's Municipal Government Act.

INFORMATION REQUESTED IN THE PROPOSAL FORM

The following information shall be included in the Proposal. Note: Consideration should also be given to the additional requirements outlined under the General Terms and Conditions. Please feel free to attach additional pages (clearly labeled) to this form if more space is required.

PROPOSAL SUBMISSION FOR THE SUPPLY OF REALTOR'S SERVICES

1. REALTY FEES

Prices should be stated in the form of a percentage of the agreed sale price of each parcel advertised and be competitive.

Prices shall be considered firm for the length of any agreement which might be entered into as a result of this request. Total realty fees and all other fees associated with a potential service agreement must be identified and broken down in the submission.

Proposals should include the cost of any incidentals including but not limited to advertising, office and overhead costs including telephone, supplies, and duplicating and travel costs.

2. EXPERIENCE

Proposals should include examples of similar properties which have been successfully marketed and sold by office during the past 12 months.

Proposals should also outline the experience and qualifications of the broker of record/principal and any other personnel who will be directly involved in the listing and sale process.

3. METHODOLOGY

Proposals should include a description of the methods which will be employed in marketing the properties for sale. You may include information about, but not limited to:

- Multiple Listing Services (MLS)
- Open houses
- Professional and informal networks to be accessed/utilized
- Newspaper advertising (i.e. local, regional, provincial)
- Additional media (i.e. social media, newsletters)
- Proposed work schedule

4. LIST OF REFERENCES

Proposals should list other companies, organizations or individuals who might supply a reference to the level and quality of service provided by the realtor. Please supply a minimum of three (3) such references and enter them in the appropriate area in the Proposal document.

LIST OF REFERENCES CHART

NAME OF COMPANY / INDIVIDUAL	ADDRESS	PHONE NUMBER

I/We, the undersigned, herewith propose to supply realtor's services, in accordance with the specifications issued by the Town of Fort Macleod.

Name of Realtor: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Contact Name and Title: _____

Authorized Signature: _____

Date: _____

GENERAL TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

It is the intention of this request to select a vendor who can demonstrate a superior level of service, performance, and experience in selling similar assets, at a reasonable and competitive price. **The Town of Fort Macleod will be using our Standards Real Estate Sales Agreement for all transactions.**

Proposals are to be submitted to the Town of Fort Macleod on or before Friday May 7th, 2021 at 4:00 pm local time as follows;

1. One copy of the complete proposal in a sealed envelope clearly marked as follows:

Real Estate Services - RFP 2021-02

Town of Fort Macleod
410 20th Street (GR Davis Administration Office)
P.O Box 1420
Fort Macleod, AB
T0L 0Z0

Or

2. Email the complete proposal clearly marked in the subject line **Real Estate Services – RFP 2021 – 02** to s.keenan@fortmacleod.com.

PROCESS SCHEDULE

The Town of Fort Macleod intends to utilize the following schedule in completion of this process. The Town of Fort Macleod intends to utilize the following schedule in completion of this process. The Town of Fort Macleod reserves the right to amend the schedule should it be deemed necessary:

1. Issuance of RFP April 5th, 2021.
2. Deadline for Enquires/Clarification April 19th, 2021.
3. Deadline of Submission May 7th, 2021 at 4:00 pm (local time).

CLARIFICATION

Should a Proponent find discrepancies in or omissions from the proposal documents or should there be any doubt as to their meaning, inquiry should be including contact name and information. Should a correction, explanation or interpretation be necessary or desirable, a written addendum will be issued and posted on the Town of Fort Macleod website www.fortmacleod.com.

Any addenda issued during the bidding period, are part of these Proposal Documents. All inquiries and clarification shall be directed to:

Sue Keenan

Chief Administrative Officer

Phone: (403) 553-4425

s.keenan@fortmacleod.com

RESERVATIONS

The Town of Fort Macleod reserves the right to reject any and all requests for proposals for any reason whatsoever. The Town shall not be responsible for, and respondents shall not be entitled to reimbursement for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered, including the loss of profit or consequential loss, by any respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Town or by reason of any delay in the acceptance of a request for proposals.

QUALIFICATION OF PROPONENT

The Town expects that all proponents will be able to provide satisfactory evidence that they have the ability, experience, and marketing plan to enable them to execute and complete the contract successfully. The bidder must be authorized to do business in the Province of Alberta.

PROPOSAL EVALUATION CRITERIA

The Town will compare and evaluate each Proposal to determine the Proposal which is most advantageous and best overall value to the Town, using the following criteria (not listed in any order of priority):

- a) Proponent's experience and qualifications in selling similar assets and it's assigned personnel including details of formal training;
- b) Proponents' approach and methodology in providing the Services required by this RFP;
- c) Proponents' references;
- d) Quality, completeness and organization of the Proponents' Proposal submission; and
- e) Cost of services and cost of individuals performing services.

The Town reserves the right, in its sole discretion, to consider other additional criteria in the evaluation of the Proposals. The Town reserves the right to not complete a detailed evaluation of a Proposal if the Town concludes, having undertaken a preliminary review of the Proposal, that the Proponent or Proposal as compared to all the Proposals is not in contention to be the selected Proposal.

CONTRACT NEGOTIATION

The Town will negotiate a contractual agreement with the preferred proponent. If the Town is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected, and a contractual agreement developed. The Town of Fort Macleod at any time and without liability, may withdraw from negotiations with any potential proponent.

FREEDOM OF INFORMATION

The Town is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. As a result, the Town cannot guarantee that any information forwarded to the Town can be held in confidence,

Respondents must identify in their submission any information which they feel is confidential and which should remain confidential. Respondents must specify their reasons and those sections of the Act which support the confidentiality.

Confidential information must be included in a separate section of the submission. This will facilitate the ability to make other parts of the submission available to the public.

In all circumstances the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* will prevail.

SCHEDULE "A"

NEW 9TH STREET RESIDENTIAL PROPERTIES

Market value appraisal to be determined.

