



REQUEST FOR PROPOSALS  
Municipality of the County of Victoria  
REAL ESTATE BROKERAGE SERVICES  
2022-2024

Release Date: June 14, 2022

Proposals will be received no later than  
**2:00 PM AST June 30, 2022**

Municipality of the County of Victoria  
Request for Proposal - RFP MVOC062022  
Real Estate Brokerage Services

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## 1. Invitation

The Municipality of the County of Victoria (the County) is issuing a Request for Proposals (RFP) to interested parties for Commercial Real Estate Brokerage Services. The intent of the RFP is to award the work to a broker based on the evaluation of relevant information from respondents with proven experience and knowledge in similar undertakings.

## 2. Proposal Requirements

### ***Introduction***

It is the intent of the County is to enter into a two (2) year agreement with the option to renew for two (2) additional one (1) year terms. The selected real estate brokerage team will provide services to aid in the sale of vacant County owned property. **Note: The selected Proponent will be required to serve exclusively as the owner representative on the County's properties for which the County decides to utilize the services of the brokerage team. If the County elects to dispose of property without the assistance of brokerage representation, the selected proponent may elect to represent possible buyers/lessees. However, at no time may the proponent represent both the County and a buyer on a sales transaction without prior written approval from the County.**

All interested respondents that can operate within the province of Nova Scotia, Canada are requested to submit a proposal in response to RFP MVOC062022.

### ***Privilege Clause***

The Municipality of the County of Victoria reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, cost proposal or to accept any, which it may consider to be in the best interest of the County. The County also reserves the right to waive formality, informality or technicality in any proposal.

### ***Scope of Work***

The selected real estate broker/firm will be expected to provide services that may range from providing listing/marketing services only, to full real estate brokerage services as the Seller's Agent. Services may include:

- Develop a marketing strategy for vacant property(s);
- Analyze offers for purchase by interested parties and advise on offers to enable the County to make evaluations and informed decisions; and
- Prepare property descriptions, location description and other relevant information to assist a potential buyer to consider purchasing the vacant property, as well as other marketing materials;
- Facilitate Buyer's due diligence inspections;
- Adhere to all federal, provincial and local laws and real estate practices.
- Represent the County for any real estate transactions where the County is interested in purchasing.

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**Properties**

The following lists an example of existing properties the County wishes to sell under this RFP, and shall be the properties referred to in the response. A complete listing of County owned properties will be provided to the successful proponent, and shall be used as a resource for future listings as identified by Council.

Num	PID	Assessment Account Number	Assessment Value	Address of Property	Area
1	85019032	03405133	\$444,600	495 Chebucto Street	28500.0 "sq.ft"
2	85069847	10870348	\$3,700	Humes Read Road, Old School Lot	34375.0 "sq.ft"
3	85012862	10664705	\$5,000	Cabot Trail Hunters Mountain	10000.0 "sq.ft"
4	85047280	01343203	\$4,900	Young's Road, Ingonish Beach	2500.0 "sq.ft"
5	85059699	05866235	\$12,900	Dingwall Road	16500.0 "sq.ft"

### 3. Schedule and Contact Information

**Schedule**

RFP Published: June 14, 2022  
Proposal Due: June 30, 2022

This schedule is tentative and is subject to change for reasons including, but not limited to, changes in deadlines by the County.

**Contact Information**

Leanne MacEachen  
Chief Administrative Officer  
Tel: 902-295-3654

## 4. Experience and Qualifications

### ***Experience***

Please provide background information on the Respondent team's organization(s) that demonstrates your team's experience and qualifications to deliver the requested Real Estate Brokerage services to the County. Responses should demonstrate experience/qualifications in the following areas:

- i. Possession of a thorough knowledge of the real estate market in Nova Scotia;
- ii. Familiarity with local Zoning and By-laws;
- iii. Demonstrated experience administering sale closing transactions;
- iv. Demonstrated ability to recommend a competitive market price for target properties noting that the County must sell property for fair market value at a minimum;
- v. Possession of real estate broker's license for the province of Nova Scotia that are current and in good standing.

### ***Personnel Qualifications***

Provide representative credentials/bios of personnel that have performed the requested or equivalent services and will likely provide services to the County. The response shall also designate the team leader who will serve as the Respondent's point person for the County.

## 5. Project Approach

Please provide a description of the proposed approach to deliver real estate brokerage services to best position the County's properties for disposition through sale.

## 6. Requirements for Proposal Preparation

Proposals will not be accepted after the final closing date and time of 2:00 PM AST on June 30, 2022. Proponents may not make modifications to their proposals after the closing date and time. The County will not be obligated in any way by the Proponent's response to the Request for Proposal. The Proponent's proposal and all supporting documents will remain with the County and will not be returned. Proponent's costs related to preparing and issuing the Request for Proposal response are entirely the responsibility of the Proponent. The County may reproduce all such documentation, if such reproduction is made solely for internal use or for purpose required by law.

### ***Grievances***

Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Leanne MacEachen, Chief Administrative Officer, Municipality of the County of Victoria, 495 Chebucto Street, Baddeck, NS B0E 1B0.

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**Criteria for Proposal Evaluation**

If a proposal meets the Experience and Qualifications it will be evaluated using the Evaluation Criteria set out in the table below. Your proposal should deal with each criterion under evaluation. An Evaluation Committee will review submitted proposals and make recommendations for a contract award to Council of the Municipality of the County of Victoria using the following criteria listed below:

Criterion	Weight	Minimum Score Required (% or points)	Reference Proposal Section
<b>Technical Response:</b>			
Marketing Plan	60		
Experience and qualifications of project team.	20		
<b>Subtotal A – Qualifying Score</b>	<b>40</b>	<b>25</b>	
Overall Cost of Services	20		
<b>Maximum Score Possible</b>	<b>100</b>		

Notes:

A minimum Qualifying Score of 25 points is required at Subtotal A for the proposal to be given further consideration. If the proposal’s score meets or exceeds the minimum qualifying score at subtotal A, the Pricing Response will then be evaluated using the formula below:

$$\text{Score} = \text{weight} \times (\text{low} / \text{bid})$$

**Council Action**

A contract shall not exist between the parties until (1) such agreement has been duly authorized and approved by Council of the Municipality of the County of Victoria; and (2) has been documented in the meeting minutes of Council. In the event that recommendation is rejected by County Council, the County will not be obligated to the Respondent in any manner.

**No Assignment**

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express written authorization of the County.

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**Submitting Proposals**

The Proponent is to submit a complete proposal via email to: [procurement@victoriacounty.ca](mailto:procurement@victoriacounty.ca)

Attention: Leanne MacEachen, Chief Administrative Officer

Subject Line: **MVOC062022– Real Estate Brokerage Services**

**Proposals must be received at the email address listed no later than 2:00 PM AST on June 30, 2022** It is the responsibility of the respondent to ensure emailed submissions have been received. Proposal submissions cannot be greater than 10MG. Submissions shall be submitted in a two envelope process. The first emailed submission will include the proposal, the second emailed submission will include the Pricing Page.

Faxed submissions will not be accepted.

Proposals can also be dropped off in person at 495 Chebucto Street, Baddeck, NS.

## 7. Required Response Documents

Required responses to the RFP should follow the following template.

### **Project Team**

Respondent must complete the following required information for each team member:

#### **Sales Representative(s)**

<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### **References**

Respondent must complete the required references for similar services provided to at least three (3) clients in the past five (5) years and attach to proposal.

#### **Client**

<b>Name:</b>	
<b>Phone:</b>	
<b>Service Dates:</b>	
<b>Description of Services</b>	

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***Cost Proposal***

Respondent is required to submit a Pricing Page, which is to include a detailed price breakdown for all services that will be provided in relation to this RFP. Pricing will be firm for the first 2 years of the contract and renewable for up to two (2) additional years, in one (1) year increments. Pricing page is to be submitted in a second email as identified under Section 6 Requirements of Proposal Preparing; Submitting Proposals section of this RFP.

***Insurance***

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the Municipality of the County of Victoria and the amount of coverage shall be not less than two million dollars (\$2,000,000.00) per occurrence and to indemnify and save harmless the County in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the Municipality harmless and indemnified for all such damages and claims for damages. A copy of the Commercial General Liability Insurance (or certificate of insurance) covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the County will be furnished. Such insurance shall have the County as a named insured and shall contain cross liability coverage and preclude subrogation by the insured against the county.

***Additional Terms and Conditions or Documents***

The Respondent is required to address any additional terms and conditions or submit any other documents that would affect a contract arising under this RFP.