



**THE TOWN OF BANCROFT**  
**REQUEST FOR PROPOSAL (RFP)**

**2016 - 02**

**COMMERCIAL REAL ESTATE BROKERAGE SERVICES**

Proposals will be received at the Town of Bancroft Municipal Office, 24 Flint Ave., Bancroft, Ontario, to the attention of Hazel Lambe, CAO/Clerk, [hlambe@bancroft.ca](mailto:hlambe@bancroft.ca) until **3:00 p.m on October 14<sup>th</sup>, 2016.**

An email PDF copy or two (2) hard copies of each proposal must be received by the above noted date and time.

All queries related to this RFP shall be submitted in writing to the attention of: **Hazel Lambe, CAO/Clerk, 24 Flint Ave., Bancroft, ON K0L 1C0, [hlambe@bancroft.ca](mailto:hlambe@bancroft.ca), 613-332-3331 x 208**

**Included in this RFP:**

- A. Instructions to Proponents**
- B. Scope of Work**
- C. Evaluation Criteria and Process**

## **PART A – INSTRUCTIONS TO PROPONENTS**

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This section defines the proposal preparation and submission procedures that are to be followed by all Proponents. Proponents are cautioned to carefully read and follow the procedures required by this proposal, as any deviation from these requirements may be cause for rejection.

The Town of Bancroft is herein referred to as the “Town”.

### **1) INTRODUCTION**

The Town is seeking competitive proposals from qualified Commercial Real Estate Brokerage companies. The intent is to select, at the Town’s sole discretion, one or more companies that have the experience, qualifications and skill sets as outlined in this Request for Proposal (RFP) to assist the Town in managing the listing and potential sale of Town owned-property (Block 68).

### **2) PROPOSAL CLOSING AND DELIVERY INSTRUCTIONS**

- a) The closing date and time is identified on the cover of the RFP.
- b) Proposals received after the deadline may be rejected.
- c) The Town requests that proposals be delivered by **one** of the following methods indicated with the RFP document.

### **3) PROPOSAL SUBMISSION**

Proponents are requested to complete and return all the following by proposal closing time:

- a) The Town Proposal Form contained in Part D of this RFP;
- b) RFP Response Requirements; and
- c) Any appendices, if requested.

### **4) SUBMISSION CONDITIONS**

- a) It is the Proponents’ responsibility to ensure that they have received a complete set of documents as listed by the page numbers. By submitting a proposal, the Proponents verify that they have received a complete set of proposal documents including any and all addenda.
- b) Proposals will be opened privately after the proposal closing time.
- c) All submissions in response to this RFP will become the property of the Town. Proponents should be aware that the Town is subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and, as such, all submissions may be subject to disclosure by the Town in accordance with the provisions of MFIPPA.

## **5) REQUESTS FOR ELECTRONIC COPY OF RFP**

It is the responsibility of the Proponents who retrieve or download this RFP document from MERX, or the Town website ([www.bancroft.ca](http://www.bancroft.ca)), to ensure they monitor these sites for any addendum to the RFP document issued up to and including the closing date.

## **6) NO CONTRACTUAL OBLIGATIONS**

This is not a call for tenders or a request for binding offers. By issuing this RFP, the Town does not intend to enter into any contractual obligations with any Proponent in connection with this RFP (including "Contract") and no contractual obligations whatsoever shall arise between the Town and any Proponent until and unless the Town and a Proponent enter into a written contract respecting the provision by the Proponent of any services sought under this RFP.

## **7) CLARIFICATION**

It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. Inquiries are to be in written form only, emailed to the contact person shown on the cover page.

## **8) TOWN DISCRETION**

- a) The Town intends to select, as the preferred Proponent(s), the Proponent(s) whose proposal best meets the needs and interests of the Town at the Town's sole discretion. Proponents should also be aware that the Town might elect to:
  - Not accept any proposal; or
  - Split the services sought under this RFP among more than one Proponent or proceed with only some of the services sought under this RFP with one or more Proponents.
- b) Proponents must be able to demonstrate to the satisfaction of the Town that they have the experience and resources necessary to meet the requirements and expectations expressed or implied in the RFP. The Town shall be the sole judge as to whether or not these criteria have been met.

## **9) PROPOSAL SIGNING**

It is requested that the Town's Proposal Form contained in Part D be executed by a principal duly authorized to bind contracts on behalf of the company. It is requested that the Proponent's legal name and the capacity in which the signing officer acts be against the signature. Proposal Forms that do not contain an authorized signature may be rejected.

## **10) RELATIONSHIP DOCUMENTS**

- a) Proponents are requested to identify proposals with the designated proposal number (2016-02) as indicated.
- b) The following list of documents, and any other documents that may be incorporated by agreement of the parties, shall comprise the relationship documents, which are collectively referred to in this RFP:

- i) The Requirements as set out in Section C2,C3, C4, C5, and C7.
  - ii) Any addenda issued prior to the closing of the RFP.
- c) The Town assumes the Proponent's acceptance of the general terms and conditions unless the response clearly indicates otherwise. The Town may negotiate, accept or reject the Proponent's changes to the general and the specific terms and conditions.

#### **11) PROPOSAL COSTS**

All costs incurred in the preparation and delivery of proposals are the responsibility of the Proponent and are not chargeable to the Town.

#### **12) LIABILITY FOR ERRORS**

While the Town has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions in respect of the matters addressed in the RFP.

#### **13) NEGOTIATION**

It is the intent of the Town to ensure the Town has the flexibility it needs to arrive at a mutually agreeable arrangement with a Proponent and in that respect the Town may choose to negotiate with one or more

Proponents with respect to any matter relating to this RFP and the services sought hereunder including, but not limited to, matters such as:

- a) Price adjustments;
- b) Minor changes to scope of work;
- c) Payment details; and
- d) Service requirements.

#### **14) INTERVIEWS**

The Town may, at its discretion, invite some or all of the Proponents to provide clarifications of their Proposals. In such event, the Town will be entitled to consider the answers received in evaluating Proposals. It is the Town's expectation that the personnel to be assigned to the project will attend any interview / presentation meeting.

#### **15) SELECTION OF SUCCESSFUL PROPOSALS**

The Town will notify the successful Proponent(s).

## **PART B – SCOPE OF WORK**

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### **1) BACKGROUND**

The Town has one commercial holding that it wishes to bring to market immediately.

The Town intends to enter into relationships by letter of understanding with successful proponents. As required by the Town, the Town and the selected company/companies would enter into a listing agreement or other contractual arrangement for the Block 68 property.

The term of the letter of understanding / relationship will be for one (1) year with an option to renew for two (2) additional six (6) month terms. Any renewal will be at the sole discretion of the Town.

The Town, on occasion, may also engage other Commercial Real Estate Brokerages for their specific expertise on an as required basis. These services are outside of the scope of this RFP.

The Town may choose to divide up the services, either by scope, geographic area, or other basis as the Town may decide, and may select one or more preferred Proponents to enter into discussions with the Town to perform a portion or portions of the Services. In addition to any other provision of this RFP, proposals may be evaluated on the basis of advantages and disadvantages to the Town that might result or be achieved from the Town dividing up the services.

Information on the Town of Bancroft can be located at: [www.bancroft.ca](http://www.bancroft.ca) .

### **2) SERVICE REQUIREMENTS**

Commercial Real Estate Brokerage Services may include, but are not limited to:

- a) Listing a Town-owned commercial property for sale;
- b) Developing and executing marketing strategies for the sale of the property, including targeting potential buyers, using a variety of marketing tools and communications mediums, preparing marketing materials;
- c) Negotiating the terms of sale for the dispositions of the property; and
- d) Liaising with Town staff and/or solicitors to prepare and finalize sale agreements.

## **PART C – EVALUATION CRITERIA & PROCESS**

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### **1) EVALUATION OVERVIEW**

Evaluation and short-listing of Proponents shall be based on the Town's evaluation of the responses using criteria that include, but are not limited to:

- a) Company profile, qualifications, and governance
- b) Proponent's ability to provide the services and meet the criteria specified in this RFP
- c) Proponent's proposed resources, strategy and personnel
- d) Proponent's reputation, experience and expertise
- e) Proposed fee structure/schedule
- f) Value added

If the Town requests a presentation(s), the Proponent will be responsible to ensure that staff members attending the presentation are able to respond to detailed business and/or technical questions.

Any relationship by letter of understanding will be subject to satisfactory reference checks, in the sole opinion of the Town.

No relationship will be made with any Proponent who cannot give satisfactory assurance of their ability to carry out the letter of understanding both financially and by reason of previous experience.

Lack of familiarity with the type of work may be sufficient cause for rejection of proposal.

Proponents are encouraged to provide a value-added component to their proposal. This is an opportunity for Proponents to demonstrate their level of creativity.

### **2) RESPONSE FORMAT**

Standard company brochure and information will not be accepted in place of a response where a specific question has been posed.

Proponents are invited to be creative and address any other approaches and other deliverables that may achieve the services outlined in this RFP.

### **3) MANDATORY REQUIREMENTS**

Proponents must provide sufficient proof to demonstrate that they meet the minimum requirements outlined below. The Town will first assess each Proponent's ability to meet the mandatory requirements. The Town may, at its sole discretion, request additional information or make its own enquiries in its determination whether a Proponent meets these mandatory requirements. Proponents not meeting mandatory requirements, as determined by the Town, in its sole and absolute discretion, may be ineligible to proceed to subsequent stages of the evaluation process as set out in Part C.

Mandatory requirements to be considered are as follows:

- a) Key personnel includes a licensed real estate broker (Trading) in good standing with the Real Estate Council of Ontario who has:
- b) demonstrated expertise and experience in commercial land sales and acquisitions;
- c) experience acting on behalf of municipalities in acquisition or disposition of municipal properties; and
- d) depth and marketplace expertise in Hastings County or similar markets.

#### **4) PROPOSAL REQUIREMENTS**

The proposal must address each of the required elements described below, in order.

##### **a) COVER LETTER**

A written statement confirming the Proponent's understanding of the proposal and how the Proponent meets the mandatory response requirements. The Cover Letter should also include:

- i) Details and timelines as to how the Town account will be managed.
- ii) Identification of the proposed key personnel who will be the primary contact and take overall responsibility to coordinate and undertake the activities described in this RFP including their relevant experience, education and expertise.
- iii) Identification of any other account representatives or resources and their role in undertaking the activities described in this RFP including details of their relevant experience, education and expertise.
- iv) Description of the Proponent's ideal working relationship with the Town and steps which would be taken to ensure this ideal relationship occurs and is maintained.
- v) Information as to why the Proponent believes their company has a competitive advantage in negotiating and securing favourable terms and conditions in real estate transactions.

The cover letter shall be signed by an authorized representative of the company.

##### **b) COMPANY INFORMATION**

- i) Complete legal name and address.
- ii) Primary business and length of time business established.
- iii) Number of direct employees.
- iv) Hours of operation.
- v) Certifications and licenses.

##### **c) SUBCONTRACTORS**

List of sub-contractors, if applicable. The Proponent is responsible for supervising, coordinating and for maintaining compliance with the letter of understanding under the terms and conditions specified and takes full responsibilities for subcontractors.

d) COSTING

The Town anticipates that its only obligation for compensation to the successful Proponent(s) would be a commission and any related expenses. Advise if there will be any departure from these typical arrangements, the basis for the difference and estimate the additional costs with details. The Proposal will include the following:

- i) Detail on the real estate fee structure that would accompany a purchase transaction and a sale transaction.
- ii) Information on alternatives that may be available in structuring real estate fees.
- iii) The standard fee structure for consulting services not directly related/associated with sales or purchase opportunities.
- iv) Any other costs that the Town might expect in relation to this RFP.

**5) PROPOSAL FORM**

A proposal form is to be included in the following format. It is requested that this Proposal Form be executed by a principal duly authorized to bind contracts on behalf of the company. It is requested that the Proponent's legal name and the capacity in which the signing officer acts be against the signature. Proposal Forms that do not contain an authorized signature may be rejected.

**Proposal Form**

**Company Name**

*I/We hereby propose to furnish all goods and/or services outlined in the attached proposal at the stated prices. No person, company, or corporation other than undersigned has any interest in this proposal or in the proposed contract for which this proposal is made.*

I have read and understand that as the successful Proponent I, and any and all subcontractors that I use to perform any of the work, must abide by Part A, Part B and Part C as stated within this proposal; and that I am responsible to ensure any and all subcontractors are aware of this requirement.

**Authorized signing officer:**

**Title:**

**Legal / Company Name:**

**Other names under which the Proponent's Company operates:**

**Address:**

**Town, Province, Postal Code:**



**Email Address:**

**Telephone Number:**

**Fax Number:**

**Signature:**

**Print Name:**

**Date:**

## **6) ADDENDA**

Where information is sought and is not already clearly indicated in the RFP document, the Town may issue an Addendum. Addenda will be posted at [www.bancroft.ca](http://www.bancroft.ca) and on MERX and Proponents are required to check regularly for updates prior to the closing date of this RFP.

## **7) REFERENCES**

Provide three references the Proponent's company has serviced in Ontario in the past five years, and that are similar in scope and value to the Town's requirements.

The Town may contact the references to confirm the nature of the work provided by a Proponent and to obtain additional references regarding the Proponent's performance.

The Town will not enter into a letter of understanding with any Proponent whose references, in the Town's sole opinion, are found to be unsatisfactory. Please provide references in the following format:

Reference #

Company Name:	
Contact Name:	
Title:	
Phone:	
Email:	
Brief description of the service provided/performed including successes and any issues.	