



CITY OF PORT ALBERNI

**REQUEST FOR
PROPOSALS**

**REAL ESTATE
LISTING SERVICES
3 YEAR TERM**

Contact: Davina Hartwell, City Clerk

City of Port Alberni

4850 Argyle Street

Port Alberni, BC V9Y 1V8

Phone: 250-723-2146

Email: davina_hartwell@portalberni.ca

GENERAL

OBJECTIVE

The City of Port Alberni (City) is requesting proposals from qualified Realtors to provide realty and listing services for the sale of City owned lands identified by Council. Services will include provision of expertise and advice in regards to sale and/or development of land in the commercial, industrial, bare land and residential sectors.

The City has undertaken this Request for Proposal (RFP) with the intention to engage one or more licenced realtors to act on its behalf for the sale of lands with the objective of obtaining the highest net value possible for the City. This RFP does not constitute an offer, and the City will not have any liability or obligation to anyone in connection with this RFP unless the City executes and delivers an agreement in writing.

The City may, among the submissions received, deal or negotiate with any party as the City sees fit, and with more than one such party concurrently.

In no event will the City be required to offer any modified terms to any other party. The City shall incur no liability to any person as a result of such negotiations or modifications.

PROPOSALS

Proposals should provide the following information or address the following topics in no particular order:

- ☐ Confirmation of licensed realtor status, including full name of brokerage
- ☐ Valid City of Port Alberni Business Licence
- ☐ Experience as a realtor in the current Alberni Valley real estate market, including any awards and/or experience working with or on behalf of a local government
- ☐ Familiarity with Port Alberni's real estate market
- ☐ Ability to connect to potential buyers locally, regionally and internationally
- ☐ An indication of specific experience/expertise in each or any of the following:
 - (a) residential property
 - (b) commercial property
 - (c) industrial property
 - (d) development property
- ☐ Methods to ensure top level exposure above and beyond Multiple Listing Service placement designed to meet the City's objective
- ☐ Terms of the proposed contractual relationship between realtor and City, including commission structure for selling and purchasing agents (attach proposed contract if possible, or essential terms at minimum).

Proponents are invited to expand their response to this RFP to cover more features or extra performance providing that it at least meets the specification as a minimum.

The City reserves the right to use and include any ideas, concepts, alternate solutions, extra features, enhancements and performance concepts presented in any proposal, whether or not that proposal is selected by the City.

EVALUATION PROCESS

Proposals will be assessed in accordance with the criteria noted above as encompassed in the table below, assuming satisfaction of the following mandatory requirements.

MANDATORY REQUIREMENTS

The successful Proponent(s) must meet the licensing requirements of the British Columbia Real Estate Services Act and Regulations.

One hard copy of the Proposal must be received by the City Clerk by the closing date and time.

DESIRABLE CRITERIA

Qualifications and Experience	40%
Approach and Methodology	40%
Proposed Contractual Terms and Timeline	20%
TOTAL	

Proposals will be evaluated based on meeting the above desirable criteria, as described more fully in the Proposals section above.

INTERPRETATION

While the City believes the information in this RFP is accurate, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City at this time, nor is it necessarily comprehensive or exhaustive. It is the Proponent's responsibility to understand all aspects of the RFP requirements. Should any details necessary for a clear and comprehensive understanding be required, it is the Proponent's responsibility to obtain clarification before submitting a Proposal.

PROPOSAL EXPENSES

Proponents are solely responsible for their own costs and expenses with respect to their participation in this RFP, including but not limited to, preparing and submitting their proposal, presentations, demonstrations, site visits, interviews, meetings, or contract negotiations whether at the City or elsewhere.

CONFLICT OF INTEREST

By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP process, except any expressly disclosed in the Proponent's Proposal. The Proponent's Brokerage shall not act for the Purchaser.

CONFIDENTIALITY

The City recognizes the proprietary nature of information that may be contained in response to this RFP. Proponents must clearly mark and identify those areas of their Proposals which contain confidential information. The City will not use or disclose such confidential information, except for the purposes of evaluating the proposals submitted under this RFP, or as may be required by law, including but not limited to the BC Freedom of Information and Protection of Privacy Act ("FIPPA"). Proponents shall keep confidential all information received from the City in connection with this RFP. Proponents shall not use the City's confidential information except as required to develop a Proposal in response to this RFP.

NO LIABILITY

By submitting a proposal, the Proponent shall be responsible for and shall indemnify the City, its employees, volunteers or agents associated with this RFP process, from all claims, loss and damages that relate to or arise out of errors, omissions or negligent acts relating to the RFP. This RFP does not give rise to any tendering law duties or any other legal obligations and the Proponent will have no right to make a claim against the City with respect to the award of a Contract, the failure to award a Contract, or the failure to engage the Proponent in a response to this RFP. The City reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate a Proponent's qualifications, to accept any Proposal that may be deemed to be in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of the contract. The lowest or any proposal may not be accepted.

QUESTIONS/SUBMISSIONS

Any questions related to this RFP may be addressed to the City Clerk at 250 723-2146 or via email at davina_hartwell@portalberni.ca

Proposals must be submitted in a sealed envelope, clearly marked:

"Request for Proposals for Real Estate Listing Services"

Attention: Davina Hartwell
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Proposals must be received no later than 12 noon on Tuesday, January 21, 2020.