



Community of Beaumont, Alberta

## **REQUEST FOR PROPOSAL REAL ESTATE SERVICES**

**Sale of Property Owned by the Town of Beaumont**

**Property known as Place Chaleureuse Multi-Family Site**

**Located at 5608 – 30 Avenue, Beaumont, Alberta**

**RFP # 2018-0117-R01-P1**

DATE OF ISSUE: July 10, 2018

**Closing Location: Town of Beaumont**

**Closing date: July 27, 2018**

All Enquiries must be directed in writing to the attention of:

Rob Mackin, Director of Economic Development, Town of Beaumont

Email: [rob.mackin@beaumont.ab.ca](mailto:rob.mackin@beaumont.ab.ca)

## REQUEST FOR PROPOSALS

### REAL ESTATE SERVICES

#### *Sale of real property owned by the Town of Beaumont*

#### **I. OVERVIEW**

The Town of Beaumont is seeking proposals from a qualified proponent to help market and sell this property and to achieve the best possible return for the Town. It is the intent of this Request for Proposals (RFP) to have the proponent enter into a Professional Services Contract with the Town of Beaumont to supply real estate services as outlined herein.

#### **II. AVAILABLE PROPERTY**

The Town of Beaumont is the owner of a vacant ~4 acre development site located at 5608 – 30 Avenue (Plan 1521520, Block 9, Lot 33). The parcel is currently classified as RMD1 (Residential Medium Density 1 District).

#### **III. PROPOSAL OVERVIEW:**

The following information is required and must accompany your proposal:

1. **COVER LETTER:**

Provide a cover letter indicating your interest in serving as the Town of Beaumont's agent to sell this property. By signing the cover letter you are representing that you are authorized on behalf of your organization to enter into agreement with the Town of Beaumont and to be bound by the terms and conditions within said agreement.

2. **BACKGROUND INFORMATION:**

For example, list years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.

3. **EXPERIENCE SUMMARY:**

Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness). In particular, provide examples of cases where the proponent has successfully marketed similar properties.

4. **MARKETING METHODS:**

Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the sites to a local and regional marketplace (when appropriate).

5. **ADDITIONAL SERVICES:**  
Describe additional relevant/unique services offered through your firm.
6. **PROPERTY VALUE:**  
Provide an estimated market value of the property including a proposed listing price and possible sale price.
7. **FEE SCHEDULE:**
  - i. State your proposed fee structure for listing/marketing and selling of the property.
  - ii. State any other costs, if any, the Town of Beaumont should anticipate relating to the real estate services to be provided. For example, any taxes on commission rates.
  - iii. State any required 'carry-over compensation' for your firm—meaning, compensation after real estate service agreement expires.

NOTE: Quoted fees shall be valid for, at minimum, the duration of the Services Contract.
8. **REFERENCES:**  
Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
9. **CONFLICT OF INTEREST:** In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the Town of Beaumont. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the Town of Beaumont.
10. **GOOD STANDING:** Your firm must be in compliance with all levels of government and maintain any and all required licenses or permits associated with the proposed work, which specifically includes good tax payment status and good corporate registration status. Additionally, please provide your firm's legal corporate name and business numbers.
11. **PROPOSED FORM OF CONTRACT:** Provide a proposed form of professional services contract corresponding to the services in your proposal. Please note without restriction to any other terms or conditions set out herein that the Town shall not be bound to sign or accept the terms of any proposed form of contract, and shall be at liberty to negotiate the terms of any agreement or to propose a new or amended form of agreement with any proponent.

#### IV. GENERAL INSTRUCTIONS

1. The preferred means of submitting the proposal is by email to [rob.mackin@beaumont.ab.ca](mailto:rob.mackin@beaumont.ab.ca) with subject line stating “Real Estate Services”. If submitting the proposal in person, it must be submitted in a sealed envelope marked “Real Estate Services; Attention: Rob Mackin” to the Reception Desk at the Town of Beaumont Town Office, 5600 – 49 Street, Beaumont, AB T4X 1A1 on or before 12:00 noon on July 27, 2018. Proposals will not be publically opened and read.

Proposals will then be reviewed by staff and an award recommendation will be made to the Chief Administrative Officer. Proponents are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified.

2. To be considered, firms should submit a complete response to the RFP. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
3. The Town of Beaumont reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the Town of Beaumont to do so. All documents submitted to the Town are subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act. While this Act allows persons a right of access to records in the Town’s custody or control, it also prohibits the Town from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Sections 16 and 17 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure; provided that the Town cannot guarantee that such portions will remain confidential, and all documents received will be dealt with in accordance with the Act.
4. Proponents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the Town of Beaumont, if any are required. Proponents are solely responsible for ensuring their proposal is received by the Town of Beaumont. The Town accepts no responsibility for email submissions which are lost, undelivered or otherwise note received in the email inbox of Rob Mackin (noted above) by the deadline.
5. All questions may be directed to the following contact person: Rob Mackin, Director – Economic Development, email [rob.mackin@beaumont.ab.ca](mailto:rob.mackin@beaumont.ab.ca)

## **V. SCOPE OF SERVICES**

The successful firm will be expected to enter into a professional services Contract with the Town of Beaumont which will require the firm to provide the following services and any other services set out in the Proposal:

- Develop strategies for sale of the designated Town-owned property (such as conducting study of comparable property);
- Develop marketing materials (electronic and/or hard copy) to advertise the property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the Town of Beaumont on an agreed upon frequency;
- Advise the Town of Beaumont related to strategies to promote and sell the property;
- Participate in site tours of the property that is for sale with potential buyers;
- Analyze offers from potential buyers and advise the Town of Beaumont with respect to negotiations;
- Represent the Town of Beaumont in negotiations with a prospective buyer from the time of offer until closing;
- Coordinate real estate transaction closings; and
- Handle all other customary activities and services associated with real estate transactions.

## **VI. TERM OF CONTRACT**

The contract period for the successful agent/firm, if any, will be for a maximum of three(3) months from the date on which the parties sign the Professional Services Contract. The contract may be renewed for additional terms upon satisfactory performance by the firm and at a negotiated rate agreed to in writing by both the firm and the Town of Beaumont. Alternate contract periods may be considered.

## **VII. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the Town of Beaumont to enter into a contract with any party. The Town of Beaumont reserves the right to extend the closing date of for this RFP, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP. By submitting a proposal, the proponent acknowledges that should they be selected, they will be expected to enter into an agreement with the Town of Beaumont incorporating all services described in the successful proponent's proposal. The negotiated contract must be approved by the Town of Beaumont Chief Administrative Officer.

## **VIII. SELECTION CRITERIA**

**The Town of Beaumont will evaluate proposals to determine the greatest value to the Town based upon quality, service and price, and will specifically consider the following factors in evaluating and selecting the successful Proponent (if any):**

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, and references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region, if required;
4. Regional reputation and local presence/experience;
5. Fee schedule; and
6. Willingness to think “outside the box” and present innovative ideas for marketing the specific Town owned property designated for sale.

## **IX. MEETING/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to attend a meeting to discuss their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional and may or may not be conducted. If a meeting/interview is conducted, it is essential that the consultant’s personnel to be assigned to the work, as well as key representatives, be present at and participates in the meeting/interview.

### ***Note to All Proponents***

*This is a request for proposals and not a call for tender or request for binding offers. No contractual obligations will arise between the Town of Beaumont and any proponent until and unless the Town of Beaumont and a proponent enter into a formal, written contract for the proponent to provide the required real estate services.*

## General Information Sheet

The Town of Beaumont property for sale located at 5608 – 30 Avenue.

Legal Description: Plan 1521520, Block 9, Lot 33

Site Area: ~4.00 acres

Current Land-use Classification: RMD1 (Residential Medium Density 1)

Site Dimensions: The property has a frontage of approximately 518 feet along 30<sup>th</sup> Avenue and a variable return depth. Please see site plan below for visual description of the property.

Services: The site is fully serviced including electricity, gas, water, storm sewer, sanitary sewer, cable and telephone.

