



REQUEST FOR PROPOSAL

Municipality of the Township of Brock

REAL ESTATE BROKERAGE SERVICES 2023

Release Date: January 06, 2023

Proposals will be received no later than

2:00 PM January 31, 2023

Municipality of the Township of Brock
Request for Proposal – RFP 2023-01-GG Real Estate Brokerage Services

Contents

1. Invitation	3
2. Proposal Requirements.....	3
3. Schedule and Contact Information	4
4. Experience and Qualifications.....	5
5. Project Approach.....	5
6. Requirements for Proposal Preparation	5
7. Required Response Documents.....	7

Municipality of the Township of Brock
Request for Proposal - RFP (2023-01-GG)
Real Estate Brokerage Services

1. Invitation: The Municipality of the Township of Brock is issuing a Request for Proposal (RFP) to interested parties for 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 Township is to enter into a one (1) year agreement with the option to renew for one (1) additional year. The selected real estate brokerage team will provide services to aid in the sale of vacant Township owned property.

Note: The selected Proponent will be required to serve exclusively as the owner representative on the Townships properties for which the Township decides to utilize the services of the brokerage team. If the Township 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 Township and a buyer on a sales transaction without prior written approval from the Township.

All interested respondents that can operate within the province of Ontario, Canada are requested to submit a proposal in response to RFP (2023-01-GG).

Privilege Clause:

The Municipality of the Township of Brock 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 Township. The Township also reserves the right to waive formality, informality or technicality in any proposal.

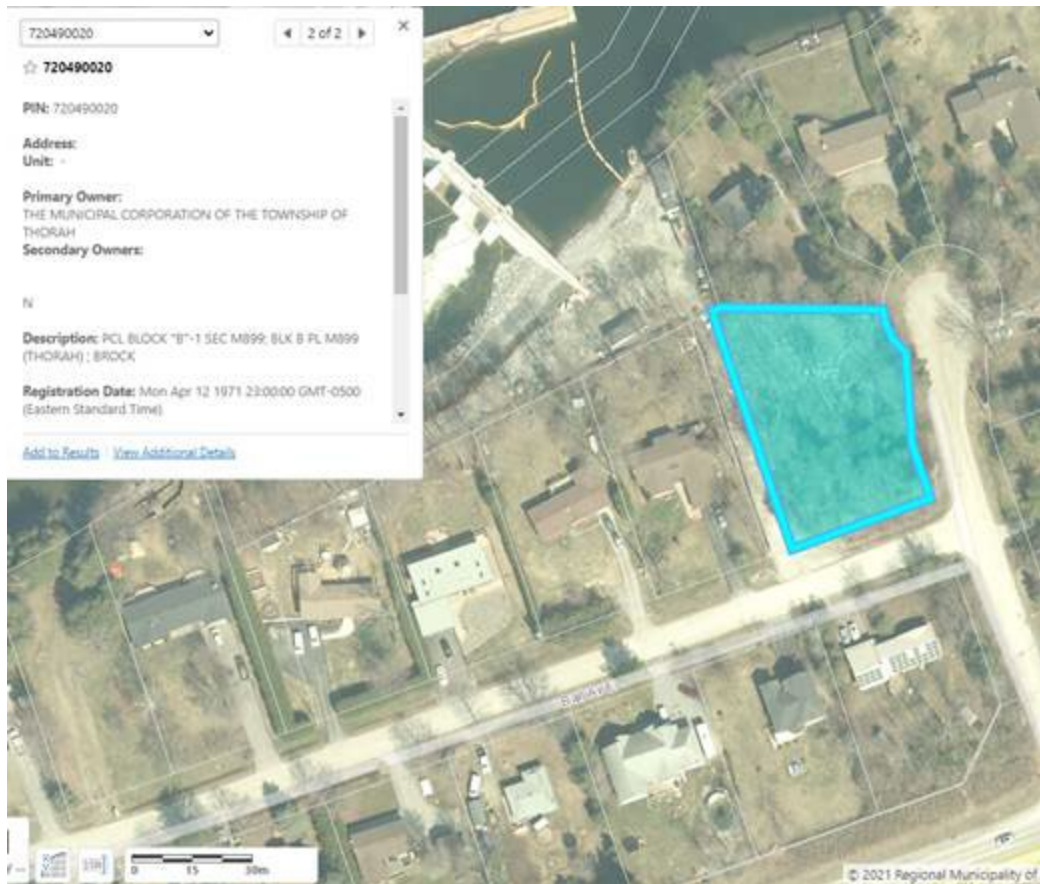
Scope of Work: The selected real estate broker/firm will be expected to provide services that may range from providing listing/marketing services only, to full real estate brokerage services as the Seller's Agent. Services may include:

- Develop a marketing strategy for vacant property(s);
- Analyze offers for purchase by interested parties and advise on offers to enable the Township 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 Township for any real estate transactions where the Township is interested in purchasing properties.

The Township of Brock may potentially sell three properties in 2023, with the following confirmed property as the first priority:

PCL BLOCK "B"-1 SEC M899; BLK B PL M899 (THORAH). Roll number 183901000545707. Survey attached as Appendix "1" to this RFP.



The Township of Brock is seeking a minimum price for the subject property of \$350,000

3. Schedule and Contact information:

RFP Published: January 6, 2023

Proposal Due: January 31, 2023

This schedule is tentative and is subject to change for reasons included but not limited to, changed in deadlines established by the Township of Brock.

Contact information:

Fernando Lamanna, Clerk/Deputy CAO

Fernando.lamanna@brock.ca 705-432-2355 Ext 240

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 Township of Brock.

Responses should demonstrate experience/qualifications in the following areas:

- i. Possession of a thorough knowledge of the real estate market in Ontario;
- 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 Township must sell property for fair market value at a minimum;
- v. Possession of real estate broker’s license for the province of Ontario 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 Township. The response shall also designate the team leader who will serve as the Respondent’s point person for the Township.

5. Requirements for Proposal Preparation:

Proposals will not be accepted after the final closing date and time of 2:00 PM on January 31, 2023. Proponents may not make modifications to their proposals after the closing date and time. The Township 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 Township 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 Township may reproduce all such documentation, if such reproduction is made solely for internal use or for purpose required by law.

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 award to the successful proponent using the following criteria listed below:

Criterion	Weight	Score (for internal use)
Technical Response:		
Marketing Plan	5%	
Experience and qualifications of team	15%	
Overall Cost of Services (Commission rate including both buyer and seller’s portions)	80%	
Score out of maximum /100		

Award Action: In accordance with the Township of Brock procurement By-law #3148-2022 a formal agreement will be entered into with the successful proponent.

Submitting Proposals:

The Proponent is to submit a complete proposal via email to: procurement@brock.ca

Attention: Fernando Lamanna; Clerk/Deputy CAO

Subject Line: RFP (2023-01-GG) Real Estate Brokerage Services

Proposals must be received at the email address listed no later than **2:00 PM on January 31, 2023**. It is the responsibility of the respondent to ensure emailed submissions have been received. Proposal submissions cannot be greater than 10MG.

Faxed submissions will not be accepted.

Proposals can also be dropped off in person at 1 Cameron Street East, Cannington, Ontario by no later than **2:00 PM on January 31, 2023**.

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:

Name:

Title:

Phone:

Email:

Name:

Title:

Phone:

Email:

Name:

Title:

Phone:

Email:

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 Township of Brock 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 Township 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 Township will be furnished. Such insurance shall have the Township as a named insured and shall contain cross liability coverage and preclude subrogation by the insured against the Township.

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.

PART OF LOT 4
CONCESSION 11

PIN 72049-0014(LT)

PART 2, PLAN 40R-24597

Appendix "1" to RFP-2023-01-GG

LOT 14

PIN 72049-0021(LT)

LOT 15

LOT 16

PLAN

LOT 13

PART 1

PIN 72049-0020(LT)

BLOCK B

PART 3, PLAN 40R-24597

BLOCK E

PIN 72049-0019(LT)

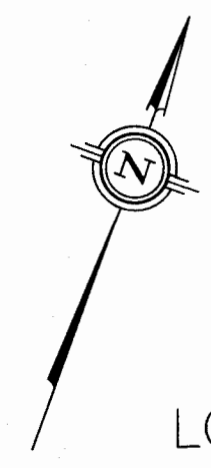
AVENUE EAST
(KNOWN AS) BALL AVENUE EAST
(SHOWN AS AN UNNAMED STREET AND DEDICATED BY PLAN M-899)

M-899

LOT 18

LOT 19

(KNOWN AS) **BALL AVENUE EAST**
(DEDICATED BY PLAN M-899)
PIN 72049-0004(LT)



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 40R-31795
RECEIVED AND DEPOSITED

DATE: June 27, 2022

Patrick Woolley
PATRICK WOOLLEY
ONTARIO LAND SURVEYOR

DATE: June 30, 2022

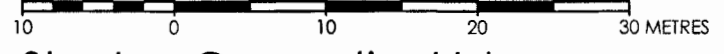
Angela Ward
ANGELA WARD
REGISTRAR FOR THE LAND TITLES DIVISION OF DURHAM (40).

SCHEDULE			
PART	LOT	PLAN	PIN
1	BLOCK B	M-899	PIN 72049-0020(LT)

PART 1 COMPRISES ALL OF PIN 72049-0020(LT)

PLAN OF SURVEY OF
BLOCK B
PLAN M-899

TOWNSHIP OF BROCK
REGIONAL MUNICIPALITY OF DURHAM
Scale 1:500



Stantec Geomatics Ltd.

METRIC CONVERSION
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LEGEND

■	DENOTES	FOUND MONUMENTS
□	DENOTES	SET MONUMENTS
IB	DENOTES	IRON BAR
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IP	DENOTES	IRON PIPE
WIT	DENOTES	WITNESS
PIN	DENOTES	PROPERTY IDENTIFICATION NUMBER
M	DENOTES	MEASURED
S	DENOTES	SET
STANTEC	DENOTES	STANTEC GEOMATICS LTD.
P1	DENOTES	PLAN M-899
P2	DENOTES	PLAN 40R-24597
D&S	DENOTES	DEARDEN & STANTON LIMITED
688	DENOTES	C.D. COPELAND, O.L.S.
N/S/E/W	DENOTES	NORTH/SOUTH/EAST/WEST

OBSERVED REFERENCE POINTS DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET VIRTUAL REFERENCE STATION NETWORK: UTM ZONE 17, NAD83 (CSRS) (2010.0). COORDINATES TO URBAN ACCURACY PER SEC 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
(A)	4,930,194.6700	650,638.9980
(B)	4,930,147.1360	650,694.5900

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

GRID SCALE CONVERSION
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984796.

BEARING NOTE
BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS FROM MONUMENT A TO B, SHOWN HEREON, HAVING A BEARING OF N49°28'05"W REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

P1 AND P2 - COMPARISONS SHOWN ARE WITH ASTRONOMIC BEARINGS ON UNDERLYING PLANS

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 3rd DAY OF MAY, 2022.

June 27, 2022
DATE

Patrick Woolley
PATRICK WOOLLEY
ONTARIO LAND SURVEYOR

Stantec Geomatics Ltd.

Stantec

CANADA LANDS SURVEYORS
ONTARIO LAND SURVEYORS
171 QUEENS AVENUE, SUITE 600
LONDON, ONTARIO, N6A 5J7
TEL. 519.645.2007
stantec.com

DRAWN: DP CHECKED: PW DATE: MAY 31 2022 PROJECT No.: 161670180