



THE REGIONAL MUNICIPALITY OF NIAGARA

REQUEST FOR PRE-QUALIFICATION (RFPQ) OF

REAL ESTATE BROKERS – RESIDENTIAL, COMMERCIAL AND OTHER SERVICES

DOCUMENT NUMBER 2017-RFPQ-02

ISSUE DATE: FRIDAY MARCH 10, 2017

CLOSING LOCATION:

CORPORATE SERVICES DEPARTMENT
THE REGIONAL MUNICIPALITY OF NIAGARA
CAMPBELL WEST BUILDING
1815 SIR ISAAC BROCK WAY
(FORMERLY, 2201 ST. DAVID'S ROAD)
THOROLD, ONTARIO, L2V 4T7

ATTENTION: VICKI LAFFORD-FIELD

CLOSING DATE AND TIME:

THURSDAY MARCH 30, 2017

2:00 P.M. LOCAL TIME

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(All being part of this Request for Prequalification)

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1.0 INTRODUCTION

The Regional Municipality of Niagara (the “Region”) intends to pre-qualify Real Estate Brokers for the following services:

REAL ESTATE SERVICES

The Region is looking to prequalify Brokers based on their competencies and recent history to provide all three services noted below:

1. Residential and Vacant Land transactions
2. Commercial and Industrial transactions
3. Real Estate Advisory Services – including but not limited to Valuation, Property Management, Lease Management and Portfolio Strategy Consultation Services

The Region would then utilize these prequalified Brokers to award directly, solicit quotes and/or proposals from a subset of the listing for future real estate service opportunities in each category which may arise at the Region over the next two year period.

There is no commitment to the quantity of work this prequalification process will solicit over the two year period.

Request for Pre-qualification (RFPQ):

- 1.1 This Call for RFPQ is open to all to be considered for:

Interested individuals should follow the details of this document closely when responding to this request.

- 1.2 This Call for RFPQ outlines the scope of the required work, responsibilities of the Proponents, requirements for the RFPQ submission, the selection process and related conditions and specifications. The Region reserves the right, in its sole discretion, to disqualify Proponents who fail to provide all mandatory information as required by this Call for RFPQ.

- 1.3. The information contained in the Call for RFPQ is intended to provide interested parties with a general overview of the work required.

- 1.4 Special accessibility accommodations and materials in alternative formats can be arranged by contacting the Niagara Region’s Accessibility Coordinator at 905-980-6000 ext. 3252 or accessibility@niagararegion.ca.

2.0 SUMMARY AND SCOPE OF WORK

Successful Proponents may be required subsequently to provide the following as part of their required services on any project. Please note this list is not exhaustive and the solicitation document required to obtain a quote or proposal will have all the required services for a particular property.

For example listing package may include:

- 1) An evaluation of the potential market value of the property (to include current market comparables sold and available);
- 2) A marketing plan for the property;
- 3) Total fees for providing this service;
- 4) Company background;
- 5) Biography of agent(s) that will be assigned to the listing with details of similar transactions completed by the agent;
- 6) Market overview;
- 7) Suggested pricing;
- 8) Feedback on the Surplus property attributes and characteristics; and
- 9) Any other information which may be relevant in the award of this assignment.

Firms or Agents may be required to perform the following tasks as part of the Scope of Work:

- 1) Market the property (including Multiple Listing Service);
- 2) Show the property to prospective buyers as required; and
- 3) Negotiate a sale of the property, in consultation with Region Staff, in accordance with the Region's policies and procedures.

3.0 REQUEST FOR PRE-QUALIFICATION (RFPQ) REQUIREMENTS

This Call for RFPQ has been designed to elicit pertinent data that will be used in evaluating each Proponent's ability and qualifications.

In the event that the Proponent has questions as to any terms, conditions or provisions of this Call for RFPQ, or the meaning or interpretation thereof, the Proponent may request information or clarification by submitting such requests, in writing, by fax or by e-mail to the following:

Vicki Lafford-Field – Purchasing Services
Email: Vicki.Lafford-Field@niagararegion.ca
Phone: 905-980-6000 ext. 3659
Fax: 905-682-8521

The Pre-qualification submission for this project must include the following information:

1. Name and address of the company or proponent.
2. Your firm's in-house resources and directly related abilities.
3. Biographical information on principals and key members. If submitting as a firm, other biographical information of agent.
4. Information on types and sizes of projects completed with specific reference scope of work as described in section 2.0.
5. Evidence the firm have staff, background and expertise available to competently handle the type, scope and delivery schedule of work contemplated.
6. Letters of reference from clients, particularly as they reflect repeat work.

4.0 SUBMISSION REQUIREMENTS

The Proponent shall submit one (1) original and three (3) copies of the RFPQ. RFPQ's are to be submitted in packages with the following information clearly marked on the outside of the package:

1. Title: REAL ESTATE BROKERS – RESIDENTIAL, COMMERCIAL AND OTHER SERVICES
2. Title #2017-RFPQ-02

The Region may, in its sole discretion, disqualify Proponents who fail, in the opinion of the Region, to meet the requirements of the Call for RFPQ.

The Region reserves the right to revise this Call for RFPQ prior to the due date. Revisions shall be emailed and/or faxed to all potential Proponents who have received this RFPQ document. The Region reserves the right to extend the date by which the RFPQ's are due.

5.0 DATE AND PLACE FOR RECEIVING SUBMISSIONS

Submissions will be received by the Purchasing Office, Corporate Services Department, Regional Municipality of Niagara, Campbell West, 1815 Sir Isaac Brick Way, P.O. Box 1042, Thorold, Ontario, L2V 4T7, until 2:00 p.m. local time, Thursday March 30, 2017.

No further information will be made available at that time.

The Region will not, under any circumstances, reimburse any Proponent for any costs associated with the preparation of the RFPQ.

6.0 EVALUATION OF SUBMISSIONS

CRITERIA	Weighting %	Points	Weighted Points
<p>Relevant Experience and Capabilities on Similar Projects</p> <ul style="list-style-type: none"> <input type="checkbox"/> # of similar successful municipal projects completed – residential and commercial <input type="checkbox"/> Company experience on similar type of projects – municipal sales – residential and commercial – including Property Acquisition and Property Disposition <input type="checkbox"/> Company experience and competencies related to: <ol style="list-style-type: none"> 1. Valuation – number of valuers with AACI or CRA designations 2. Property Management Services including Landlord Services 3. Lease Management Services 4. Portfolio Strategy Consultation Services 5. Right of Way – number of team members that have IRWA designation <input type="checkbox"/> Relevant Resources – number of Agents <input type="checkbox"/> Years Practicing <input type="checkbox"/> Total Sales in the last three years in Categories – Residential, Commercial, Industrial <input type="checkbox"/> Sales by Geography 	40%		
<p>Key Personnel – Experience and Qualifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant professional skills of Broker and Broker’s team <input type="checkbox"/> Relevant experience demonstrating competencies by the Broker and Broker’s team completing the above tasks/requirements <input type="checkbox"/> Responsiveness & Availability of Broker’s Team <input type="checkbox"/> Resumes included <p>*Please note the Region shall only evaluate five (5) members in total. Summary data on remainder of team can be provided</p>	60%		
TOTAL	100%		

The Region will evaluate all submissions based on the evaluation criteria set out in Section 6: Evaluation of Submissions. All Proponents who meet a benchmark score of 75% shall be awarded a place on the Region’s Successful Roster List.

7.0 PROCUREMENT BY-LAW

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the Region's Procurement By-Law as amended from time to time. In submitting a response to this solicitation, the Bidder agrees and acknowledges that it has read and will be bound by the terms and conditions of the Region's Procurement By-law.

The Procurement By-Law can be viewed on the Region's website, www.niagararegion.ca.

8.0 DEBRIEFING

After the selection has been made, an unsuccessful Proponent may request a debriefing session to discuss their submission by contacting Purchasing Services. Purchasing Services will co-ordinate the debriefing with the Project Manager. The Project Manager will conduct a debriefing, by telephone, for the purpose of explaining the evaluation process, discussing only the firm's submission, its ranking, and explaining why they were not selected. The following is the Purchasing Services contact information:

Vicki Lafford-Field – Purchasing Services
Phone: 905-980-6000 ext. 3659

All other inquiries are to be in accordance to Clause 3 Clarification, page 4.

9.0 USE OF ROSTERED LIST

When a project or assignment is required, the Region will utilize the Successful Roster List to either award directly; solicit tenders, proposals or quotes from some or all of Successful Prequalified Proponent, in accordance with the Region's Purchasing Policy.

The Region also reserves the right to direct award assignments to any Successful Prequalified Proponent as prescribed in the Region's Purchasing Policy.

Please note, being awarded a spot on the Successful Prequalified Roster List does not guarantee any firm any amount of work to be awarded through the term of this RFPQ.

10.0 FORM OF SUBMISSION FOR PROJECT

I/We the undersigned, having carefully examined all Sections of this Request for Pre-qualification do hereby affirm the acceptance of the requirements.

COMPANY:	CONTACT NAME:
(Must Show Correct Legal Company Name)	(please print)
ADDRESS:	SIGNATURE:
	(I/We have the authority to bind the Corporation)
	TITLE:
	WITNESS:
POSTAL CODE:	SIGNATURE:
TELEPHONE NUMBER:	TITLE:
FAX NUMBER:	DATE:
E-MAIL ADDRESS (Must supply if available):	