



serving calgary and area REALTORS®

## REQUEST FOR PROPOSAL (RFP) Commercial Real Estate Members

CREB® (The Calgary Real Estate Board Cooperative Limited) is requesting proposals from commercial real estate members to assist with the sale of a commercial office building, which CREB® currently owns. Members may express interest and request consideration to market this property by making a submission to CREB® as outlined herein.

### METHOD

This solicitation is a Request for Proposal (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more members responding to the RFP.

Award of this contract, if any, will be to the CREB® member deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by CREB®. Pricing, while, an important factor; will be only one criterion used to evaluate the responses to the RFP.

Proposals will be opened at the date and time specified and each Member responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

CREB® may reject any proposal not in compliance with all prescribed proposal procedures and requirements and may reject any or all proposals. CREB® reserves the right to waive any requirement or condition of the RFP upon finding that it is in CREB®'s best interest to do so.

### INQUIRIES

All requests for clarifications or interpretations shall be made in writing and shall be emailed to [cindy.halbauer@creb.ca](mailto:cindy.halbauer@creb.ca). Inquiries shall contain the brokerage name, members name and email address. A pre-proposal tour can be arranged for any interested parties by sending an email to [cindy.halbauer@creb.ca](mailto:cindy.halbauer@creb.ca). Please do not go to the property unescorted by a member of CREB® staff.

### Submittal Deadline and Delivery

The respondent shall submit a proposal and deliver it no later than the submittal deadline of Friday April 20, 2018 at 4:00 P.M. to:

Cindy Halbauer

Manager of Human Resources and Facilities

CREB®, 300 Manning Road N.E., Calgary, Alberta T2E 8K4

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300 Manning Road NE, Calgary, AB T2E 8K4 T 403.263.0530 F 403.218.3688 [creb.com](http://creb.com)

The envelope or package containing the proposal should be clearly marked with the proposal name “Commercial Real Estate RFP – CREB®” and with the brokerage name, members name and address. Proposals received after the stated date and time will not be considered. Emailed proposals are acceptable (addressed to cindy.halbauer@creb.ca); however it is the proposing member’s responsibility to insure that CREB® has received their proposal in a timely manner. CREB® cannot make exceptions for proposals delivered after the stated date and time or delivered to an incorrect location or email address.

## SELECTION CRITERIA

The following criteria will be used to evaluate all proposals submitted:

- Experience and qualifications
- Proposal completeness and clarity
- Capacity of resources available
- Marketing strategy.
- Fees and agreement competitiveness.

## BACKGROUND INFORMATION

Mayland Place currently occupies approximately 22,358 square feet of office space and 52 parking stalls on 1.49+/- acres (lot size) located at 233 Mayland Place N.E. Calgary, Alberta. The space is currently leased to Comtech Communication Technologies Ltd. Also included is an adjacent gravel parking lot which is slightly irregular, with a total site area of 0.69 acres, (+/-29,954 square feet) more or less.

CREB® wishes to select the commercial real estate professional no later than April 20, 2018. Only the selected members will be provided with information related to Comtech Communication Technologies Ltd’s. existing lease.

## Submittal requirements

Proposal submissions should be placed in a sealed envelope or package, clearly marked as follows:

“CREB® – Commercial Real Estate RFP”

Submission packages may be hand delivered or sent via carrier.

The proposal should include information regarding:

- *Identifying Information* – identify the brokerage name and member that will serve CREB®, with a description of their role in the project. Include physical addresses, contact person(s), phone numbers and e-mail addresses.
- *Qualifications and Experience* – describe the qualifications and experience that the brokerage and agent has in the “successful” sale of commercial real estate in Calgary and surrounding area. Include information about other commercial properties successfully marketed. Include an explanation as to how you and your Brokerage will add value above and beyond other potential proposers.

- *Compensation* – fully identify all commissions, fees, compensation, reimbursable expenses that are proposed to be paid to the Brokerage.
- *Authorization* – proposals must contain the signature of the agent who authorizes the proposal. Said signatory must have authority within the submitting Brokerage.
- *Marketing Strategy* – proposal must contain a detailed recommendation of a potential listing price and possible selling price supported by comparables and the analysis tools used, a thorough description of the marketing and promotional strategies and tools to be deployed.

Failure to provide the above information may disqualify the proposal as non-responsive.

## SELECTION PROCESS

CREB® will evaluate all submissions through the review of qualifications, experience, expertise and costs. All decisions and selections of CREB® are final and are not subject to appeal. Due to the number of interested members for this RFP we are unable to grant individual meetings or interviews at this point in the selection process.

## OTHER PROVISIONS

All proposals must be signed with the members name, brokerage name and CREB® reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of CREB® is most advantageous to CREB® and to re-advertise if desired.