



Expression of Interest for Real Estate Services

CONTEXT

The Town of Penetanguishene is a lower-tier municipality within the County of Simcoe and located on the southeast shores of Georgian Bay, often referred to as North Simcoe or Huronia, approximately 165 kilometres north of the City of Toronto. The Town is noted for its small-town character, welcoming multilingual citizens, mix of housing and employment opportunities, natural landscapes and exceptional waterfront. Penetanguishene recognizes its rich cultural history, dating back over 400 years, comprised of English, French, Métis and Indigenous communities. The Town is comprised of both urban and rural areas with an approximate population of 9,000 as per the 2016 census. The Town offers a robust economy with focuses on manufacturing, health care, tourism and service industries as well as being home to the Waypoint Centre for Mental Health and the Central North Correctional Centre. The Town also sees a seasonal population of visitors and residents in the area and provides services to a broader population from the adjacent Town of Midland and Townships of Tiny and Tay.

PROPOSAL

The Town of Penetanguishene is seeking Expressions of Interest from licensed Real Estate Agents to assist in the sale of surplus municipal property. Several properties have been identified for immediate sale which are generally single lots for residential development.

The successful candidate will be responsible for managing the entire sales process including all municipal sales requirements. This individual would manage property appraisals, list and show properties and negotiate on behalf of the municipality. Other duties may also include managing property surveys, servicing matters as well as identifying and assisting in mitigating encroachment matters.

The ideal candidate will have the following requirements:

- Experience with the Land Registry Office and Land Titles Office procedures, legal surveys and plans;
- Utilize industry experience and knowledge when assessing the value of municipal lands
- Promote and advertise properties via the appropriate channels including Reator.ca and other online resources, newspaper, flyers and utilizing the proponents own network of professionals to maximize exposure.
- Represent the Municipality in real estate negotiations, the sale process and prepare associated documentation.
- Demonstrated ability to read and understand legal documents;
- Thorough knowledge or real estate principles and real estate law;
- Excellent communication and interpersonal skills;
- Knowledge of the geography of the Town of Penetanguishene; and
- Excellent presentation skills.

NO GUARANTEE IN THE AMOUNT OF LISTINGS

Due to the complexity and variety of real dealings with the Municipality, the successful proponent shall be aware that they will not be involved in all real estate related matters and that there will be no guarantee in the amount of listings that will be offered over the term of the three (3) year agreement.

CONTRACT TERM

The contract shall commence upon award and remain in place for a period of three (3) years from the date of award announcement to the successful proponent.

CONTRACT TERMINATION

The Municipality may terminate the contract at any time with sixty (60) days written notice.

Any active listings that exist when a written notice is provided may remain listed with the proponent until the sixty (60) days has elapsed.

EVAULATION

The proposal will be graded on the following criteria and weight:

Degree to which the proponent responded to the EOI Overview of Firm/Agent capabilities Any perceived advantages in comparison to competitors	30%
Qualifications/Experience of the proponent with municipal experience	20%
Commission Structure <i>Formula for evaluating commission</i> Lowest Proponents Commission <i>Divided by</i> Proponents Commission Multiplied by the evaluation weighting. Eg. 2.5%(lowest) divided by 3%(current) x 40% = 33.3%	40%
Innovative Approaches and Value Added	15%
Total	100%

Individuals having these qualifications are requested to submit a cover letter describing their interest, competency and resume. Please ensure that submissions are no larger than fifteen (15) pages in length. Expressions of Interest must be received by 12:00 noon on August 21, 2020 and can be submitted to:

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