



Corporation of the City of
NEW WESTMINSTER

EXPRESSION OF INTEREST

NWEOI-23-06

Commercial Realtor Services

Closing Time:

Thursday March 23rd, 2023
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

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EOI PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** Through this Expression of Interest (EOI) the City of New Westminster (the City) is seeking to qualify a licensed commercial realtor with experience in the leasing sites within the City of New Westminster.
- 1.2** According to BC Stats, New Westminster grew by 2.9% between July 1, 2019 and July 1, 2020 for a total of 82,590. During this time period, New Westminster was the fastest growing municipality in Metro Vancouver.
- 1.3** This is an Expression of Interest, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The City, at its discretion, reserves the right to;
- a) Use this EOI to shortlist suppliers to proceed with a future Request For Proposal;
 - b) Directly award a contract to a supplier who demonstrates that they are able to provide all the requirements under this EOI;
 - c) Modify this EOI at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this EOI, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This EOI shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.8** All documents submitted to the City in response to this EOI or as part of any subsequent negotiation will become the property of the City, and will not be returned.
- 1.9** Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.
- 1.10** All information provided by the City to a Proponent in connection with this EOI is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written

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consent, nor may any Proponent publicize or advertise its involvement with this EOI process without the prior written consent of the City.

- 1.11 Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this EOI, except as indicated in this EOI.

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

- 2.1 The City of New Westminster is seeking to qualify a licensed commercial realtor with experience in the leasing of commercial sites within the City of New Westminster.

- 2.2 The City of New Westminster requires the use of a commercial realtor to be used on a as required basis to provide the services noted below, but not limited to:

- a) Support or lead the process to find tenants for leasing opportunities;
- b) Negotiate lease and licence agreements, amendments, surrenders, rent reviews, easements and other agreements for the utilization of City property, including property purchases, dispositions and exchanges, in accordance with City policies, guidelines and practices;
- c) Inspect and report on City properties, tenant improvements, new construction and alterations and City assets with a view to ensure compliance with agreement terms;
- d) Prepare valuation reports and rental proposals;
- e) Carry out market rental surveys and review independent appraisal reports;
- f) Prepare analysis and submissions to management in support of land transaction and rent review proposals;
- g) Support the City in developing lease agreements and review lease/property agreements for completeness and accuracy;
- h) Coordinate and verify input to property management systems;
- i) Field real estate inquiries from the public and explore new revenue growth opportunities for the City;
- j) Engage local businesses about opportunities;

3.0 EXPRESSION OF INTEREST INSTRUCTIONS

- 3.1 Expressions should be submitted electronically in one (1) Adobe (PDF) file with Subject “NWEOI-23-06 Commercial Realtor Services Submission” in the Subject to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

- 3.2 The City will receive Expressions at the location and time indicated on the title page of this EOI.

- 3.3 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this EOI. The City may respond to enquiries that it, in its sole discretion, considers relevant to this EOI. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this EOI. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

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4.0 **SUBMISSION REQUIREMENTS**

4.1 The EOI should not exceed four (4) pages in length excluding attached appendices. Expressions should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All Expressions must include and clearly identify:

- a) **Cover Page:** Front page of this EOI with the required Proponent information filled out and signed (not included in page count).
- b) **Executive Summary:** (2 pages max) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this scope of work
- c) **Methodology:** – describe how you will recommend the best option when a leasing opportunity occurs within the City. Include how you engage both the City and the business community and how you determined the best leasing rates and other critical requirements.
- d) **Fees:** – Outline your fee structure
- e) **References:** Please provide three (3) references for your organization. Include contact name, number and a brief description of the work.

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REFERENCES

Please provide three (3) references for companies whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminister may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

1.1 The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.