



STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: December 10, 2025

SUBJECT: **Real Estate Services - RFP Award**

BACKGROUND

The objective of this Request for Proposals (RFP) is to hire for real estate services, and more specifically to aid in the sale of surplus municipal properties, on an as needed basis.

DISCUSSION

The RFP was advertised twice, first on October 10, 2025, and then again on November 4, 2025, with a deadline of November 21, 2025. Both rounds were advertised on our website, social media, direct outreach to local agencies, and the NS Procurement website. Four (4) submissions were received and evaluated from both rounds.

EVALUATION

The evaluation committee consisted of the following members:

- Adam Dedrick, Director of Recreation and Parks
- Val Kean, Director of Economic and Community Development
- Erin Hartley, Deputy CAO

The evaluation committee evaluated the proposals based on costs of services, experience and qualifications, as well as approach and implementation.

Company: The Huskilson Group **Score:** 90.5/100

Company: The Agency **Score:** 90/100

Company: ROI Group **Score:** 88/100

Company: Steward-Lucas Inc. **Score:** 66/100

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne award the Real Estate Services Request for Proposals to The Huskilson Group based on the details outlined in their proposal submission.

ATTACHMENTS

- Request for Proposals Document



**REAL ESTATE SERVICES FOR THE MUNICIPALITY OF THE
DISTRICT OF SHELBURNE
FOR THE SALE OF SURPLUS MUNICIPAL PROPERTIES**

2nd Round

Issued: November 4, 2025

Deadline: November 21, 2025 @ 2:00 pm (AST)

1.0 INVITATION

The Municipality of the District of Shelburne is issuing a Request for Proposals (RFP) to interested parties for Real Estate Services. The intent of the RFP is to award the work to a Proponent based on the evaluation of relevant information including proven experience and knowledge in similar undertakings.

2.0 PROPOSAL REQUIREMENTS

2.1 Background

It is the intent of the Municipality to enter into a three (3) year agreement. The selected Proponent will provide services to aid in the sale of surplus municipal properties, on an as needed basis. Note: If the Municipality elects to dispose of property without the assistance of the Proponent, the selected Proponent may elect to represent possible buyers/lessees. However, at no time may the Proponent represent both the Municipality and a buyer on a sales transaction without prior written approval from the Municipality.

2.2 Scope of Work

The selected real estate firm will be expected to provide listing/marketing services only and must adhere to all federal, provincial and local laws and real estate practices. Surplus Municipal Properties will be listed for sale with the selected real estate firm on an as needed basis.

3.0 SCHEDULE AND CONTACT INFORMATION

3.1 Schedule

RFP Published : Tuesday, November 4, 2025

Proposal Due: Friday, November 21, 2025 at 2:00 p.m. Atlantic time.

This schedule is tentative and is subject to change for reasons including, but not limited to, changes in deadlines by the Municipality.

3.2 Contact Information

Erin Hartley, Deputy CAO

Municipality of Shelburne

PO Box 280

414 Woodlawn Drive

Shelburne

Nova Scotia

B0T 1W0

Tel: 902-875-3544 Ext. 226

Email: erin.hartley@municipalityofshelburne.ca

4.0 EXPERIENCE AND QUALIFICATIONS

4.1 Experience

Please provide background information on your Real Estate Team that demonstrates your team's experience and qualifications to deliver the requested Real Estate Services to the Municipality. Responses should demonstrate experience/qualifications in the following areas:

- Familiarity with local Zoning and By-laws;
- Possession of a thorough knowledge of available conventional and unconventional financing;
- Demonstrated experience as an intermediary in price negotiations and using thorough knowledge of the details of the transactions between buyers and sellers;
- Demonstrated experience administering sale closings;
- Demonstrated ability to recommend a competitive market price for target properties;
- Possession of real estate licenses for the province of Nova Scotia that are current and in good standing.

4.2 Personal Qualifications

Provide credentials/bios of personnel that have performed the requested or equivalent services and will likely provide services to the Municipality. The response shall also designate the team leader who will serve as the Proponent's point person for the Municipality.

5.0 Approach

Please provide a description of the Proponent's proposed approach to deliver real estate services to best position the Municipality's surplus municipal property for disposition through sale.

6.0 Requirements for Proposal Preparation

Proposals will not be accepted after the final closing date and time of 2:00 p.m. Atlantic Time on Friday, November 21, 2025. Proponent may not make modifications to their proposals after the closing date and time. The Municipality of Shelburne 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 Municipality of Shelburne 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 Municipality may reproduce all such documentation, if such reproduction is made solely for internal use or for purpose required by law.

6.1 Pricing

Price for Real Estate Services is to remain firm for the term of the agreement.

6.2 Compliance with Applicable Laws

Proponents agree that they will comply with all applicable federal, provincial, and local laws, regulations, ordinances, and other requirements under law that apply to the scope of work, including all reporting and registration requirements. Proponents further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the Province of Nova Scotia, Canada.

6.3 Criteria for Proposal Evaluation

Municipal Staff will review submitted proposals and make recommendations for a contract award to Council of the Municipality of the District of Shelburne using the following criteria listed below:

- | | | |
|----|---|------------------|
| A. | Cost of Services. | 40 points |
| B. | Experience and qualifications of team. | 40 points |
| C. | Quality of proposed approach based on the Municipality's specification and needs, ease of implementation, and quality of product. | 20 points |

6.4 No Assignment

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the Municipality.

6.5 Submitting Proposals

The Proponent may submit their proposal via email, in person or by mail. For submissions by mail or in person, the proponent is to provide one hard copy of the proposal in a sealed envelope clearly marked "**Real Estate Services**" to identify contents and addressed to Erin Hartley, Deputy CAO, 414 Woodlawn Drive, P.O. Box 280, Shelburne, NS, B0T 1W0. For email submissions, the proponent is to email Erin Hartley, Deputy CAO at erin.hartley@municipalityofshelburne.ca with the subject line "**Real Estate Services**".

Proposals must be received at the address listed **no later than 2:00 p.m. Atlantic Time on Friday, November 21, 2025**. It is the responsibility of the proponent to ensure their proposal is received before the time indicated. Proposals received after the submission deadline will be returned unopened. Faxed submissions will not be accepted.

7.0 Privilege Clause

The Municipality does not bind itself to accept any proposal but may accept any proposal, in whole or in part, or discuss with any proponent different or additional terms to those described in the proposal. The Municipality may:

- a) cancel the proposal at any time;
- b) reject any or all proposals;
- c) accept any proposal;
- d) if only one proposal is received, choose to accept or reject it;
- e) choose not to accept the lowest bid price;
- f) reject any proposals that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, proposal process or any other aspect of the proposal as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional proposals or re-issue the RFP for all or part of the work, all without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality or non-compliance in any proposal.

In evaluating proposals the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the proposal.

The proponent, in submitting a response, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.

8.0 REQUIRED RESPONSE DOCUMENTS

Required responses to the RFP must follow the following template and must be numbered with corresponding tabs. Failure to follow this template will be grounds for disqualification of the bid/proposal.

8.1 Tab 1:

Declaration. Proponent must complete this Declaration and attach this Declaration as **Tab 1** of its proposal.

Proponent has examined this RFP, including the Scope of Work for the project. Proponent hereby proposes to provide this service in accordance with the RFP and agrees to commence work on the sale of surplus municipal property as directed by the Municipality.

Proposal of: **Sale of Surplus Municipal Properties**

Name of Proponent: _____

Telephone: _____

Name of Authorized
Representative: _____

Title: _____

Email Address: _____

8.2 Tab 2:

Project Team. Proponent must complete the following required information and attach it as **Tab 2**:

Real Estate Team Member(s)

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

8.3 Tab 3:

Experience and References. Proponent is required to submit an **Experience and Qualifications Page** as per section 4 of this RFP. Proponent must complete the required references for similar goods and services provided to at least three (3) clients in the past five (5) years and attach information as **Tab 3**.

Client 1

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 2

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 3

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

8.4 Tab 4:

Approach and Cost Proposal. Proponent is required to submit an **Approach and Pricing Page**, which is to include a detailed approach to the service delivery and a price breakdown for all services that will be provided in relation to this RFP. Pricing will be firm for the next three (3) year period. Attach this document as **Tab 4**.

8.5 Tab 5:

Disclosure Information. Proponent is required to submit **disclosure information** on company letterhead, including all officers and key employees, and attach this document as **Tab 5**.

8.6 Tab 6:

Insurance. The successful Proponent shall carry and keep in force errors and omissions insurance and standard Commercial General Liability insurance for all services provided to and on behalf of the Municipality of the District of Shelburne and the amount of coverage for each type of insurance shall be not less than two million dollars (\$2,000,000.00) per occurrence. The successful Proponent shall indemnify and save harmless the Municipality from any damages, suits or actions as a result of damages, injuries or accident done to or caused by it or its agents or employees or relating to the works that are the subject of this RFP or any of its operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on its part, or on the part of any of its agents or employees, to do or perform any or all of the several acts or things required to be done by it 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 including indemnification for reasonable legal fees on a solicitor client basis.

Each Proponent is required to provide as part of its submission Certificates of Insurance evidencing the above insurance. For the successful Proponent, such insurance shall name the Municipality as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the Municipality. Each Proponent agrees that these conditions shall form part of any contract with the Municipality.

8.7 Tab 7:

Certifications, Licenses, Tariffs, etc. Proponent is required to submit under **Tab 7** any and all required certifications, licenses, etc. that are requested and required for this RFP.

8.8 Tab 8: Additional Terms and Conditions or Documents. The Proponent is required to address any additional terms and conditions or submit any other documents that would affect a contract arising under this RFP under **Tab 8**.