

TOWN OF LOCKEPORT

REQUEST FOR PROPOSALS

REAL ESTATE SERVICES – BROKERAGE SERVICES

1. INVITATION

The Town of Lockeport invites proposals from qualified, licensed real estate brokerages to provide professional real estate and brokerage services related to the **investigation, evaluation, marketing and potential sale of vacant properties owned by the Town of Lockeport.**

The purpose of this Request for Proposals (RFP) is to identify a qualified Realtor who can assist the Town of Lockeport in determining the facts and circumstances surrounding identified vacant Town properties, assess their marketability and potential value, and, where directed by Council, undertake the marketing and sale of selected properties.

The Town is seeking a Realtor who can provide objective professional advice and assist the town in making informed decisions regarding the future disposition of these properties.

The successful proponent will work with Town staff and Council and will not have authority to sell, list, transfer or otherwise dispose of any town property without specific authorization from the Town of Lockeport.

2. BACKGROUND

The Town of Lockeport owns several vacant properties within the Town.

The Town wishes to undertake a comprehensive review of these properties to determine:

- The status and ownership of each property;
- The legal description and PID, where applicable;
- Current assessment and tax information;
- Zoning and permitted uses;
- Existing structures or improvements, if any;
- Access to the property;
- Availability of town water and sewer services;
- Availability of electricity and other utilities, where applicable;
- Any known easements, rights-of-way, restrictive covenants or other encumbrances;
- Potential development opportunities;
- Current market conditions;

- Estimated market value;
- Marketability of each property;
- Potential costs or issues that could affect a sale; and
- Whether the property should be retained, marketed for sale, or otherwise disposed of.

The Town may subsequently authorize the successful Realtor to market and sell selected properties.

3. OBJECTIVES OF THE RFP

The objectives of this RFP are to:

1. Obtain professional advice regarding the status and marketability of vacant town properties.
2. Establish an accurate information base for each property.
3. Obtain an independent assessment of the potential market value of each property.
4. Identify potential issues that could affect the sale or development of each property.
5. Determine the most appropriate marketing strategy for properties identified for sale.
6. Obtain professional recommendations regarding the timing and method of sale.
7. Where authorized by Council, have selected properties professionally marketed and sold.
8. Ensure that any disposition of municipal property is undertaken in an open, transparent and professional manner.

4. SCOPE OF SERVICES

The successful proponent shall provide the following services, as applicable to each property.

4.1 Property Investigation

The Realtor shall conduct an initial investigation of each property identified by the Town.

The investigation should include, where information is reasonably available:

- Property address;
- Property Identification Number (PID);
- Legal description;
- Registered owner;
- Property dimensions and approximate lot size;
- Current assessed value;
- Current tax status;

- Zoning designation;
- Permitted uses;
- Development potential;
- Existing buildings or improvements;
- Physical condition, where applicable;
- Road frontage and access;
- Public access;
- Water and sewer availability;
- Electrical and other utility availability;
- Known easements or rights-of-way;
- Known restrictive covenants;
- Environmental or physical concerns known to the proponent;
- Flooding, drainage or other known site considerations;
- Adjacent land uses;
- Comparable properties currently listed or recently sold;
- Current market conditions; and
- Any other information that may materially affect the property's value or marketability.

The successful proponent shall identify any information that cannot be verified and clearly distinguish between **verified information, information obtained from third parties, and professional opinion.**

4.2 Market Analysis

For each property, the successful proponent shall provide a professional market analysis.

The analysis should include:

- Recommended market value or estimated selling range;
- Comparable properties;
- Recent comparable sales, where available;
- Current competing listings;
- Market conditions;
- Potential target purchasers;
- Potential development opportunities;
- Factors that may increase or decrease the property's value; and
- Recommended listing price or pricing strategy.

Where appropriate, the Realtor should provide more than one valuation scenario based on potential permitted uses or development opportunities.

4.3 Recommendation Regarding Disposition

Following the investigation and market analysis, the Realtor shall provide a recommendation for each property.

Recommendations may include:

A. Retain the property

Where the property may have strategic, operational, recreational, environmental or future development value to the Town.

B. Sell the property

Where the property is considered surplus to the Town's needs and there appears to be a reasonable market for the property.

C. Further investigates

Where additional legal, planning, engineering, environmental or other information is required before a decision can be made.

D. Alternative disposition

Where another approach may be more appropriate than a conventional real estate sale.

The Realtor shall provide reasons supporting each recommendation.

5. MARKETING AND SALE OF PROPERTIES

Where Council determines that a property should be sold, the successful proponent may be authorized to provide full real estate marketing and sales services.

These services may include:

- Establishing a recommended listing price;
- Preparing property descriptions;
- Professional photography;
- Signage;
- Online advertising;
- MLS® listing, where appropriate;

- Social media and other advertising;
- Contacting potential purchasers;
- Arranging and conducting property viewings;
- Receiving and presenting offers;
- Providing market feedback to the Town;
- Negotiating offers on behalf of the Town, subject to Council approval;
- Assisting with conditions of sale;
- Liaising with the Town's solicitor and other professionals as required; and
- Providing assistance through to closing.

No agreement of purchase and sale or other binding commitment shall be executed on behalf of the Town without the required authorization of the Town of Lockeport.

6. COUNCIL APPROVAL

The successful proponent acknowledges that the Town of Lockeport is a municipal government and that the disposition of town property is subject to applicable legislation, municipal policies, procedures and Council approval.

The Realtor shall not represent that a property is available for sale, establish a final sale price, accept an offer, or enter into a binding agreement on behalf of the Town unless specifically authorized to do so.

All final decisions regarding the disposition of Town-owned property remain with the Town of Lockeport and its Council.

7. DELIVERABLES

The successful proponent shall provide the Town with a written report for each property investigated.

Each property report should contain, at minimum:

1. Property identification;
2. Legal description and PID;
3. Property size;
4. Assessment and tax information, where available;
5. Zoning and permitted uses;
6. Physical description;
7. Access and servicing information;

8. Known restrictions or potential concerns;
9. Comparable properties;
10. Market analysis;
11. Estimated market value;
12. Recommended listing price, if appropriate;
13. Recommended marketing strategy;
14. Recommended disposition;
15. Identification of outstanding information or investigations required; and
16. Any other information considered relevant.

The successful proponent shall provide reports in electronic format suitable for inclusion in a Council agenda package.

8. PROPOSAL REQUIREMENTS

Proponents should provide the following information in their submissions:

8.1 Company/Firm Information

- Legal name of the business;
- Business address;
- Contact person;
- Telephone number;
- Email address;
- Years in business; and
- Confirmation that the proponent is properly licensed to provide real estate services in Nova Scotia.

8.2 Qualifications and Experience

Provide information regarding:

- Realtor's licence and professional qualifications;
- Years of experience;
- Experience selling vacant land;
- Experience working with municipalities or other public-sector organizations;
- Knowledge of the Lockeport and surrounding real estate market;
- Experience with unusual, rural, waterfront or development properties; and
- Relevant references.

8.3 Proposed Approach

Describe the proposed approach to:

- Investigating the properties;
- Determining market value;
- Identifying potential issues;
- Assessing development potential;
- Preparing recommendations;
- Marketing properties;
- Communicating with the Town; and
- Reporting results to Council and staff.

8.4 Fees

Proponents shall clearly identify all proposed fees.

The proposal should identify separately:

- Fee for the initial property investigation;
- Fee for market analysis;
- Any other professional fees;
- Advertising or marketing costs;
- Commission payable upon a completed sale; and
- Any other costs that may be charged to the Town.

All fees and expenses should be clearly identified, including whether applicable taxes are included or additional.

9. CONFLICT OF INTEREST

The successful proponent shall disclose any actual, potential or perceived conflict of interest involving:

- The proponent;
- Employees or agents of the proponent;
- Potential purchasers;
- Town Council members;
- Town employees; or
- Any other person involved in the proposed transaction.

The successful proponent shall immediately disclose any conflict of interest that arises during the term of the contract.

10. CONFIDENTIALITY

All information obtained from the Town in connection with this RFP and any subsequent contract shall be treated as confidential except where disclosure is required by law or authorized by the Town.

The successful proponent shall not make public statements regarding proposed property sales or negotiations without authorization from the Town.

11. COMMUNICATION AND REPORTING

The successful proponent shall maintain regular communication with the Town's designated staff representative.

The proponent shall provide timely updates regarding:

- Property investigations;
- Market conditions;
- Potential purchasers;
- Offers received;
- Negotiations;
- Significant issues affecting a property; and
- Any matter requiring Council consideration.

All offers received for town properties shall be promptly communicated to the Town in accordance with the Town's instructions.

12. TERM OF CONTRACT

The anticipated term of the agreement shall be **three (3)**, commencing on [insert date].

The Town may extend the agreement by mutual written agreement where additional properties require investigation or where properties are actively being marketed or sold.

The Town reserves the right to terminate the agreement in accordance with the terms established in the final agreement between the parties.

13. EVALUATION OF PROPOSALS

Proposals may be evaluated using the following criteria:

A. Cost of Services	40 points
B. Experience and qualifications of team	40 points
C. Quality of proposed approach based on the Town's specification and needs, ease of implementation and quality of product	20 points
TOTAL	100 points

The Town reserves the right to interview proponents as part of the evaluation process.

The lowest-cost proposal will not necessarily be selected. The Town will consider the overall value, qualifications, experience, methodology and proposed costs.

14. QUESTIONS REGARDING THE RFP

All questions regarding this RFP shall be directed to:

Town of Lockeport
June Harding Town Clerk/Treasurer
902-656-2216
townoflockeport@ns.sympatico.ca

Questions must be received no later than **October 1, 2026**.

Responses to substantive questions may be provided to all proponents to ensure a fair and transparent procurement process.

15. SUBMISSION OF PROPOSALS

Proposals shall be submitted no later than:

Date: October 1, 2026

Time: 2:00 pm Atlantic Time

Submission Method: Email or sealed proposal

Proposals should be clearly marked:

“RFP – Real Estate Services – Vacant Town Properties”

Late submissions may not be accepted.

Privilege Clause

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

- a) Cancel the proposal at any time.
- b) Reject any and 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 proposal 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 Town 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 Town as a consequence.

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

Its evaluating proposals the Town reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience, and local preference. The Town 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 Town 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 the same.

16. TOWN'S RIGHTS

The Town of Lockeport reserves the right to:

- Accept or reject any or all proposals;
- Request clarification or additional information;
- Negotiate with one or more proponents;
- Cancel or amend this RFP;
- Award the work in whole or in part;
- Award services for selected properties only;
- Decline to sell any property;
- Require additional investigations before proceeding with a sale; and
- Take any other action permitted under applicable legislation and Town policies.

The issuance of this RFP does not constitute an offer or guarantee of a contract.

The Town is not responsible for any costs incurred by proponents in preparing or submitting a proposal.

17. SELECTION AND AWARD

The successful proponent will be notified in writing following completion of the evaluation process and any required Council approval.

Prior to commencing work, the successful proponent may be required to enter into a written agreement with the Town setting out the final scope of services, fees, responsibilities, insurance requirements, confidentiality provisions and other applicable terms and conditions.

18. 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 Town of Lockeport 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 Town 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, plants 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 person any or all of the several acts of things required to be done by it of them under and by these conditions, and covenants and agrees to hold the Town 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 Town as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the Town. Each Proponent agrees that these conditions shall form part of any contract with the Town.

19. PROFESSIONAL RESPONSIBILITY

The successful proponent shall perform all services in accordance with applicable legislation, professional standards, licensing requirements and generally accepted real estate practices.

The proponent shall provide independent and objective professional advice to the Town and shall clearly identify any assumptions, limitations or uncertainties associated with its recommendations.

20. PROPOSED LIST OF PROPERTIES

The properties initially contemplated under this RFP are listed below. The Town reserves the right to add or remove properties from the list.

Property	PID	Address/Location	Approx. Size	Notes
Property 1	[PID# 80074073]	[3339 Hwy 3 Lydgate]	[33367 sq ft]	
Property 2	[PID# 80074552]	[Brighton Road]	[17222 sq ft]	
Property 3	[PID # 82551144]	[34 Crest Street Lot 3]	[13707 sq ft]	

A complete property list may be provided to proponents as an appendix to this RFP.

21. CONFIRMATION OF UNDERSTANDING

By submitting a proposal, the proponent confirms that they have reviewed this RFP and understand that:

- The Town may not proceed with the sale of any property;
- Council retains final authority regarding the disposition of municipal property;
- The successful proponent is being retained to provide professional advice and services;
- A property investigation does not guarantee that the property will be listed or sold; and
- Any sale will be subject to applicable legislation, Town policies and required approvals.

APPENDIX A

PROPONENT FEE SCHEDULE

Proponents shall complete the following:

Service	Proposed Fee
Initial property investigation	\$ _____
Market analysis/property valuation	\$ _____
Written property report	\$ _____
Photography/marketing	\$ _____
Advertising	\$ _____
Commission upon completed sale	_____ %
Other fees	\$ _____
Other expenses	\$ _____

Additional comments regarding fees:

APPENDIX B

PROPONENT INFORMATION

Business/Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Real Estate Licence Number: _____

Years of Experience: _____

Experience with Municipal Properties: _____

References:

1.

2.

3.

APPENDIX C

DECLARATION

I/We certify that the information contained in this proposal is accurate and complete to the best of my/our knowledge.

I/We acknowledge the terms and conditions contained in the Town of Lockeport's Request for Proposals – Real Estate Services for Vacant Municipal Properties.

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____

TOWN OF LOCKEPORT

Request for Proposals – Real Estate Services for Vacant Town Properties

Effective Date: []
RFP Number: [TOL-2026-01]