Request for Proposals (RFP)

Real Estate Appraisal and Brokerage Services

Sale of Municipal Properties

Town of Lockeport

1. Invitation

The Town of Lockeport invites proposals from qualified, licensed real estate brokerages to provide professional real estate appraisal and brokerage services for the appraisal, marketing, and sale of selected municipal properties.

The Town intends to engage one brokerage to provide these services, subject to Council approval.

2. Background

The Town owns several properties that Council has declared surplus or is considering for sale. The Town wishes to obtain professional advice regarding current market value and retain a Realtor to market and sell the properties in accordance with municipal policies and applicable legislation.

A list of properties will be provided to the successful proponent.

3. Scope of Services

The successful realtor will be required to:

- Inspect each property
- Prepare a written market valuation or comparative market analysis for each property
- Recommend an appropriate listing price
- Provide advice regarding market conditions
- Develop a marketing strategy for each property
- List properties on MLS and other appropriate marketing platforms
- Install signage where appropriate
- Conduct property showings
- Respond to inquiries from prospective purchases
- Present all offers to the Town
- Assist with negotiations as directed by the Town
- Coordinate the sale through closing with the Town's solicitor

4. Proposal Requirements

Proposals should include:

- Company profile
- Proof of licensing in Nova Scotia
- Years of experience
- Experience selling municipal, commercial, or vacant land
- Names and qualifications of the Realtor(s) assigned
- Marketing plan
- Proposed commission structure
- And additional fees or expenses
- Three References

5. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Experience and Qualifications	30%
Marketing Strategy	25%
Knowledge of Local Market	20%
Commission and Fees	20%
References	5%

The Town reserves the right to interview proponents before making a final selection.

6. Submission Requirements

Proposals must be submitted in a sealed envelope clearly marked:

RFP – Real Estate Appraisal and Brokerage Services

Submission Deadline:

_____November 25, 2026_____
Time:
_____12:00 p.m._____
Deliver to:

Town Clerk/Treasurer
Town of Lockeport
P.O. Box 189, Lockeport, NS

7. General Conditions

- The Town reserves the right to reject any or all proposals
- The lowest commission proposal will not necessarily be accepted
- The Town may negotiate with the preferred proponent
- The Town may cancel this RFP at any time
- Costs incurred in preparing proposals are the responsibility of the proponent
- All information submitted becomes the property of the Town unless otherwise protected by law

8. Insurance

The successful proponent shall maintain:

- Professional liability insurance
- General liability insurance
- Any insurance required by the Nova Scotia Real Estate Commission

Proof of insurance shall be provided upon request

9. Questions

Questions regarding this RFP shall be submitted in writing to:

Town Clerk/Treasurer
Town of Lockeport
Email: townoflockeport@ns.sympatico.ca
Telephone: 902-656-2216

No verbal interpretations shall be binding

10. Award

Council reserves the right to award the contract to the proposal that is determined to be in the best overall interest of the Town of Lockeport

The Town is not obligated to accept the lowest-price proposal