

**The Village of Edgerton  
Request for Proposal (RFP)  
For: Real Estate Services to Sell Municipal Lands  
Date: October 28<sup>th</sup>, 2024  
RFP Number/tracking: Real Estate**

## **1. Introduction**

The Village of Edgerton has several municipally owned lands including residential and commercial lands. The Village of Edgerton is looking to enter into an exclusive contract for a 2-year term for the sale of these lands. The realtor selected will be the agent for the Village of Edgerton and act in the best interest of the Village when handling the sale.

## **2. Purpose**

The purpose of this RFP is to solicit proposals from qualified real estate firms to provide comprehensive real estate services for the sale of municipal lands. The selected realtor will be expected to assist in marketing, negotiating, and facilitating the sale process.

## **3. Scope of Work**

The selected realtor will be required to perform the following tasks:

- **Market Analysis:** Conduct a thorough analysis of the current real estate market to determine appropriate pricing and strategies.
- **Marketing Strategy:** Develop and implement a marketing plan to attract potential buyers, including online listings, signage, and outreach.
- **Negotiation:** Represent the municipality in negotiations with potential buyers to achieve favorable terms.
- **Documentation:** Assist in the preparation and review of all necessary legal and transactional documents.
- **Reporting:** Provide regular updates and reports to municipal officials regarding progress and status of sales.

## **4. Background Information on Municipal Lands**

Please see appendix A for maps. Residential lots are Pink, Commercial lots are green.

All but one lot is vacant land for building. One lot has double car garage on the property but the home is not longer there.

Tours can be arranged by contacting the Village of Edgerton at 780-755-3933 ext. 3

## **5. Proposal Submission Requirements**

Interested firms should submit a proposal that includes:

- **Firm Overview:** Brief history, structure, and qualifications of the firm.
- **Relevant Experience:** Description of similar projects completed, including outcomes and client references.
- **Proposed Approach:** Outline of the proposed marketing and sales strategy.
- **Team Qualifications:** Information on the team members who will be involved, including their experience and roles.
- **Fee Structure:** Detailed breakdown of fees and commission structure.
  - Please note the Village of Edgerton would like to keep the \$1 lot program. To ensure transparency and fairness please include an expected flat rate for properties sold that would enter into this program.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%)**
- **Proposed Strategy (30%)**
- **Fee Structure (20%)**
- **References and Past Performance (20%)**

## 7. Submission Timeline

- **RFP Issued:** October 28<sup>th</sup>, 2024
- **Deadline for Questions:** November 13<sup>th</sup>, 2024
- **Proposal Submission Deadline:** November 15<sup>th</sup>, 2024 (4:00 pm)
- **Selection Announcement:** Council meeting November 23<sup>rd</sup>, 2024

## 8. Submission Instructions

Proposals should be submitted electronically in PDF format to Nick Frank at [Admin@edgerton.ca](mailto:Admin@edgerton.ca) by November 15<sup>th</sup>, 2024 (4:00 pm) Late submissions will not be considered. Please state Real Estate RFP in the subject line.

## 9. Contact Information

For questions or further clarification, please contact: Nick Frank  
 Chief Administrative Officer  
 (780) 755-3933 Ext. 4  
[Admin@edgerton.ca](mailto:Admin@edgerton.ca)

## 10. Terms and Conditions

The Village of Edgerton reserves the right to refuse any proposal and to select the proposal which council feels is the best fit for the Village of Edgerton. The Village of Edgerton also

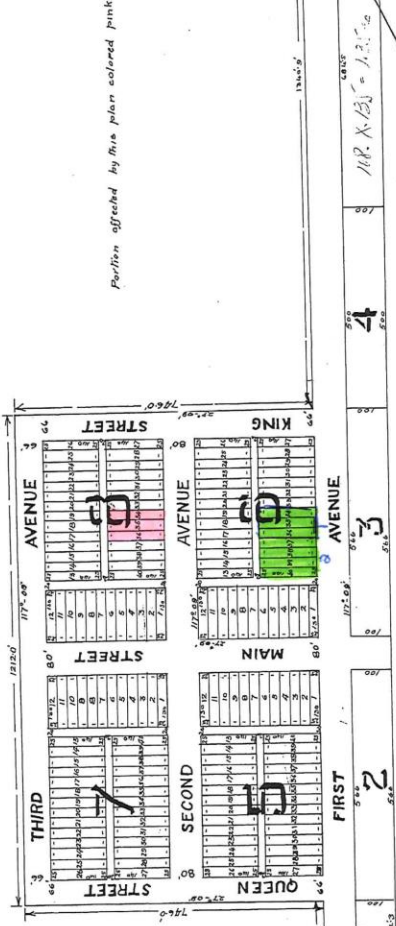
reserves the right to select no proposals should the Village of Edgerton council feel this option is warranted.



East Bdy. 5/8<sup>th</sup> Sec. 1  
 000 - 4864

North boundary of the 5/8<sup>th</sup> Sec. 1  
 000 - 4864

Written affected by this plan colored pink.



**PLAN OF TOWNSITE  
 EDGERTON**

Being a Subdivision of Part of Section 1 Township 42 Range 4,  
 WEST OF 4<sup>TH</sup> MERIDIAN  
 PROVINCE OF ALBERTA  
 S44-120-07-10-00

I, Ruby Thorne, of the City of Edmonton Province  
 of Alberta make oath and say:-  
 1. That I have personally present and did see Thos. W. Brown  
 named in the within-instrument who is personally  
 known to me to be the person named therein duly sign and  
 execute the same for the purposes named therein.  
 2. That the same was executed at the City of Edmonton Province  
 of Alberta and that I am the subscribing witness thereto;

I, Thos. W. Brown, Dominion Land Surv  
 that this plan accurately shows the manner  
 therein has been surveyed and subdivided by  
 is prepared in accordance with the provisions  
 Dated at the City of