

Tuesday, May 8, 2018



Memo

TO: Colin Smith, CAO

FROM: Shane Thomson, Director, Economic Development

RE: RFP Commercial Real Estate Services

On March 29, 2018, the Town issued a Request for Proposals to provide Professional Commercial Real Estate Services.

	CRITERIA	MAX SCORE
1	Cost to the Town of Riverview – Total commission payable, plus structure of commission split between listing and selling agents	30
2	Qualifications & Experience – Affiliation, national/regional reach, quality and record of past performance in the industry including, customer service and caliber of key personnel and sales volume. Examples and references from clients where the Proponent has provided a similar service are recommended.	30
3	Marketing Services – Diversity of media, degree of exposure, alternative media sources to reach local & regional markets, ideas suggested on target buyers	30
4	Value-Added or Innovative techniques proposed	10
	TOTAL	100

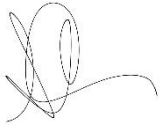
Three (3) complete submissions were received and evaluated based on the evaluation criteria set out in the RFP.

- Colliers International
- CBRE Limited
- Cushman & Wakefield

Recommendation

I recommend that Colliers International, being the proposal that received the highest score, be engaged to provide Commercial Real Estate Services.

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Shane Thomson



I agree with the above mentioned recommendation.

Colin Smith, CAO



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Report Approval Details

Document Title:	memo - RFP Real Estate Services.docx
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This report and all of its attachments were approved and signed as outlined below:

Colin Smith - May 8, 2018 - 3:37 PM