

Date: 2022-12-21

Subject: **Request to Begin Procurement – Professional Real Estate Advisory, Negotiation and Brokerage Services for a One (1) Year Period**

Contact: Rajinder Kaur, Advisor, Special Projects, Realty Services
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Report Number: Legislative Services-2023-037

Recommendations:

1. **THAT** the report titled: **Request to Begin Procurement – Professional Real Estate, Advisory, Negotiation and Brokerage Services for a One (1) Year Period** to the Committee of Council Meeting of January 18, 2023, be received.
2. **THAT** the Purchasing Agent be authorized to commence the procurement for Professional Real Estate, Advisory, Negotiation and Brokerage Services.

Overview:

- **This report seeks Council approval to commence the procurement for Professional Real Estate Advisory, Negotiation, and Brokerage Services for a One (1) Year Period with three (3) additional one (1) year renewal periods.**

Background:

At the July 5, 2017 Council Meeting, the report titled Authority to Modernize Mandate – Commence Revised Real Estate Acquisition, Disposal and Leasing Strategy was approved, directing cross-departmental staff, led by Realty Services, Legal Services, Economic Development, and Finance, to work jointly to acquire land and/or facilities for various identified City projects, identified municipal purposes, opportunity-driven purchases, and to address Council-approved strategic priorities.

At the January 23, 2019 Council Meeting, the report titled Request to Begin Procurement to Provide Professional Real Estate Advisory and Brokerage Services, on an As and When Required Basis for a One (1) Year Period was approved, authorizing Realty Services staff to begin the Procurement Process.

Current Situation:

The City's current contracts (with three (3) vendors) for these services have a range of expiration dates from June 19, 2023 to July 12, 2023.

Funding for real estate transactions is through various approved operational cost centres and Capital Projects. The estimate for the contract for a one (1) year term is \$700,000.

The City continues to think bigger and be future ready. Blanket contracts to provide Real Estate Advisory, Negotiation and Brokerage Services is an on-going requirement to support City Staff in facilitating land transactions.

The intent of this project is to establish a list blanket contracts, serving as qualified resources for the City.

Successful Vendors for the Advisory, Negotiation and Brokerage Services will be required to provide strategic advice, analysis, and a full range of services to evaluate, list, market, report on and present offers for the disposition, acquisition, and leasing of property.

Corporate Implications:

Legal Implications:

Legal Services will assist in the review and compliance with the City's purchasing process and compliance with the City's Purchasing By-Law (19-2018). Further Legal Services will assist with any necessary and applicable contract negotiations.

Procurement Implications:

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

Vendor services will be charged to various operational cost centres across the Corporation and various Capital Projects. This initiative requires \$712,320 (including non-recoverable HST of 1.76%). Partial funding is available through previously approved Capital Projects and the department will ensure that there are sufficient funds requested in future Capital and Operating Budget submissions, pending Council approval.

The estimate for the three (3) optional one (1) year renewals total \$2,100,000. The total estimate for the initial term and optional renewals is \$2,800,000.

Term of Council Priorities:

Strategic Plan:

This report supports Good Government, and the goal of “Practicing proactive, effective and responsible management of municipal assets and services”.

Conclusion:

It is recommended that the Purchasing Agent and Staff be authorized to commence procurement, as described in this report.

Authored by:

Reviewed by:

Rajinder Kaur, Advisor, Special
Projects, Realty Services

Rajat Gulati, Senior Manager,
Realty Services

Approved by:

Paul Morrison, Acting Commissioner
Legislative Services

Attachments:

Staff Report to Committee of Council Report dated January 16, 2019
Council Resolution of January 23, 2019