



TOWN OF LADYSMITH

A regular meeting of the
Council of the Town of Ladysmith
will be held in Council Chambers at City Hall on

**MONDAY, APRIL 20, 2009
at 4:00 P.M.**

AGENDA

CALL TO ORDER

1 AGENDA APPROVAL

2 STAFF REPORT

2.1 Director of Corporate Services

Re: Request for Proposals – Marketing/Realtor Services for
Town-Owned Lots on Strathcona Road

3 **2009 Financial Plan – (4:00 p.m. to 6:00 p.m.)**
R. Malli, City Manager

4 QUESTION PERIOD

5 EXECUTIVE SESSION (6:00 p.m.)

In accordance with Section 90(1) of the *Community Charter*, the first section of the meeting will be held In Camera to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

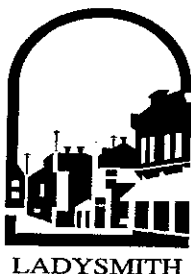
6 RISE AND REPORT

ADJOURNMENT

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Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: April 17, 2009
File No:

Re: **REQUEST FOR PROPOSALS – MARKETING/REALTOR SERVICES FOR TOWN-OWNED LOTS ON STRATHCONA ROAD**

RECOMMENDATION(S):

That Council authorize the issuance of Request for Proposals No. 2009-CS-01 for marketing/realtor services for the five residentially-zoned Town-owned lots located on Strathcona Road legally described as Lots 2, 3, 4, 5, and 6 of existing District Lot 147, Plan 71585, Oyster District.

PURPOSE:

The purpose of this Staff report is to seek Council's authorization to proceed with a Request for Proposals for marketing/realtor services to sell the five residentially-zoned Town-owned lots located on Strathcona Road.

INTRODUCTION/BACKGROUND:

In 2008 a portion of the Town-owned District Lot 147 was subdivided into six residential lots, one of which was donated by the Town Of Ladysmith as a Habitat for Humanity residence. The Town is now in the position to sell the remainder of the lots.

SCOPE OF WORK:

Once the process seeking the Requests for Proposals is concluded Staff will review the submissions and provide a recommendation to Council regarding the successful bidder. Once Council ratifies the appointment of the successful bidder Staff will monitor the project as appropriate.

ALTERNATIVES:

Council could direct Staff to market the lots independent of a professional real estate marketer, however, this option is not recommended given that Staff does not have the expertise nor the time to commit to this project.

FINANCIAL IMPLICATIONS:

The costs of this service are unknown at this time. It is anticipate that the successful bidder will claim a specified percentage of the proceeds of the lot sales as his or her fees.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

None.


INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services Staff will coordinate this project with Development Services Staff and the City Manager.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project was identified in the Town's previous Strategic Plan under the category of "Wise Financial Management" - securing new sources of revenue and alternate ways of financing community services. Given this year's budget constraints and the current economic climate, Staff considers such revenue generating proposals to be prudent and appropriate.

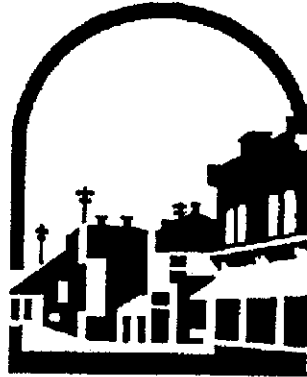
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Request for Proposals Document



LADYSMITH

**Town of Ladysmith
Corporate Services Division**

**Request for Proposals
#2009-CS-01**

**Marketing/Realtor Services for
Town-Owned Lands on Strathcona Road**

For Information:

**Sandy Bowden
Director of Corporate Services
Town of Ladysmith
250.245.6404
sbowden@ladysmith.ca**

1. INTRODUCTION/SCOPE OF WORK

The Town of Ladysmith is seeking proposals from qualified professionals to provide marketing/realtor services to oversee the marketing and sale of five Town-owned lots located on Strathcona Road. The properties are located within the R-1-A Medium Density Urban Residential Zone and are identified on Schedule "A" (attached) and legally described as:

Lots 2, 3, 4, 5, and 6 of existing District Lot 147, Plan 71585, Oyster District

Further information regarding the zoning of the subject lots may be obtained via the Town's website at www.ladysmith.ca.

The intent of this Request for Proposals is to make an award to a qualified individual or company to provide marketing/realtor services as specified in this document. All costs associated with the preparation and submission of a proposal shall be borne solely by the Proponent.

This project will commence as soon as possible after the close of this Request for Proposals (i.e. May 15, 2009).

2. GENERAL INFORMATION

The bidder must submit a fixed price quote for the entire project.

3. SITE VISITS AND FURTHER INFORMATION

Any bidder wishing to discuss the specifications regarding this tender shall contact the Director of Corporate Services before 1:30 p.m. on Friday, May 15, 2009.

It may be possible to arrange a site visit to view the lots to which this request for proposals applies at a time of mutual convenience. Please contact the Director of Corporate Services if you wish to pursue this option. A site visit is not mandatory. Travel and/or any other costs associated with a site visit will be the responsibility of the Proponent.

4. PROPOSAL SUBMISSIONS

Submissions in response to this Request for Proposal will include the following:

- Resume or curriculum vitae
- Summary of proponent's experience and related projects
- Schedule of work
- Fee proposal (in Canadian funds)

- The bidder will state, in a covering letter, full details of any guarantee(s) that he or she is prepared to offer

The bidder may supply references if he or she so wishes. The bidder must have extensive and proven expertise in residential property sales.

The price quoted will include all and every cost including Goods and Services Tax and Provincial Tax.

The successful bidder will be required to obtain and provide proof of having the following:

- A current business license for operating in the Town of Ladysmith
- Active Workers' Compensation Board of BC Registration
- Federal, provincial and municipal permits when and where applicable

One (1) hard copy of the response to the Request for Proposal should be submitted no later than 2:00 p.m. on Friday, May 15, 2009 (local time), to the attention of the following:

Sandy Bowden, Director of Corporate Services
Town of Ladysmith
410 Esplanade
P.O. Box 220,
LADYSMITH, BC V9G 1A2

Phone: 250-245-6404
Fax: 250-245-6411
Email: sbowden@ladysmith.ca

5. OWNERSHIP OF PROPOSALS

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

This Request for Proposals and all associated documentation is, and shall remain the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

6. FACSIMILED OR ELECTRONIC PROPOSALS

Facsimiled and/or Electronic Proposals (in .pdf format) will be accepted up to the closing date and time at the coordinates listed above provided the original proposal is received at the office of the Director of Corporate Services within two working days of the closing date and time. Original proposals received after the closing date and time or originals of facsimiled proposals received after the two-day grace period may be cause for rejection of the proposal. The Town will not accept any responsibility for the timely receipt of, or adequacy of, any electronic transmissions, and late receipt of Proposals via facsimile machine will be cause for rejection of a Proposal.

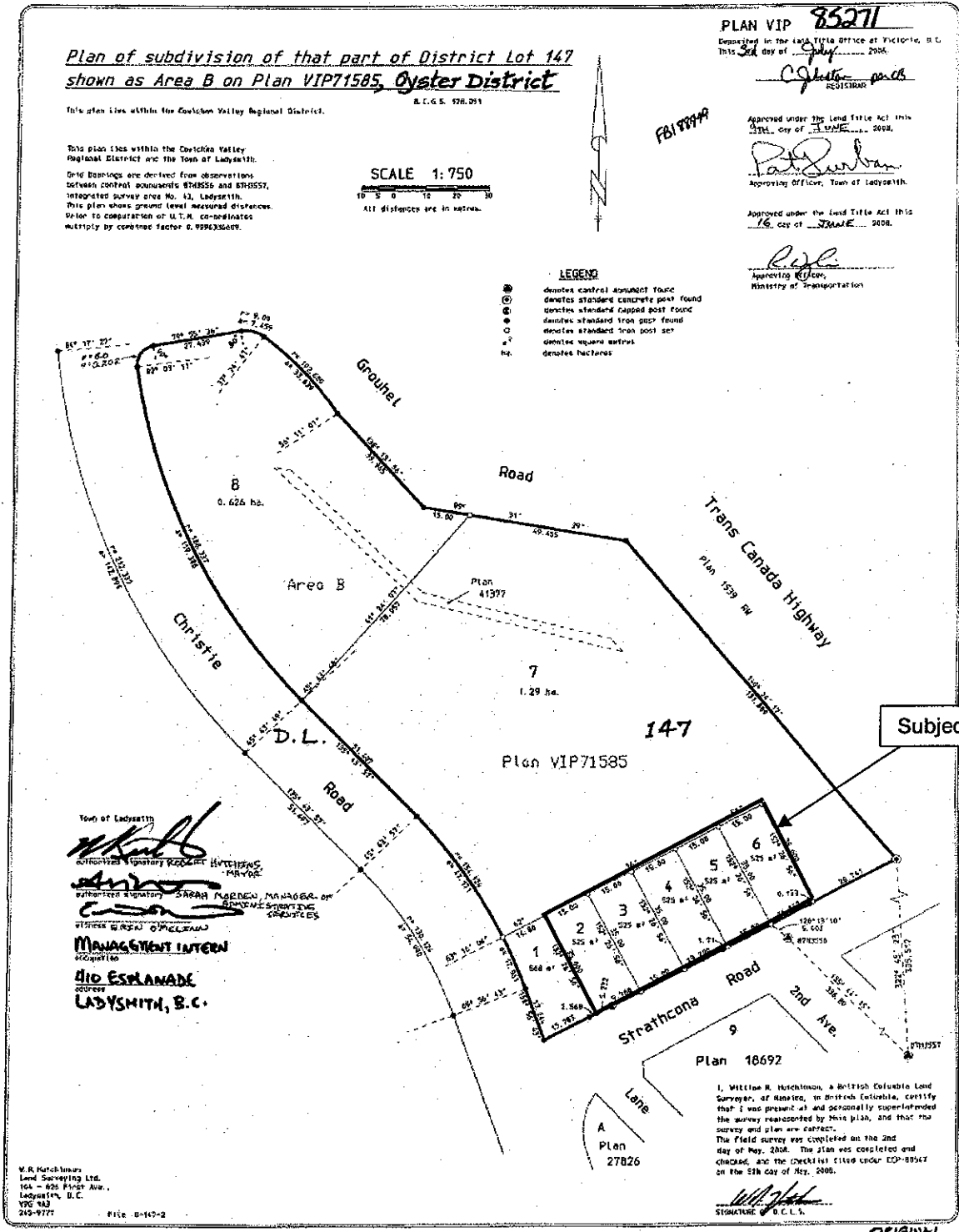
7. ACCEPTANCE OF A PROPOSAL

Tenders will be opened publicly at the Town of Ladysmith City Hall on Friday, May 15, 2009 at 2:00 p.m.

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any Tender will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Town to buy on price alone.

SCHEDULE "A" - Site Map



ORIGINAL