

# Request for Information



## Commercial Real Estate Brokerage Services

RFI # HH-2022-03

Issue Date: August 15, 2022

Closing Date: September 15, 2022 @ 15:00 PDT

# Summary

## Request for Information: Commercial Real Estate Brokerage Services

Métis Nation British Columbia wishes to establish a list of commercial real estate brokers to assist MNBC in purchasing, selling, leasing, and analyzing real property in multiple locations within British Columbia. Acquisitions may be for a single use or mixed uses, including housing, office, cultural and community space, social service delivery, and commercial space.

This RFI contains the terms and conditions governing the RFI, high-level scope of services covered by the RFI, overall RFI process, instructions on how to respond, submission deadlines, and official contacts for questions and clarifications.



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## RFI Submission and Clarifications

### Instructions for Submission

Please follow the Proposal Guidelines / Response Format detailed in Section 4.0. Ensure that a person authorized to sign on behalf of the Respondent complete and sign the **Appendix A Respondent RFI Response Form** leaving the rest of that page otherwise unaltered and include the signed and completed page as the cover page of your submission package. Verified digital signatures are acceptable.

Respondents may submit one (1) electronic copy of the response in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFI name, "Commercial Real Estate Brokerage Services" and RFI number "HH-2022-03" and sent to the following email address:

dbrightman@MNBC.ca

**Proposal Submissions must be received by MNBC by Thursday, September 22, 2022 @ 3:00PM PT**

MNBC will reply to acknowledge receipt. It is the Respondent's responsibility to ensure that MNBC has received their Proposal.

Please do not submit any individual file larger than 20MB by email.

Respondents who have not been contacted by end of business day on Friday, September 30, 2022, have not been short listed.

### Clarifications

Please direct all written enquiries related to this RFI including any requests for information, questions, and clarification, to the MNBC contact email below. All questions and enquiries are to be submitted no less than three (3) working days before RFI closing date. Please do not direct any questions to any other MNBC personnel. All enquiries and responses will be recorded and may be shared and distributed to all Respondents at MNBC's option. Please include the RFI name and RFI number in the subject line.

RFI Enquiries: **Darrin Brightman**  
**Manager of Social Infrastructure Development**  
**dbrightman@mnbc.ca**

## 1.0 Background and Scope

Métis Nation British Columbia is hereinafter referred to as “**MNBC**”.

MNBC is seeking to establish a list of commercial real estate brokers to assist MNBC in the purchase, sale, leasing, and analysis of real property in multiple locations within British Columbia. MNBC may select multiple brokers from this list to work with on an ad-hoc basis as is appropriate to a particular circumstance and particular broker expertise. MNBC may also select one or more brokerage firms to become a strategic business partner to MNBC as the organization continues to grow and deliver upon its mandate to develop and enhance opportunities for Métis communities by implementing culturally relevant social and economic programs and services.

MNBC is the Governing Nation for Métis in British Columbia, recognized by the Métis National Council, the Government of British Columbia, and the Government of Canada. MNBC represents nearly 90,000 Métis people and 39 Métis Chartered Communities in seven regions (“**Regions**”) across BC, listed in Appendix B. The areas in and around these communities are of particular interest to MNBC. Additional chartered communities may form in the future.

Through the Indigenous Community Infrastructure Fund and the Métis Nation-Canada Housing Sub-Accord, MNBC has secured funding to develop much-needed physical facilities. MNBC is pursuing additional funding through BC Housing, CMHC, and other funders. MNBC has purchased and continues to acquire property throughout the province to support the construction of affordable housing, culturally relevant services, and childcare facilities.

MNBC is in the process of developing a Facilities Master Plan (“**FMP**”), due for completion in the spring of 2023. The FMP will inform the specific uses needed within each Region and the approximate building area required for each of the uses. Known uses to be sited include housing (affordable and mixed-income, rental and ownership), offices, community and cultural spaces, daycare facilities, health care clinics, shelters (for unhoused Métis, for women and children fleeing domestic violence, for 2SLGBTQ+ youth), and commercial space. Some uses are appropriate in mixed-use settings, while others stand alone.

Aiding in locating, analyzing, and acquiring appropriate development sites or finding appropriate development partner opportunities is the primary work for the selected broker or brokers. MNBC may also use brokers from the established list to aid in leasing of commercial space to tenants and sale or long-term ground lease of MNBC-owned real property to others.

Expertise in creative solutions is desirable. MNBC is open to fee simple acquisition, lease-purchase, long-term (50+ years) ground leases, acquisition of air rights for development (such as above parking lots), partnerships with developers, strata purchases, land assemblies, and other creative solutions as we work to meet the needs of Métis across British Columbia. MNBC recognizes that the dynamics and economics of development in the Lower Mainland are very different from those in other Regions and is flexible with modifying approaches based on location.

Demonstrated experience in commercial real estate including mixed-use projects is necessary, and experience siting affordable housing, mixed-use, and similarly complex projects with Métis, other Indigenous Nations, racialized minority organizations, 2SLGBTQ+ organizations, or non-profit developers is strongly preferred. Métis brokers are strongly encouraged to respond. Larger firms are encouraged to identify local partners in communities where the firm does not have offices.

Some travel may be necessary, but most consultations will be conducted remotely via Teams or similar technology. Most in-person meetings with MNBC staff and Cabinet, if any, will take place in Surrey, BC.

## 2.0 Terms and Conditions

- 2.1. This RFI is an inquiry only and does not imply any commitment by MNBC to select any vendor or to purchase any products or services.
- 2.2. This RFI should not be considered as authorization to perform any billable work. Any work performed by the Respondent in order to prepare an RFI response is done free of charge to MNBC.
- 2.3. MNBC reserves the right to respond only to the Respondent(s) it chooses to proceed with further in the RFI process.
- 2.4. MNBC reserves the right to, at its sole discretion, to issue a "Request for Additional Information" (RAFI), re-issue a modified RFI, cancel the RFI or collapse the RFI process and proceed directly to contract negotiations with any vendor it sees fit.
- 2.5. At any given point in the RFI process, MNBC reserves the right to accept late vendor responses where it sees fit.
- 2.6. MNBC reserves the right to request vendors to sign an NDA. Refusal to commit to a requested NDA may disqualify that vendor from the RFI process.
- 2.7. MNBC reserves the right to use third party consultants at any stage of the RFI process to assist MNBC with the vendor selection and proposal evaluation. Third party consultants are required to sign a Non-Disclosure Agreement to ensure that information from both MNBC and the Respondent's proposal are used solely for the purpose of the RFI.
- 2.8. All information related to the evaluation of the received proposals are considered confidential.
- 2.9. MNBC reserves the right to reject any Respondent's response without disclosing any reason or cause.
- 2.10. Any information about MNBC discovered by the Respondent or provided to the Respondent through this RFI process is considered confidential and therefore the Respondent must not disclose such information to any person or entity except for those MNBC employees involved in the RFI process.



## 3.0 RFI Process

- 3.1. Respondents' proposal submissions must be received by closing date and time specified on the cover of this RFI.
- 3.2. Based on the responses received for the RFI, MNBC may:
  - 3.2.1. Decide not to proceed with the project, work, product or solution;
  - 3.2.2. Decide to defer the project, work, product or solution;
  - 3.2.3. Request further information by issuing a "Request For Additional Information" (RFI);
  - 3.2.4. Develop and Re-issue a revised Request for Information (RFI); or
  - 3.2.5. Shortlist one (1) or several Respondents to formally present their proposal to the MNBC's appointed Vendor Selection Committee
  - 3.2.6. Negotiate a contract directly with a Respondent; or
  - 3.2.7. Break up the scope of the RFI and award individual contracts for different parts of the project, work, product, or solution.
- 3.3. At any point in the RFI process, MNBC may request a technology review/evaluation of the proposed solution. This technology review/evaluation may require an interview and a demonstration environment be set up so that MNBC can perform the needed evaluation. The Respondent is required to ensure that resources are available to support such a review.
- 3.4. After the RFI submissions are evaluated, MNBC may request the short-listed Respondents(s) to provide presentations and take MNBC through a deep dive of their proposals. Only short-listed Respondents(s) will be notified and invited to present, and they will be informed of the deep dive parameters, specific time, date, and location for their presentation. All costs incurred in the preparation of the responses and the presentation, including all travel costs, are the responsibility of the Respondent and are not billable to MNBC. MNBC reserves the right not to continue with Respondents(s) who are not available for a presentation.
- 3.5. Final selection of any Respondent's solution is subject to reference checks and financial review under the sole opinion of MNBC.
- 3.6. MNBC reserves all rights defined herein Section 2, Terms and Conditions, as deemed in the best interest of MNBC.
- 3.7. Instructions for Submission
  - 3.7.1. Respondents may submit one (1) electronic copy of the Proposal in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFI name and number and sent to the email address specified on the cover of this RFI.
  - 3.7.2. MNBC will reply to acknowledge receipt. It is the Respondent's responsibility to ensure that MNBC has received their Proposal.
  - 3.7.3. Please do not submit anything individual file larger than 20MB by email.
  - 3.7.4. Respondents who have not been contacted by end of business day on Friday, June 24, 2022, have not been short listed.
  - 3.7.5. Refer to Clarifications instructions on Page 4 if clarification of terms in this RFI or instructions for submissions are needed.



## 4.0 Proposal Guidelines / Response Format

While Respondents are invited to highlight any other approaches and other deliverables that may achieve MNBC's goals reflected in this RFI, it is mandatory that all proposal submissions include the following minimum information:

### 4.1. Response Format

- 4.1.1. Please provide your response in the same order as the topics listed below.
- 4.1.2. Please limit responses to a maximum of twenty (20) pages.
- 4.1.3. Attach a completed and signed copy of **Appendix A: Respondent RFI Response Form AS THE COVER PAGE** of your submission package.
- 4.1.4. Provide a Table of Contents for your submission.

### 4.2. Initial Statement

- 4.2.1. Please state if there are any potential areas of conflict of interest that may exist if MNBC were to engage in any business dealings with your firm. Note any existing contacts or previous business dealings you have with MNBC.

### 4.3. Company Profile and Overview

Within your Company Profile and Overview:

- 4.3.1. Describe your company size and whether your company is non-profit or for-profit and whether it is a subsidiary of, or affiliated with, a corporate or holding company.
- 4.3.2. Provide your company's total revenue and operating profit for last two fiscal years.
- 4.3.3. Explain how many years your organization has been transacting commercial real estate under its present name, and any former names your company operated under.
- 4.3.4. Provide an overview of your client base in British Columbia and in Canada.
- 4.3.5. If there are any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers, please provide the details.

### 4.4. Proposed Team

- 4.4.1. Provide a description of the team you propose to assign to this project and the roles each member will fill. Provide resumes showing the qualifications and experience of team members who will be deployed to work on the services. Include local partners as appropriate.

### 4.5. Past Projects

- 4.5.1. **For each Region in which you wish to be considered**, provide a description of five (5) commercial real estate purchase or sale transactions of development or redevelopment sites or development partnership agreements that your firm has completed within the last three (3) years, including the location, property description, listing price, closing price, and brief description of the value your team brought to the process.
- 4.5.1.1. Highlight any transactions involving Métis or other Indigenous Nations.

### 4.6. References

- 4.6.1. Provide a reference for at least two (2) of each set of five (5) projects described in Section 4.5. Please provide contact information and detailed description of each of the projects used in your references. Attach these references as per **Appendix C Recommended Format for List of References**.

### 4.7. Costs of Services

4.7.1. Provide your pricing model for the proposed Services.

## 5.0 Evaluation Guidelines

Evaluation and short-listing of Respondents will be based on the following weighed evaluation criteria:

4.2 Initial Statement	Pass/Fail
4.3 Company Profile and Overview	10%
4.4 Proposed Team	30%
4.5 Past Projects	30%
4.6 References	15%
4.7 Cost of Basic Services	15%
<b>TOTAL</b>	<b>100%</b>

Proposals that demonstrate extensive experience with the following will score higher:

- Siting mixed use and affordable or mixed-income housing projects;
- Working with or for Indigenous people (Métis, Inuit, and First Nations) in Canada; and
- Creative solutions such as air rights sales, development rights transfers, development partnerships, land assemblies, etc.

## Appendix A: Respondent RFI Response Form (RFI# HH-2022-01)

*(To be completed by the Respondent and included as the "RFI Cover Page" of the Proposal)*

The enclosed Response is submitted in response to the above-referenced RFI including any addenda. Through submission of this Response, we agree to all terms and conditions of this RFI and agree that any inconsistencies in our Reponse will not be considered. We have carefully read and examined all sections of the RFI including the Administrative Section and have conducted such other investigations as were prudent and reasonable in preparing the Response. We agree to be bound by the statements and representations made in our Response and we understand that nothing in the RFI should be construed as binding on MNBC.

Signature of Authorized Representative:	Date:
Printed Name of Authorized Representative:	Title of Authorized Representative:
Email of Authorized Representative:	Phone Number of Authorized Representative:
Legal Business Name of Respondent:	Other names under which the Respondent may operate:
Address of Respondent:	City:
Province:	Postal Code:
Name of contact for this response submission:	Title of contact for this response submission:
Email of contact for this response submission:	Phone Number of contact for this response submission:
<input type="checkbox"/> References Enclosed as per recommended format in RFI Appendix B	

## Appendix B: Recommended Format for List of References

Please provide at least two (2) references for each set of five (5) Past Projects listed in your Response.

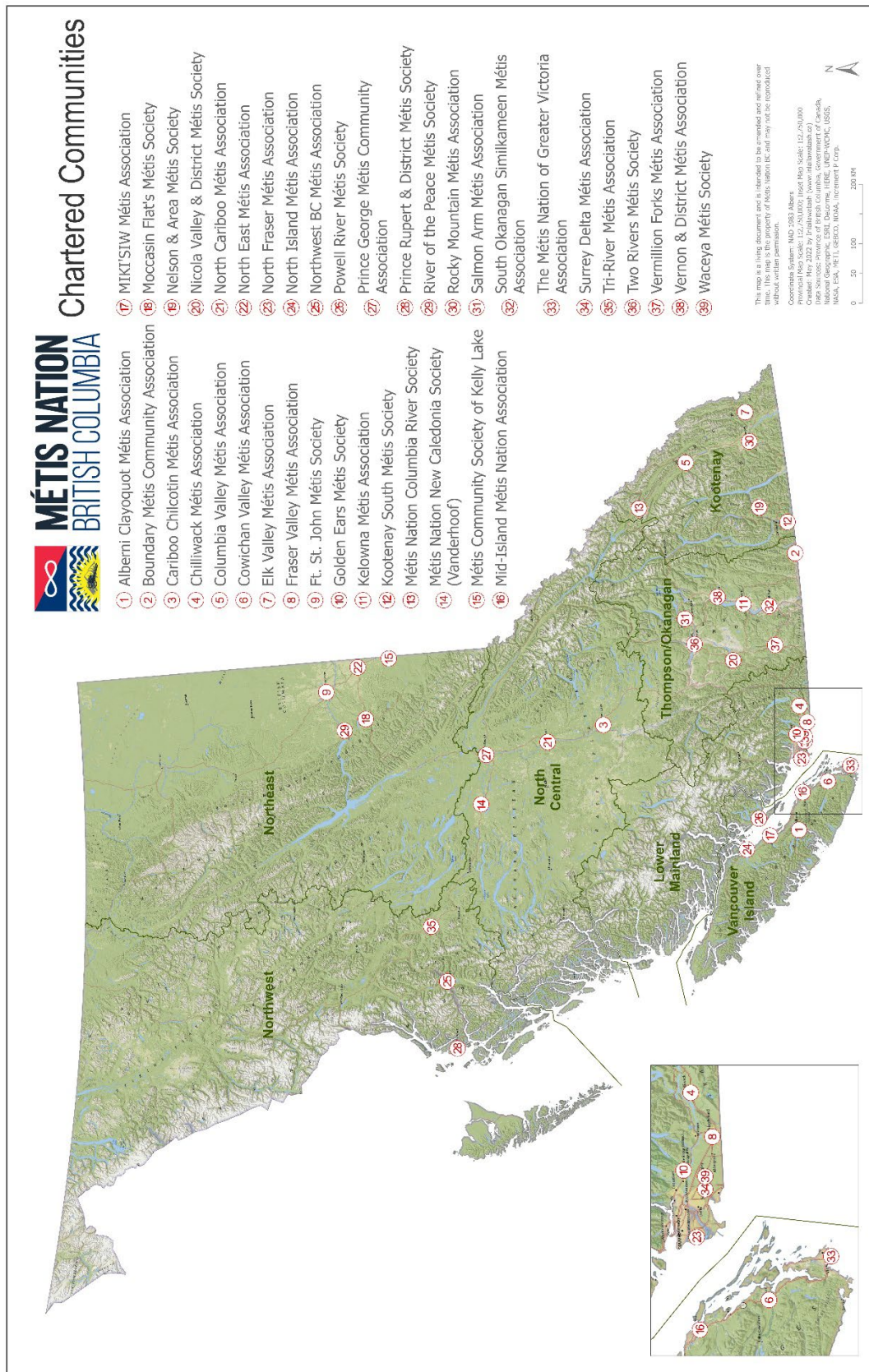
MNBC reserves the right to contact the references to confirm the nature of the work provided by a Respondent and to obtain additional references regarding the Respondent's performance. MNBC will not enter into a contract with any Respondent whose references, in MNBC's sole opinion, are found to be unsatisfactory.

**ONLY USE CANADIAN COMPANIES AS REFERENCES.**

Respondent's Company Name: \_\_\_\_\_

<b>REFERENCE 1</b>	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	
<b>REFERENCE 2</b>	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	
<b>REFERENCE 3</b>	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	

## Appendix C: Regions and Chartered Communities



	CHARTERED COMMUNITY	Community HQ
REGION 1	Alberni Clayoquot Métis Society	Port Alberni
	Cowichan Valley Métis Association	Duncan
	Mid-Island Métis Nation Association	Nanaimo
	Miki'siw Métis Association	Courtenay
	North Island Métis Association	Campbell River
	Métis Nation Powell River	Powell River
	The Métis Nation of Greater Victoria Association	Greater Victoria
REGION 2	Chilliwack Métis Association	Chilliwack
	Fraser Valley Métis Association	Abbotsford
	Golden Ears Métis Society	Pitt Meadows
	North Fraser Métis Association	New Westminster
	Waceya Métis Society	Langley
	Surrey Delta Metis Association	Surrey
REGION 3	Boundary Métis Community Association	Grand Forks
	Kelowna Métis Association	Kelowna
	Nicola Valley & District Métis Association	Merritt
	Salmon Arm Métis Association	Salmon Arm
	South Okanagan Similkameen Métis Association	Penticton
	Two Rivers Métis Society	Kamloops
	Vernon & District Métis Association	Vernon
	Vermillion Forks Métis Association	Princeton
REGION 4	Columbia Valley Métis Association	Invermere
	Elk Valley Métis Association	Fernie
	Kootenay South Métis Society	Trail
	Métis Nation Columbia River Society	Golden
	West Kootenay Métis Association	Nelson
	Rocky Mountain Métis Association	Cranbrook
REGION 5	Cariboo-Chilcotin Métis Association	Williams Lake
	Métis Nation New Caledonia Society	Vanderhoof
	North Cariboo Métis Association	Quesnel
	Prince George Métis Community Association	Prince George
REGION 6	Northwest BC Métis Association	Terrace
	Prince Rupert & District Métis Association	Prince Rupert
	Tri-River Métis Association	Smithers
REGION 7	Fort St John Métis Society	Fort St John
	Fort Nelson Metis Society	Fort Nelson
	Métis Community Society of Kelly Lake	Kelly Lake
	Moccassin Flats Métis Society	Chetwynd
	North East Métis Association	Dawson Creek
	River of the Peace Métis Society	Hudson's Hope