



is accepting proposals for Realtor Services

Proposals clearly marked with
“Realtor Services”

Will be received until **Friday, November 14th, 2025 at
4:30 p.m.**

*Please drop off, mail, or email tenders to one of the following
addresses:*

Riverdale Municipality
670 – 2nd Ave
Box 520 ~ Rivers MB ~ R0K 1X0
cao@riverdalemb.ca

General inquiries should be directed to:

Marci Quane, CAO
204-328-5300
Email: cao@riverdalemb.ca

Riverdale Municipality

Request for Proposal – Realtor Services

1. Project Overview

Riverdale Municipality invites qualified real estate professionals or firms to submit a proposal for the provision of Realtor Services. The successful bidder(s) will represent the Municipality in the sale of various municipally owned properties, which may include seasonal recreational, residential, and commercial land and buildings.

2. Scope of Work

The successful bidder will be required to:

- Develop and implement a comprehensive marketing strategy to promote Rivers as an attractive, safe, and convenient place to live, highlighting its unique advantages while listing municipal properties for sale.
- Provide professional advice on pricing, marketability, and sale strategies.
- Conduct showings and liaise with potential buyers.
- Represent Riverdale Municipality's best interests during negotiations.
- Facilitate all legal documentation in collaboration with municipal administration and legal counsel.
- Assist with public inquiries related to listed properties.
- Provide periodic reporting and updates to the CAO or designate.
- Adhere to all legislative and ethical standards required of licensed real estate professionals in Manitoba.

Properties may be listed individually or in groups and will vary in type and location within Riverdale Municipality.

3. Qualifications

Interested applicants must

- Be licensed and in good standing with the Manitoba Securities Commission.
- Have proven experience in the sale of public, recreational, residential, and commercial properties.
- Carry professional liability and errors & omissions insurance.
- Demonstrate knowledge of local market trends and zoning regulations.
- Provide references from at least two clients for whom similar services have been provided.

4. Terms of Engagement

The term of the agreement will be two (2) years, with the option to renew for an additional one (1) year upon mutual agreement.

5. Evaluation Criteria

Submissions will be evaluated based on the following:

- Relevant experience and qualifications (30%)
- Approach and methodology (20%)
- Commission structure and fee schedule (30%)
- References and past performance (10%)
- Local knowledge and responsiveness (10%)

Riverdale Municipality reserves the right to not select any proposal. In addition, Riverdale Municipality reserves the right to not proceed with the lowest bidder if deemed in the best interest of the municipality.

6. Submission Requirements

Interested parties must submit:

- A company profile and resume of the realtor(s) to be assigned.
- A description of how you will develop and implement a comprehensive marketing strategy to promote Rivers as an attractive, safe, and convenient place to live, highlighting its unique advantages, while listing municipal properties for sale.
- approach to marketing and sale of municipal property.
- A detailed fee and commission structure, including any additional costs.
- Copies of licenses and insurance certificates.
- At least three client references with a municipality being preferred.

7. Submission Deadline

Proposals must be received no later than November 14th, 2025 @ 4:30pm. Late submissions will not be considered.

Submissions may be delivered to:

Riverdale Municipality

670 – 2nd Avenue

PO Box 520

Rivers, MB R0K 1X0

Email: cao@riverdalemb.ca | 204-328-5300

Proposal results will be shared following the November 18th, 2025 Council Meeting.

8. Questions and Clarifications

Questions regarding this RFP must be submitted in writing to the CAO by November 7th, 2025.

Riverdale Municipality reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Municipality.