



REQUEST FOR PROPOSAL 25-001S

Real Estate Brokerage Services

Date Issued: September 12, 2025
Closing Date: 4:00 p.m. (local time), September 23, 2025

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Request for Proposals

RFP No. 25-001S

Real Estate Brokerage Services for the Disposition of 15 Mission Avenue, St. Albert, Alberta

Issue Date: September 12, 2025

Closing date and time:

Proposals must be received on or before 4:00 p.m. Mountain Standard Time on Tuesday, September 23, 2025.

Please submit one electronic file.

Submission address:

All proposals must be submitted electronically* to cmoroziuk@gsacrd.ab.ca :

RFP Real Estate Brokerage Services

Attention: Dr. Clint Moroziuk, Superintendent
Greater St. Albert Catholic Schools
6 St. Vital Avenue
St. Albert, AB T8N 1K2

Contact person: All enquiries related to this Request for Proposal are to be directed, in writing at least five (5) days prior to closing date, to the following person. Any new information provided to any of the respondents will also be uploaded to the Alberta Purchasing Connections website as additional information. Information obtained from any other source is not official and should not be relied upon:

Dr. Clint Moroziuk, Superintendent

Email: cmoroziuk@gsacrd.ab.ca

**From time to time our spam filters block legitimate email. The Division cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.*



Introduction

Greater St. Albert Catholic Schools ("the Division") is seeking proposals from qualified, licensed real estate brokerages to provide professional brokerage services for the disposition of Division-owned property located at 15 Mission Avenue, St. Albert, Alberta.

The Division is committed to ensuring the property disposition process is transparent, financially responsible, and aligned with the community's long-term development goals.

Background

- The subject property is the **former École Father Jan School site at 15 Mission Avenue, St. Albert.**
- The property has been declared surplus to the Division's needs under Board Policy 22 – *Surplus Lands and Buildings*.
- The site's strategic downtown location, adjacency to City-owned lands (13 Mission Avenue), and municipal interest in coordinated redevelopment present opportunities for significant community benefit.

Scope of Services

The successful brokerage will:

- Provide advice on pricing strategy and marketing approach to maximize value.
- Develop and execute a comprehensive marketing plan (including MLS, commercial listings, targeted outreach).
- Liaise with the Division, Alberta Infrastructure, and the City of St. Albert, as necessary.
- Assist in evaluating offers and provide recommendations to the Division.
- Ensure compliance with all legislative requirements, Board policy, and industry standards.
- Support the Division in negotiations through to closing.



Proposal Bid Submission Requirements

Proposals must include:

- **Company Profile:** overview, licensing, years of operation, key personnel.
- **Relevant Experience:** comparable institutional or commercial property dispositions.
- **Marketing Strategy:** proposed approach for 15 Mission Avenue.
- **Commission Structure / Fee Proposal.**
- **References:** at least two recent clients for similar work.
- **Compliance Statement:** confirmation of ability to meet any due diligence requirements in legislation.

All proposals must be submitted electronically in PDF format to: cmoroziuk@gsacrd.ab.ca

Evaluation Criteria

The following criteria outlined below will be utilized in the evaluation of the Proposals.

- Brokerage Experience & Qualifications – 30 points
- Marketing & Disposition Strategy – 30 points
- Fee Structure/Value for Money – 30 points
- References & Past Performance – 10 points

Following the evaluation team's initial evaluation of the Proposals, GSACRD may at its sole discretion require some or all respondents to submit clarifying information, in writing, in response to questions provided by GSACRD.

Unsolicited clarifying information or additional information provided after the RFP Closing Time will not be considered.

The selection of the successful consultant is expected to be completed by October 1, 2025.

General Instructions

- The Division reserves the right to accept or reject any or all proposals.
- The lowest fee proposal will not necessarily be accepted.
- Proposals shall remain valid for a minimum of 60 days after closing.
- All submissions are subject to the Freedom of Information and Protection of Privacy Act (FOIP).



The successful respondent will be required to provide evidence of insurance coverage, including Comprehensive General Liability and Professional Liability, each with a minimum limit of \$2,000,000.

Terms and Conditions

Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of Alberta. It is the responsibility of the respondent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. While GSACRD has used considerable effort to ensure an accurate representation of information in this RFP, the information supplied is a guideline for respondents.

The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. GSACRD will assume no responsibility for any oral information or suggestion(s). Respondents are responsible for the costs of preparing proposals.

All documents, reports, proposal submissions, working papers or other materials submitted to GSACRD shall become the sole and exclusive property of the Division and as such, are subject to privacy legislation. To request documentation confidentiality, respondents must submit a covering letter, with their proposal, detailing the specifics of their request.

GSACRD, as a result of awarding this contract and for the use of the Division's property or facilities requires that:

- The respondent shall indemnify and pay the Division promptly, on demand for any loss or damage to the Division's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- All proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.
- The broker selected to carry out the proposed work will be required to enter into a contract with Greater St. Albert Catholic Schools respecting the conduct of the project, and understanding that any offers obtained through the selected brokerage are subject to approval by the Board of Trustees and the Minister.



Confidentiality of Respondent Responses

The respondent acknowledges that all information and records relating to, or obtained, generated, collected, or provided under or pursuant to the terms of this RFP or any resulting contract are subject to the *Personal Information Protection Act* (PIPA) and the *Education Act*, as applicable.

The respondent shall abide by the requirements of all applicable privacy legislation in Alberta insofar as it applies to its operations and to the information the respondent has access to, collects, or uses as a consequence of carrying out its obligations to the Division.

The respondent shall protect the confidentiality and privacy of any personal information accessible to the respondent or collected pursuant to this proposal and any subsequent contract, in accordance with applicable legislation.

The respondent consents, and has obtained the consent of any individuals identified in the proposal, to the use of their information in the proposal by the Division, its employees, and any individuals or organizations engaged by the Division to assist in the evaluation of proposals.

All documents submitted to the Division are subject to the protection and disclosure provisions of applicable legislation. While such legislation provides rights of access to records in the Division's custody or control, it also prohibits the Division from disclosing personal or business information where disclosure would be harmful to business interests or would be an unreasonable invasion of personal privacy. Respondents are encouraged to clearly identify portions of their submissions that are confidential and to describe the harm that could reasonably be expected from disclosure.

The records stipulated in this RFP as being required to be maintained or submitted by the respondent may be subject to these protection and access provisions. Should the Division receive a request for any of these records, it will be the respondent's responsibility to provide the records, at the respondent's expense, to the Division within three (3) calendar days of official notification by a Division representative.

The successful respondent agrees to retain all records respecting this procurement for at least one (1) year after the contract expires or is terminated.