

Request for Quotations

Commercial Real Estate Services

PITTSBURG AVENUE PROPERTIES



CITY OF
Selkirk

Request for Quotation: Commercial Real Estate Services

1. Introduction

The City of Selkirk ("the City") invites qualified real estate brokerages to submit quotations for professional real estate services related to the listing and sale of thirteen municipally owned commercial lots located at 400 Pittsburg Avenue in Selkirk, Manitoba.

Proponents should demonstrate significant commercial real estate experience, with a strong track record in the marketing and sale of commercial land, particularly vacant or development-ready properties. Knowledge of the Selkirk and surrounding commercial real estate market may be considered an asset.

2. Property Overview

The subject property is legally described as Lot 20/33, Block 16, Plan 2331.

The lots are identified by assessment roll numbers 110400.000, 110360.000, 110355.000, 110350.000, 110345.000, 110340.000, 110335.000, 110330.000, 110325.000, 110320.000, 110315.000, 110310.000 and 110305.000. The location and configuration of the lots are shown on the [Pittsburg Avenue Property Map](#).

The property is zoned C3 – Commercial, providing for a range of commercial uses. It has been identified as a transition area between the heavy industrial uses to the south and single-family residential uses to the north, with its development intended to provide an appropriate buffer between these existing land uses.

Refer to Section 7.3 – Use Regulations and [Table 14 – Commercial Use Table](#) of the [City of Selkirk Zoning By-law](#) for applicable use information.

The [Pittsburg Avenue Design Guidelines](#) support a cohesive, high-quality vision for development along the corridor and should be considered in marketing the property's development opportunity.

3. Scope of Services

- Listing the property on relevant commercial MLS platforms and municipal channels
- Installation and maintenance of professional signage on-site
- Responding to all buyer inquiries and coordinating site visits
- Providing regular updates to the City regarding marketing activity, inquiries, and prospective purchasers
- Presenting all written offers to the City for consideration
- Supporting the City with negotiations, due diligence requirements, and administrative support through closing

4. Submission Requirements

Please provide your quotation on company letterhead including the following:

- **Proponent Information**
 - Brokerage name, address, and primary contact information
 - Name and qualifications of the proposed listing agent(s)
 - Confirmation of licensing and registration in Manitoba
 - Summary of relevant commercial real estate experience, particularly with marketing and selling vacant or development-ready commercial land
 - Experience and knowledge of the Selkirk and surrounding commercial real estate market
 - Two professional references
- **Marketing Plan**
 - List of all included marketing services (e.g. photography, signage, advertising, drone imagery, print material, etc.)
 - Proposed Listing Term (in months)
- **Fees and Commission**
 - Total Commission Rate (%)
 - Commission Split (Listing vs. Cooperating Brokerage)
 - Itemization of any additional costs to the City

5. Submission Format and Instructions

Beyond the provision of the above information, there is no required format, except for well-organized and legible responses to the Submission Requirements on company letterhead as an accepted minimum. Please be as succinct and concise as possible.

Proponents should submit their quotation in PDF format via email to: hlussier@cityofselkirk.com. Submissions must be clearly marked as follows:

“RFQ – Commercial Real Estate Services”

6. Quotation Summary Table

Item	Quote Detail
Total Commission (%)	
Co-op Commission Split (%)	
Listing Duration (Months)	
Included Marketing Services	
Additional Costs to Municipality	

7. Evaluation and Selection

Selection will be based on the total commission rate, proposed marketing strategy, and experience with municipal dispositions.

The City is not obligated to accept the lowest or any quote and reserves the right to cancel or reissue this request at its discretion.

The successful brokerage shall act solely as the City's listing agent and shall not bind the City to any agreement or representation without prior written authorization.

The City reserves the right to terminate the listing agreement upon thirty (30) days' written notice should the City determine that the marketing approach is not meeting its objectives.



8. Reference Materials

- [Pittsburg Avenue Property Map](#)
- [City of Selkirk Zoning By-Law – Table 14: Commercial Use Table](#)
- [Pittsburg Avenue Design Guidelines](#)

9. Submission Deadline

Please submit your quotation via email to hlussier@cityofselkirk.com no later than:
October 9, 2026.