



NEXUS Community Support Society

Request For Proposal – Residential & Commercial Appraisal Services

1. Introduction

The purpose of this Request for Proposal (RFP) is to obtain professional residential and commercial appraisal services for properties owned by NEXUS Community Support Society. These appraisals will support the development of an organizational asset management plan, inform financial reporting, and lending requirements with our financial institution. The selected appraiser(s) will be expected to provide accurate, unbiased valuations in accordance with recognized appraisal standards and practices. NEXUS reserves the right to award contracts to multiple Proponents if it is determined that no single vendor can service all required locations or if doing so provides the best overall value. Proposals may be submitted for all listed communities or for selected regions only.

2. Project Background

NEXUS Community Support Society is a non-profit organization that provides community-based programs and housing supports across multiple regions in British Columbia. The organization was established through the amalgamation of two societies in 2021, followed by expansion into a new community in 2022, an additional amalgamation in 2023, and further expansion later in 2023 and 2024. As a result of this growth, the organization now owns a number of residential and commercial properties that require updated appraisals to support planning and reporting needs.

3. Scope of Work

The selected vendor will provide independent appraisal reports establishing the current resale value of all NEXUS-owned residential and commercial properties. Appraisals must adhere to recognized professional standards, comply with applicable industry regulations, and deliver fair market valuations suitable for resale and financial planning.

Properties are located in the following communities:

Cranbrook, BC (13)
Creston, BC (6)
Invermere, BC (2)
Revelstoke, BC (1)
Kamloops, BC (2)

Proponents may submit proposals for one or more service areas (Cranbrook, Creston, Invermere, Revelstoke, Kamloops). NEXUS may select multiple vendors to cover different regions if required to ensure complete coverage.



Vendors interested in submitting a proposal must request specific property information by contacting admin@nexussupport.ca.

Upon request, NEXUS will provide the following data for each property:

- Property Name
- Address
- Jurisdiction
- Legal Description
- Property Identifier
- Assessment Reference #
- Area
- Roll #
- Neighbourhood
- Occupancy Status
- Zoning Information
- Year Built
- Land Size
- First Floor Area
- Second Floor Area
- Basement Finish Area
- Gross Leasable Area
- Description
- Number of Bedrooms
- Number of Bathrooms
- Number of Units

Deliverables will include a final report with valuation summaries for all appraised properties and digital copies of all appraisal documents.

4. Proposal Submission Requirements

Proposals must include the following information:

- Company information and history
- Description of proposed approach and methodology
- Work plan with estimated timeline and deliverables
- Detailed cost proposal, including fees and any additional costs
- References from similar projects (preferably non-profit or multi-site organizations)
- Applicable certifications, licenses, and proof of compliance with appraisal standards
- If submitting for selected regions only, clearly indicate which communities are included in your proposal

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the appraisal team



- Proposed methodology and overall approach
- Demonstrated understanding of project requirements
- Cost-effectiveness and value
- References and record of past performance
- Evaluation will consider both full-service proposals and regional proposals. NEXUS may award contracts to multiple Proponents to ensure complete coverage

6. Proposal Submission Deadline

All proposals must be submitted electronically to admin@nexussupport.ca no later than **February 28, 2026, at 11:59 PM PST.**

Late submissions will not be considered.

7. Regional Proposals

NEXUS recognizes that some Proponents may specialize in certain geographic areas. Proposals for specific regions are welcome and will be considered alongside full-service proposals. NEXUS may award contracts to multiple Proponents to ensure complete coverage.

8. Submission Instructions

When submitting your proposal, please ensure to use the following . . .

Subject Line: 'RFP No. #2026-001'

Attachment: Must be in **PDF** format

Submission: Emailed directly to admin@nexussupport.ca
OR uploaded using the following page on our website
<https://nexussupport.ca/requests-for-proposal/>



SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. #2025-001 Residential & Commercial Appraisal Services
Overview of the Opportunity	NEXUS Community Support Society ('NEXUS') requests Proposals from experienced qualified firms to provide RESIDENTIAL & COMMERCIAL APPRAISAL SERVICES for our sites in CRANBROOK, CRESTON, INVERMERE, REVELSTOKE AND KAMLOOPS, BC. Proposals may be for all listed communities or for selected regions only.
Length of Contract	MARCH 31, 2026 TO DEC 31, 2026
Closing Date and Time	FEBRUARY 28, 2025, AT 11:59 PST
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically via our website https://nexussupport.ca/requests-for-proposal/ If you require assistance, please email admin@nexussupport.ca
Obtaining RFP Documents	RFP Documents are available for download from NEXUS' website: https://nexussupport.ca/requests-for-proposal/. <i>Printing of RFP documents is the sole responsibility of the Proponents.</i>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on NEXUS' website: Instructions to Proponents https://nexussupport.ca/requests-for-proposal/
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 10 business days before the Closing Date sent to email <u>admin@nexussupport.ca</u>
Addenda	Proponents are required to check NEXUS' website for any updated information and addenda issued, before the Closing Date.
Withdrawal of Submission	



	Proposals may be withdrawn by written notice only, made by an authorized representative prior to the Closing Date and Time.
Terms and Conditions of Contract	NEXUS' Standards Terms and Conditions are posted on NEXUS' website and will apply to the Contract awarded as a result of this RFP. https://nexussupport.ca/requests-for-proposal/

DEFINITIONS

“Agency” means NEXUS Community Support Society.

“Agreement” and/or “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with NEXUS based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by NEXUS.

“NEXUS” and/or “Owner” means NEXUS Community Support Society.

“Price” means the amount that will be paid by NEXUS to the Proponent for delivery and acceptance of goods and Services.

“Proponent” means the person(s), firm(s), or corporation(s) appointed by NEXUS to carry out all duties, obligations, work, and services described in this Request for Proposal and associated documentation, including any mutually agreed revisions after submission of a Proposal. The duties, obligations, and responsibilities of the Proponent are complementary to those of NEXUS throughout the RFP stage, evaluation process, and the execution and performance of the services and works

“Project Manager” means the NEXUS staff member appointed to coordinate the work.

“Proposal” means the submission by the Proponent.

“Request for Proposals (RFP)” shall mean and include the complete set of documents, specifications and addenda incorporated herein and included in this Request for Proposals.

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Proponent.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.



“**Supply**” “**Provide**” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPOSANTS

1.1 Purpose

NEXUS requests proposals from qualified and experienced real estate appraisal firms to provide residential and commercial appraisal services (the “Services”) as outlined in Section 3 – Scope of Services.

The purpose of this RFP is to obtain independent, professional property valuations for NEXUS-owned real estate assets to support asset management planning, financing, and reporting.

1.2 Site Meeting

No formal site meeting is scheduled. Proponents are not required to visit the sites prior to submitting a proposal. Site access for appraisal inspections will be coordinated with the successful Proponent following award.

1.3 Proposal Submission

Proponents must submit a proposal that addresses all requirements outlined in this RFP and includes all requested information.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located:

<https://nexussupport.ca/requests-for-proposal/>

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5 Prices

Prices must be all-inclusive and stated in Canadian dollars. Prices shall remain firm for the duration of the contract.

Prices shall include all costs related to the performance of the Services, including professional fees, travel, report preparation, administrative expenses, and applicable insurance.

Taxes are to be shown separately at the time of invoicing.



1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal will not form part of the Contract unless and until NEXUS specifically consents in writing to any of them. NEXUS will evaluate those departures as per the Evaluation Criteria.

1.7 Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Demonstrated history of delivering appraisal services for multi-site or non-profit organizations.
- Organizational capacity, including staffing levels and resource availability to meet timelines.
- Reputation and reliability based on references and past performance.
- Experience with similar property types and geographic regions.

Technical

- Proposed methodology and valuation approach, including compliance with CUSPAP standards.
- Quality assurance processes to ensure accuracy and consistency across all reports.
- Understanding of NEXUS's objectives and reporting needs.
- Sample appraisal report format demonstrating clarity, completeness, and usability.

Key Personnel

- Qualifications, designations, and years of experience
- Local market knowledge

Financial and Value Added

- Total Price
- Value-added benefits (e.g., portfolio summary reporting, digital data submission)
- Sustainable or social responsibility initiatives

These criteria will be used to determine the best overall value for NEXUS. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted



NEXUS reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine the best overall value to NEXUS as well as any other criteria that may become evident during the evaluation process.

NEXUS may, at its discretion, request clarification or additional information from a Proponent concerning any Proposal and NEXUS may make such requests to only selected Proponents.

NEXUS may consider such clarifications or additional information in evaluating a Proposal.

Incomplete proposals or proposals that do not follow the submission instructions outlined in this RFP may be rejected.

Proponents agree NEXUS may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

NEXUS reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP. Where only one Proposal is received, NEXUS may reject such and re-issue the RFP on a selected basis.

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent must:

- Hold current professional designations (AACI, P. App, CRA, or equivalent).
- Maintain Commercial General Liability insurance with minimum \$1M coverage.
- Provide WorkSafeBC clearance (if applicable).
- Accept NEXUS's Standard Terms and Conditions posted on the NEXUS website.

1.9 Term of Contract

The Contract will end **December 31, 2026**.

1.10 Examination of Proposal Documents

The Proponent must carefully review all RFP documents and ensure full understanding of the Services required. By submitting a Proposal, the Proponent acknowledges that it has the expertise and resources to complete the required appraisals.



Any misunderstanding of the requirements will not relieve the Proponent of its obligations under the Contract.

2 GENERAL CONDITIONS OF THE CONTRACT

2.1 Terms and Conditions of Contract

NEXUS' Standard Terms and Conditions, as published on NEXUS' website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, or correspondence, the totality of which will constitute the Contract.

2.2 On-Site Hazards and Utilities Present

The Proponent shall take all necessary precautions when accessing NEXUS properties for appraisal inspections. The Proponent must comply with all site safety requirements and respect the privacy and confidentiality of tenants and supported individuals.

2.3 Inspection of Services

All appraisal reports submitted will be reviewed by NEXUS for completeness and accuracy. If deficiencies are identified, the Proponent will be required to make corrections at no additional cost to NEXUS.

3 SCOPE OF SERVICES

3.1 Scope of Services

The scope of work involves providing Residential and Commercial Appraisal Services for NEXUS-owned properties as listed in Section 3.6.

The Services include, but are not limited to:

- Conducting site inspections of each property.
- Preparing independent market value appraisals in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP).
- Providing both Current Market Value and, where requested, Replacement Cost (Depreciated) values.
- Submitting digital appraisal reports (PDF format) for each property.
- Providing a summary schedule of all appraised properties with value, location, and type.
- Coordinating with NEXUS staff to arrange property access.



3.2 List of Properties to be Appraised

Cranbrook, BC (13)
Creston, BC (6)
Invermere, BC (2)
Revelstoke, BC (1)
Kamloops, BC (2)

3.3 Additional Sites

NEXUS may add or remove properties over the duration of the Contract.

3.4 Access Control

Some NEXUS properties are gated or occupied by tenants, staff, or supported individuals.

The successful Proponent shall:

- Coordinate all site access with the designated NEXUS contact prior to visiting each location.
- Comply with any NEXUS policies or procedures for entry, including confidentiality and visitor protocols.
- Ensure all personnel carry proper identification while on site.
- Leave all gates and secured areas in the same condition as found upon entry.

3.5 Site Safety and Privacy

It is the responsibility of the Proponent to ensure that all appraisal site visits are conducted safely and respectfully.

The Proponent shall:

- Follow all applicable WorkSafeBC and occupational health and safety requirements.
- Exercise care when inspecting properties to prevent injury, damage, or disruption to tenants, staff, and supported individuals.
- Respect the privacy and confidentiality of all occupants and NEXUS operations while conducting the inspection.

3.6 Confidentiality and Data Protection

The Proponent shall treat all information obtained while providing appraisal services as confidential.

All appraisal data, photographs, and reports must be stored and transmitted securely.



The Proponent shall not disclose any information to third parties without written authorization from NEXUS.

3.7 Work Schedule and Work Hours

All property inspections and report submissions must be completed within the timelines established by NEXUS.

Site inspections shall be scheduled in consultation with NEXUS staff to minimize disruption to operations.

The Proponent shall provide an estimated timeline for completion with their proposal and notify NEXUS promptly of any scheduling changes.

3.8 Professional Conduct

All personnel representing the Proponent shall conduct themselves in a courteous, professional, and respectful manner when interacting with NEXUS staff, tenants, and supported individuals.

Disruptive behaviour or failure to follow NEXUS site procedures may result in termination of the Contract.

3.9 Standards, Methodology, and Quality Assurance

All appraisals must conform to the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) and be prepared by individuals holding appropriate designations (AACI, CRA, or equivalent).

The Proponent shall ensure:

- All reports are clear, well-documented, and defensible.
- Supporting data, market comparables, and assumptions are transparent and verifiable.
- Quality assurance processes are in place to ensure consistency across all appraisals.

3.10 Protection of the Public, NEXUS Staff, Tenants, and Supported Individuals

The Proponent shall take all reasonable measures to protect the safety, dignity, and privacy of NEXUS staff, tenants, and supported individuals during all appraisal-related activities.

The Proponent's staff shall not enter any property without prior authorization or unaccompanied where access restrictions are in place.



3.11 Invoicing and Payment

The Proponent shall invoice on a monthly basis for Services performed and completed to date, unless otherwise agreed upon in writing.

Each invoice must include:

- A list of properties appraised during the billing period
- Associated costs per property
- Any applicable taxes shown separately
- Current WorkSafeBC clearance and, if requested, a Statutory Declaration confirming payment of all subconsultants and employees

All invoices shall be submitted electronically to NEXUS for review and approval prior to payment.