

## REQUEST FOR PROPOSALS NOTICE

### RFP 10-24 Consulting Services to Design Wastewater Handling System Upgrades at the Transit Garage

Sealed Proposals, one (1) original and three (3) additional copies, in a clearly marked envelope are to be delivered to the BID DEPOSIT BOX, Purchasing Division, located at 1 Market Square, Lower Level, Suite 120, Brantford, ON, N3T 6C8, on or before 2:00 p.m. Local Time on Thursday, March 18, 2010.

The City of Brantford invites Proposals from consulting firms for the design of the wastewater handling system upgrades at the Transit Garage, 400 Grand River Avenue, Brantford, ON. The Successful Proponent will be required, among other things, to finalize the design and provide detailed construction drawings and specifications to be used in the tendering process for the construction phase of this project, as well as to act as the City's contract administrator during the construction phase of the project.

The cost for the Request for Proposals document is \$40.00 (including GST), payable in cash or cheque, and made payable to the Corporation of the City of Brantford. This fee is non-refundable. Request for Proposals documents must be obtained from the Purchasing Division, Finance Department, City of Brantford, 1 Market Square, Lower Level, Suite 120, Brantford, ON between the hours of 8:30 a.m. and 4:30 p.m. weekdays. RFP Documents will not be forwarded or distributed prior to the receipt of payment from Proponents.

If unable to visit the Purchasing Division office in person to obtain documents, Proponents are to send their request, the fee and their complete contact information (including contact name, address, phone, fax and email address) to the Purchasing Division office via email to [purchasing@brantford.ca](mailto:purchasing@brantford.ca). Any questions regarding the securing of RFP documents may be forwarded to this email address as well.

There is a **Scheduled** (optional) site meeting planned on **Tuesday, March 9, 2010**. The site meeting will begin at 9:00 a.m. at the Transit Garage, 400 Grand River Avenue, Brantford, ON. It is recommended that all interested parties attend this meeting to review the site. Representatives will be on hand to review the scope of work. Although the City will not be obligated to accommodate any additional requests for a hosted meeting, the City reserves the right to schedule an additional meeting if extenuating circumstances apply. The City shall be the sole judge of such circumstances. Regardless of attendance, all Proponents are expected to understand the scope of work and the site conditions.

Submissions will be opened publicly and acknowledged as received; no additional information will be provided at the opening. By responding to this Request for Proposal, Proponents agree to accept the decision of the evaluation committee as final.

Late submissions will not be accepted. The City of Brantford reserves the right to reject any or all submissions. The City of Brantford reserves the right to cancel this request for submissions at any time.

Proponents shall be solely responsible for obtaining the RFP Documents and for the delivery of their Proposal submission in the manner and time described in the RFP. Fax or electronic submissions will NOT be accepted.

Angel Marcos  
Buyer  
Email: [amarcos@brantford.ca](mailto:amarcos@brantford.ca)