



## REQUEST FOR PROPOSALS NOTICE

### RFP 10-42 Consulting Engineer Required for Aeration System Upgrades at the Water Pollution Control Plant

Sealed Proposals, one (1) original and four (4) 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 ~~Tuesday, April 27,~~ **extended to Thursday, April 29,** 2010.

#### SCOPE OF WORK

The City of Brantford invites Proposals from engineering consulting firms to replace existing mechanical aerators with fine bubble diffusion system at the Water Pollution Control Plant (WPCP).

The proposed scope of work will include, but not be limited to:

1. Consultation with staff on existing conditions, project budget and schedule;
2. Site review and detailed analysis of existing aeration system;
3. Engineering design for recommended equipment and preferred system;
4. Determine and complete all regulatory approvals;
5. Detailed design drawings and contract specifications for installation;
6. Provide Construction Budget/Schedule estimates;
7. Review submitted tenders, provide reference checks, and provide a recommendation for award of the work;
8. Supervising construction, performing inspections, and final commissioning.

**Informational Site Meeting:** There is an informational site meeting scheduled for **10:00 a.m. on Thursday, April 15, 2010** – attendance is voluntary. Proponents should arrive at the WPCP, located at 385 Mohawk Street (Corner of Mohawk Street at Morrison Road), Brantford, prior to this time for attendance. All interested parties are encouraged to attend the meeting and familiarize themselves with the site and working conditions.

Regardless of attendance, all Proponents are expected to understand the scope of work and the site conditions and to have thoroughly familiarized themselves with all pertinent conditions before delivery of their Proposal.

The cost for this Request for Proposals document is \$40.00 (including GST), payable by cash or cheque made payable to the Corporation of the City of Brantford. This fee is non-refundable.

Request for Proposals documents may be obtained from the Purchasing Division, Finance Department, City of Brantford, 1 Market Square, Lower Level, Suite 120, Brantford, ON, by emailing [purchasing@brantford.ca](mailto:purchasing@brantford.ca), or by visiting 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.

Proponents are to provide the fee and their complete contact information (including contact name, address, phone, fax and email address. Any questions regarding the RFP documents may be forwarded to the above email address as well.

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.

All requests for information, instructions or clarifications regarding this RFP must be set out in writing and directed to:

Christine Robertson, CPPB, Supervisor of Purchasing & Stores  
Purchasing Division – Finance Department  
Email: [purchasing@brantford.ca](mailto:purchasing@brantford.ca) (indicate RFP 10-42 in subject line)

All questions related to this RFP or any clarification with respect to this RFP must be made no later than **12:00 noon, Tuesday, April 20, 2010** in order that City staff may have sufficient time to respond. The City cannot guarantee a response to any questions received after this deadline. The City reserves the right to extend the deadline for questions if required.

The responsibility shall be with the Proponent to seek clarification of any matter that they consider unclear before submitting a Proposal.