



REQUEST FOR PROPOSALS NOTICE

COPRPORATION OF THE CITY OF BRANTFORD

RFP 10-56 REQUEST FOR PROPOSALS PROFESSIONAL CONSULTANT SERVICES REQUIRED FOR GO-KART TRACK LAND USE AT EARL HAIG FAMILY FUN PARK

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, August 5, 2010.**

The City of Brantford invites Proposals for professional consulting services for Go-Kart Track Land Use at Earl Haig Family Fun Park.

Scope of Work: The purpose of this RFP is to engage the services of a consultant who can provide alternate use recommendations and budget costing for each recommendation as well as environmental impacts. The recommendations should provide a) an alternate source of revenue for the Earl Haig Family Fun Park, b) complement existing operations and features and c) be environmentally friendly. Further recommendations for uses that do not relate to the park, but that would work in conjunction with the intended activity at the park shall also be included. Suggested capital costs, operating costs, programming options and cost recovery plans must be included for all options. The City of Brantford does not have plans in the near future to provide major capital funding for this operation, therefore, recommendations must include some low cost alternatives.

The upset limit for this project is \$10,000.00. The City will not accept any Proposal that exceeds the upset limit.

Mandatory Site Meeting: there is a mandatory site meeting scheduled for **11:00 a.m. sharp on Monday, July 26, 2010.** Proponents should arrive at Earl Haig Family Fun Park, located at 101 Market Street, Brantford, Ontario prior to this time for attendance. All interested parties are required to attend the meeting and familiarize themselves with the site and working conditions. Attendance will be taken at the site meeting. Failure of a Proponent to attend this meeting and sign the attendance sheet will result in the rejection of any Proposal submission by that Proponent.

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.

Request for Proposal documents must be obtained from the Purchasing Division, Finance Department, the 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. If unable to visit the Purchasing Division office in person to obtain documents, Proponents may request to have the RFP forwarded by email. Proponents are to send their requests, along with their complete contact information

(including name of company, contact name, address, phone, fax and email address) to:
purchasing@brantford.ca.

This document is available electronically.

Proponents shall be solely responsible for obtaining the RFP documents and for the delivery of their Proposal(s) submission in the manner and time described in the RFP. Electronic submissions will NOT be accepted. The City of Brantford is not liable for any costs associated with the preparation of the Proposal submission, or for any other cost incurred by any Proponent prior to execution of the contract.

The City of Brantford is NOT obligated to accept the lowest or any Proposals.

Solomon Wedderburn, C.P.P.
Buyer
Purchasing Division – Finance Department
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