



REQUEST FOR PROPOSALS NOTICE

RFP 11-140 Consultant to Perform an Environmental Assessment for Shellard Lane

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 ~~Friday October 14~~ extended to Tuesday October 18, 2011.**

SCOPE OF WORK

The City of Brantford invites Proposals from Engineering Consulting firms to complete an Environmental Assessment for Shellard Lane.

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 the Request for Proposals document is \$43.05 (including HST), payable in cash, cheque or credit card 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. Any questions regarding the securing of RFP documents may be forwarded to this 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:

Angel Marcos, CPPB, Buyer
Purchasing Division – Finance Department
Email: amarcos@brantford.ca

All questions related to this RFP or any clarification with respect to this RFP must be made no later than **12:00 noon, Wednesday October 5, 2011**, 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.