



REQUEST FOR PROPOSALS NOTICE

RFP 11-141 Consultant to Conduct a Site Selection Study for a Proposed Transit Terminal for Engineering and Operational Services Commission

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 2:00:59 p.m. Local Time on Thursday, October 27, 2011.

The City of Brantford wishes to engage a Consultant with experience in transportation engineering, real estate evaluation, public consultation and building design to conduct a site selection study for a proposed transit terminal, to be located in the Downtown area of the City and compare to the proposed transit terminal at Darling Street Municipal Lot#3.

Request for Proposal documents may 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. **The cost for the Request for Proposal documents is \$43.05 (including HST), payable in cash, debit, by Visa or Mastercard, or by cheque made payable to the Corporation of the City of Brantford. This fee is non-refundable.** If unable to visit the Purchasing Division office in person to obtain documents, Bidders may request to have the RFP forwarded by email. Bidders are to send their requests, along with their method of payment and complete contact information (including name of company, contact name, address, phone, fax and email address) to: purchasing@brantford.ca.

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, HBsc, 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, Thursday, October 20, 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.