



REQUEST FOR PROPOSALS NOTICE

RFP 10-45 Consultant Services Required for North of Shellard Neighbourhood and Recreation Plan

Sealed Proposals, one (1) original and six (6) 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, April 23, 2010.

SCOPE OF WORK

The City of Brantford is seeking Proposals from qualified consultants to work in conjunction with the Planning and Parks and Recreation Departments to complete a Neighbourhood Plan for a portion of lands located within the southwest area of the City; specifically, north of Shellard Lane within an area identified as "Neighbourhood Two" of the West of Conklin Secondary Plan area. As part of this process, the City also requires the completion of a facility site design for a recreation/sportsfield complex to be located within this planning area.

The cost for the Request for Proposals document is \$40.00 (including GST), 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:

Tina Iacoe, CPPB, Manager of Purchasing
Purchasing Division – Finance Department
Email: tiacoe@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, April 15, 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.