



## REQUEST FOR PROPOSALS NOTICE

### **RFP 10-05 Prime Consultant Services (Mechanical and Electrical) Required for Upgrades to the Brantford and District Civic Centre**

Sealed Proposals, one (1) original and five (5) 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, February 2, 2010.

#### **SCOPE OF WORK**

The City of Brantford invites Proposals from consulting firms to be the Prime Consultant to carry out the preliminary engineering services for the design, tendering, implementation, supervision and final commissioning for mechanical upgrades to the ice plant, and boiler plant within the Brantford and District Civic Centre ("Civic Centre").

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 mechanical systems including but no limited to:
  - Ice plant,
  - Ice floor,
  - Dasher boards and glass,
  - Ventilation of arena bowl and facility,
  - Heating plant / boilers and distribution,
  - Miscellaneous ancilliary equipment,
  - Electrical distribution
3. Preliminary engineering design
4. Detailed scope of work for tender document
5. Budget/Schedule estimates
6. Installation administration services
7. Supervising construction, performing inspections, and final commissioning.

**Mandatory Site Meeting:** There is a **MANDATORY** site meeting scheduled for **10:00 a.m. sharp on Thursday, January 21, 2010**. Proponents should arrive at the Civic Centre, located at 69-79 Market Street South, Brantford, N3S 2E4 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 Proposals 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.

The cost for the Request for Proposals document is \$40.00 (including GST), payable in cash or cheque 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](mailto: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](mailto: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, Tuesday, January 26, 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.