

Brock University
Facilities Management
REQUEST FOR PROPOSAL
Geotechnical Investigation
for
The Goodman School of Business
December 19, 2012

PURPOSE:

Brock University is inviting proposals from experienced geotechnical engineering firms to complete a geotechnical investigation at the University's St. Catharines campus. The investigation is needed to provide subsoil information to the architect who is in the process of completing a feasibility study for the Goodman School of Business.

OBJECTIVE:

Conduct a comprehensive geotechnical investigation at the proposed site location in conformance with the Specification for Geotechnical Investigation prepared by Stephenson Engineering (attached as Appendix "A")

Phase 1 of the investigation is in relation to the proposed Goodman School of Business.

Phase 2 of the investigation is in relation to the proposed Brock University Students' Union building. Brock University reserves the right to award Phase 1 only, or Phase 1 and 2.

SUBMISSION REQUIREMENTS

In order for the University to evaluate the proposals, proponents must submit the following information in the order indicated. Incomplete proposals may be rejected through the evaluation process.

- Cover page identifying the submission
- Company profile (maximum 2 pages – 2 sides per page)
- Company references (maximum 6)
- Names and résumé's of proposed staff (maximum 1 page, 1 side per person)
- Evidence of membership in their respective provincial professional association/licensing bodies and that they are legally entitled to practice engineering in the province of Ontario
- Proof of General Liability Insurance in an amount of not less than \$5,000,000.00
- Fee Proposal "A" (assuming both phases would be completed at the same time included in 1 report)
 - Phase 1 fee including disbursements
 - Phase 2 fee including disbursements

- Fee Proposal “B” (assuming phases would be completed within 6 months of each other along with 2 reports)
 - Phase 1 fee including disbursements
 - Phase 2 fee including disbursements
- Schedule (for Fee Proposal “A” only) indicating:
 - Start date (based on award of contract by January 13, 2013)
 - Completion date for fieldwork
 - Completion date and delivery of final report

EVALUATION METHOD AND SELECTION PROCEDURE

A committee will be formed to evaluate the proposals

Scoring of proposals will be based on the following criteria:

- 10% - General presentation and organization of submission
- 15% - Completeness in compliance with the SUBMISSION REQUIREMENTS
- 20% - References
- 20% - Experience of proposed staff
- 35% - Fees

The form of contract with the successful proponent will be Brock University Purchase Order referencing the proposal.

QUESTIONS

Any questions or requests for clarification should be submitted in writing by e-mail to:

Larry Molnar, GSC
 Project Manager,
 Facilities Management,
 Brock University
lmolnar@brocku.ca

Questions will be accepted up until 72 hours prior to the submission deadline. Questions and answers (if any) will be available to all proponents on the Facilities Management website at the following address:

<http://www.brocku.ca/facilities-management/campus-planning-design-constru/tenders-contract-opportunities>

SUBMISSION INFORMATION

Submissions from interested consultants are due no later than 3:00pm on January 11, 2013 and must be delivered to:

Larry Molnar,
Project Manager,
Facilities Management
Brock University,
Central Utilities Building
500 Glenridge Ave.
St. Catharines, Ontario
L2S 3A1

Proposals must be delivered to the **Central Utilities Building**. It is recommended that they be hand delivered as couriers to the University typically deliver to the Central Receiving location only. Please refer to the Facilities Management website for directions:

http://www.brocku.ca/webfm_send/7477