



Sealed Proposals, one original and three additional copies, in clearly marked envelopes which includes the prescribed form(s) as instructed, are to be delivered to Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6, prior to 2:00:00 P.M. LOCAL TIME (as per time clock located in the Purchasing & Risk Management Division) on **22 February 2012**.

The Town of Caledon is seeking to retain the services of a qualified Consulting Engineering Firm to complete a Flood Mitigation Study for the commercial core of the Village of Caledon East, located on Airport Road in the Town of Caledon.

The Proponent is responsible for any and all costs associated with the preparation and submission of the Proposal. The Town will not be liable to pay any such costs or reimburse the Proponents in the event the Town decides to reject all Proposals.

A Selection Committee will evaluate the submitted Proposals based on a combination of qualifications and price (refer to evaluation criteria). A two-envelope Request for Proposal process will be utilized for this submission (envelopes to be provided by the Proponent). Proposal submission in envelope #1 will be sealed and contain technical information only, with no reference to fees. Proposal submission in envelope #2 will be sealed and include detailed fees to complete the project.

All submissions should provide sufficient information to permit the Town to reach an accurate assessment of the quality of the submission.

Proposals received after the deadline, whether delivered personally, or if mailed, regardless of postal markings, will not be opened. Fax or electronic (email) submissions will not be accepted. The onus is on the Proponent to ensure that the Proposal is received in the proper location and before the closing time.

Electronic document may be obtained free of charge from the Town of Caledon, Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon L7C 1J6 by emailing [purchasing@caledon.ca](mailto:purchasing@caledon.ca). If preferred, Proponents may pick up a hard copy of the Proposal document for a fee of \$15.00, which includes HST, payable in cash or by cheque made payable to The Corporation of the Town of Caledon.

Sandi Wiles, Purchasing & Risk Management Co-ordinator  
Purchasing & Risk Management Division  
Corporate Services Division