

Request for Proposal (RFP) for Construction of a Columbarium

PROJECT OVERVIEW

The City of Annandale is seeking proposals from qualified contractors for the construction of a columbarium. The columbarium is intended to be a focal point of the Pleasantview Cemetery serving the needs of our community as a dignified final resting place for cremated remains. The selected contractor will be responsible for all aspects of the construction process, including site preparation, foundation work, construction of the columbarium structure, landscaping, and any necessary permits.

SCOPE OF WORK

The project includes the design, fabrication, and installation of a columbarium structure, landscaping, site preparation, and other related activities.

KEY REQUIREMENTS

1. **Design and Construction:** Provide a comprehensive design for the columbarium structure, ensuring aesthetic appeal, durability, and compliance with all relevant building codes and regulations. The proposed design should address the following considerations:
 - a. Design capacity that has a phased approach to meet current and future needs of the community based on industry standards and recommendations.
 - b. Optimize the use of available space for niche layout and include a covered gathering space that is approximately 20 feet by 20 feet that allows for onsite services and serves as a focal point for the site.
 - c. Ensure a clear pathway for visitors and maintenance personnel with poured concrete access to all niches, benches and gathering spaces.
 - d. Provide landscaping and architectural elements for visual appeal.
2. **Site Preparation:** Conduct site surveys, excavation, grading, and preparation of the area for columbarium installation.
3. **Materials and Workmanship:** Use high-quality materials and ensure superior workmanship throughout the construction process.
4. **Compliance:** Ensure that all construction activities adhere to local, state, and federal regulations, including building codes and environmental standards.
5. **Timeline:** Provide a detailed project timeline, including milestones and completion dates.

SUBMISSION GUIDELINES

Interested contractors are invited to submit their proposals, which should include the following:

1. Company profile and relevant experience in similar construction projects.
2. Proposed timeline and schedule for completion.
3. Proposed site layout including an explanation of design elements
4. Detailed cost estimate, including materials, labor, and any additional expenses.
5. References from previous clients or projects.
6. Any additional information or qualifications that demonstrate suitability for the project.

RFP TIMELINE

- Deadline for submission of proposals: April 19, 2024 by 4pm
- Selection of contractor: May 13, 2024
- Commencement of construction: June 1, 2024

CONTACT INFORMATION

For inquiries and submission of proposals, please contact:

Kelly Hinnenkamp, City Administrator
City of Annandale
Phone: 320-274-3055
Email: khinnenkamp@annandale.mn.us

Note: The City of Annandale reserves the right to accept or reject any proposals and to negotiate terms with selected contractors. The chosen contractor will be required to enter into a formal agreement outlining the terms and conditions of the project.