

REQUEST FOR PROPOSALS (RFP)

Pavilion Improvement Project

City of Crosslake

Parks & Recreation Department

1. Project Overview

The City of Crosslake is soliciting proposals from qualified contractors to complete renovations to the City Pavilion. The project includes exterior improvements, kitchen renovations, bathroom renovations, and miscellaneous building improvements.

The successful contractor shall provide all labor, materials, equipment, supervision, and disposal necessary to complete the work in accordance with the specifications contained in this Request for Proposals (RFP).

2. Scope of Work

A. Soffit and Fascia

The contractor shall furnish all labor, materials, equipment, and disposal necessary to:

- Remove and properly dispose of the existing soffit and fascia.
- Install new prefinished steel fascia.
- Install matching frieze trim.
- Install vented aluminum soffit system designed to provide adequate attic ventilation.
- Include all necessary trim, fasteners, flashing, and accessories for a complete installation.

B. Exterior Siding

The contractor shall furnish all labor, materials, and equipment necessary to:

- Remove and properly dispose of existing siding.
- Install a weather-resistant barrier over existing wall sheathing.
- Install prefinished engineered wood siding.
- Install matching engineered wood trim.

- Wrap all exposed structural beams, including the interior faces and undersides, with matching engineered wood material.
 - Wrap all twelve (12) structural posts with matching engineered wood material.
 - Include all flashing, trim, fasteners, and accessories necessary to provide a complete weather-tight installation.
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C. Ceiling Improvements

The contractor shall furnish all labor and materials necessary to install prefinished steel ceiling panels in the designated area between the two restroom facilities.

Due to manufacturing variations and weathering of existing materials, an exact color or profile match to the existing ceiling is not required.

D. Kitchen Improvements

The contractor shall:

- Furnish and install one new commercial-grade sink and faucet.
- Connect plumbing fixtures to existing utilities.

The following items are excluded:

- Cabinet doors and drawers.
- Removal of the existing roll-up service door.

Special Note: Quality Fabrication will subcontract work to install a custom stainless-steel counter on top of all existing counters.

E. Rain Gutter Installation

The contractor shall furnish and install:

- Continuous aluminum gutters.
- Matching aluminum downspouts.

Installation shall be limited to the north side of the pavilion.

Gutter guards are not included.

F. Bathroom Improvements

The contractor shall:

- Remove and reinstall existing restroom fixtures and accessories as necessary to complete the work, including partitions, sinks, toilets, urinals, grab bars, toilet paper dispensers, and related hardware.
- Install prefinished tongue-and-groove wood wainscoting to a height of approximately four (4) feet on the exterior perimeter walls of both restrooms.
- Install the wainscoting horizontally to minimize wall modifications.

G. Drinking Fountain Replacement

The contractor shall:

- Remove and properly dispose of the existing drinking fountain.
- Furnish and install one new ADA-compliant, commercial-grade drinking fountain.
- Complete all plumbing connections and any electrical connections required for proper operation.
- Verify the new unit is fully operational upon project completion.

3. General Requirements

The contractor shall:

- Verify all field dimensions prior to construction.
- Protect all existing improvements not designated for removal.
- Maintain a clean and safe worksite throughout construction.
- Remove all debris generated by the project.
- Repair any damage caused during construction at no additional cost to the City.
- Coordinate work with City staff to minimize disruption of facility operations.
- **Be able to complete the project by October 1st 2026**

4. Exclusions

The following items are specifically excluded unless otherwise noted by addendum:

- Building permits and permit fees.
- Replacement of concealed or deteriorated structural materials discovered during construction.
- Painting of any new or existing surfaces.
- Gutter guards.
- Removal of the existing kitchen roll-up door.

5. Contractor Qualifications

The contractor shall:

- Be properly licensed to perform the required work.
 - Maintain all required insurance.
 - Demonstrate experience with similar commercial or municipal renovation projects.
 - Provide references for at least three comparable projects completed within the past five years.
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6. Proposal Requirements

Proposals shall include:

- Company information.
 - Lump-sum project cost.
 - Itemized cost breakdown by work category.
 - Proposed construction schedule.
 - Estimated start and completion dates.
 - List of subcontractors, if applicable.
 - References.
 - Proof of insurance.
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7. Evaluation Criteria

Proposals may be evaluated based upon:

- Cost
- Experience and qualifications
- Proposed schedule
- Quality of proposed materials
- References
- Overall responsiveness to the RFP

The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal determined to be in the best interest of the City.

8. Proposal Submission

Proposals shall be submitted to:

City of Crosslake
Parks & Recreation Department

Address: 14126 Daggett Pine Road Crosslake, MN 56442

Email: tgraumann@cityofcrosslake.gov

Proposal Deadline:

Date: July 27th 2026

Time: 3:00 pm

Late proposals will not be accepted.

9. Questions

Questions regarding this RFP should be directed to:

TJ Graumann
Parks & Recreation Director
City of Crosslake

Phone: 218-692-5270

Email: tgraumann@cityofcrosslake.gov