

**REQUEST FOR PROPOSAL – SERVICES
RFP11-2019**

**Supply and Installation of a Domed Columbarium in Maple Grove Columbarium Garden at
Fairview Cemetery**

SCOPE OF WORK & GENERAL PROVISIONS

A. SCOPE OF WORK

1.0 Background

- 1.1 The City of Niagara Falls Cemetery Services continually strives to provide superior customer service, grounds maintenance, and efficient operations in addition to a growing selection of interment and inurnment options. In an effort to respond to the increasing trend in cremations, it is our goal to provide additional and attractive Columbarium options. Therefore, Cemetery Services is pursuing the installation of an additional and matching domed columbarium to that which was installed in 2015. Cemetery Services is also seeking pricing for the possible installation of additional “family columbarium” in the Maple Grove Columbarium Garden located at Fairview Cemetery, Stanley Avenue, Niagara Falls.
- 1.2 Currently, the City operates two Columbaria - “Maple Grove Columbarium Garden” located at Fairview Cemetery which has three domed columbaria (72 niches per) and two rectangle (36 niches per unit) columbaria; as well as Stamford Green Heritage Columbarium, an indoor columbarium (over 200 niches) which is located inside a historically designated church.

2.0 Location

- 2.1 The project site, located at Fairview Cemetery, 4501 Stanley Avenue, is highly visible from the main entrance to the Cemetery and is directly across from the administration office. The project site, known as Maple Grove Columbarium Garden, is a wooded area with mature conifers and deciduous trees scattered throughout, while winding interlocking stone walkways, benches and plant material enhance the area to give it a natural, peaceful, park-like setting. Please See Attachments 1 and 2 for an illustration of the Project Area.

3.0 Specifications and Completion Date – One 72 Niche Columbarium

- 3.1 Niagara Falls Cemetery Services is seeking proposals for the supply and installation of a matching domed columbarium which will complement the existing granite domed columbarium units and surrounding features of Maple Grove Columbarium Garden. Please See Photos 1, 2, 3 and 4.
- 3.2 Proponents must submit a proposal on the **supply and installation** of one (1) 72 niche granite columbarium unit, including:
- 3.2.1 number of double niches per unit
 - 3.2.2 niche size: no less than 12" x 12" x 14", or equivalent for a double inurnment

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- 3.2.3 a diagram illustrating the niche dimensions including opening
 - 3.2.4 state whether the niche fronts are pre-drilled to accept bronze plaques or other options available
 - 3.2.5 all hardware, sealers, supports, accessories, etc. to complete each columbarium in its entirety
 - 3.2.6 include type and size (where applicable) of materials, hardware, etc. that will be used
 - 3.2.7 foundation specifications, engineered drawings and installation of the foundation
 - 3.2.8 number of years warranty.
- 3.3 The successful bidder will provide a work schedule, outlining the tasks to be performed and subsequent finish dates. The completion of the columbarium installation will be no later than **August 30, 2019**.

4.0 Specifications – 2, 4, 6 & 8 Niche Family Columbarium Units (OPTIONAL)

- 4.1 Fairview Cemetery continues to make efforts to provide customers with many interment/inurnment options. It is the goal of Niagara Falls Cemetery Services to include Family Columbarium Units in on-going development of Maple Grove Columbarium Garden. As such, Cemetery Services is seeking proposals for the **potential** supply and installation of 2, 4, 6, & 8 niche family columbarium units.
- 4.2 Proponents **may** submit a proposal for the **supply and installation** of 2, 4, 6 & 8 niche granite family columbarium units, including:
- 4.2.1 number of double niches per unit
 - 4.2.2 niche size: no less than 12" x 12" x 14", or equivalent for a double inurnment
 - 4.2.3 a diagram illustrating the niche dimensions including opening
 - 4.2.4 state whether the niche fronts are pre-drilled to accept bronze plaques or other options available
 - 4.2.5 all hardware, sealers, supports, accessories, etc. to complete each columbarium in its entirety
 - 4.2.6 include type and size (where applicable) of materials, hardware, etc. that will be used
 - 4.2.7 foundation drawings
 - 4.2.8 number of years warranty.
- 4.3 The successful bidder will work with the City of Niagara Falls Cemetery Services to meet individual family needs and timelines on an as needed basis.

5.0 Submission of Proposals

- 5.1 All proposals to the City must include the following:
- 5.1.1 a breakdown of the costs on a per niche basis (per columbarium)

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- 5.1.2 an illustration or picture of proposed columbarium indicating construction measurements
 - 5.1.3 a detailed work plan of the approach and timing for the completion of the supply and installation
 - 5.1.4 a list of appropriate references from previously completed Columbaria, including photos or sketches and project budget value
 - 5.1.5 specifications on excavation, site work, and landscaping (to be undertaken by the City)
 - 5.1.6 a diagram of niche layouts for customer familiarity
 - 5.1.7 foundation installation specifications & engineered drawings

 - 5.1.8 prices to be stated in detail, taxes extra as per Appendix A: Form of Proposal
 - 5.1.9 the proponents company name, full address, name of the company officer responsible for submitting the RFP and who has the authority to bind the company, the telephone and fax numbers and E-mail address of the company
 - 5.1.10 a covering letter, on the proponent's letterhead, signed by the company officer stated above in .8, stating that the Proposal submitted meets all requirements of the RFP as issued by the City.
 - 5.1.11 proposals must include all information and pricing to meet all requirements as stated in this RFP.
- 5.2 The proposal must be specific to the specifications identified above. Although the City encourages creative and imaginative proposals, any substitution, design variation or modification from the original request must be presented separately as "Option B".

6.0 Bidders Experience & References

- 6.1 Bidders shall complete **Appendix C: References** detailing minimum three (3) or more work references of municipal or private cemeteries, where their most recent work of a similar nature was completed. The City of Niagara Falls **cannot** be named as a Reference.