REQUEST FOR QUOTES (RFQ)

Construction Services
CornerStone Upper-Level Addition
Family Resource Center Programming Space

Location: 300 2nd St NW, Frazee, MN

1. Introduction

CornerStone Community, Youth & Family Resource Center (“CornerStone”), located in Frazee, MN, is requesting quotes for construction services related to an upper-level addition to its existing facility. The goal of this project is to create a welcoming Family Resource Center space which will provide privacy when meeting with clients and is separate from the youth center space.

This project is grant-funded. CornerStone will follow its adopted procurement policies and is committed to a fair, open, and transparent process in selecting contractors.

2. Project Overview

The project includes construction of an approximately 54x20 upper-level addition. The site currently hosts a single story building with extra tall ceilings and a full basement as well as a 54x22 daylight basement addition which currently has a sloped shed roof. This project will remove the roof slope and build on top of the 54x22 basement space. A new staircase will provide access to the addition from the basement and ADA compliant access will be added on to the rear of the addition for exterior access.

Planned spaces include:

- Three private offices
- One ADA compliant restroom with shower
- ~~One ADA compliant shower room~~
- Open gathering space
- ADA ramp enclosed entry way
    - Porch will not be climate controlled
    - ~~Ramp will incline up to existing upper level door, then decline to addition door height~~
    - Bistro stage will be lowered by rear bistro exit door, ramp will incline to lowered exit door
    - Include alternate suggested construction methods separately in quote

Final structural/architectural drawings will be provided prior to final contracting.

3. Project Approach

CornerStone intends to oversee project coordination internally and is seeking flexibility in contracting. General Contractor or Project Management bids will also be considered to assess financial feasibility, anticipated timeline, and ease of overall project completion.

Quotes may be submitted for:

A. Full Project

- General Contractor (complete build)

B. Partial / Trade-Based Work

Contractors may submit quotes for specific scopes, including:

- Project Management
- Framing
- Roofing
- Plumbing
- Electrical
- HVAC
- Insulation
- Drywall & finishing
- Painting
- Finish carpentry
- Interior Design
- Other related services

Contractors should clearly indicate:

- What is included
- What is excluded
- Any dependencies on other trades

CornerStone reserves the right to:

- Select one contractor for the full project
- Contract with multiple vendors by trade
- Adjust scope to align with budget and project needs

4. Timeline

RFQ Release: April 2, 2026
Questions Due: April 29, 2026
Quote Deadline: May 1, 2026
Project Start: Spring 2026
Preferred Completion: Before September 1, 2026
Required Completion: October 31, 2026

5. Questions

Questions can be directed to:

Mackenzie Hamm
CornerStone Executive Director

218-329-6199
cornerstonefrazee@gmail.com

Ken Miosek
CornerStone Board President

701-893-5759
teriken@arvig.net

Deadline for questions: April 29, 2026

Contractors will be responsible for asking any clarifying questions needed to complete the bid.

6. Quote Requirements

Please include:

A. Company Information
   a. Name, contact, address
B. Type of Quote
   a. Full project OR specific trade(s)
C. Scope Description
   a. What is included/excluded
D. Cost Estimate
   a. Labor
   b. Materials
   c. Total
E. Timeline
   a. Estimated duration
F. Licensing & Insurance
   a. MN license (if applicable)
   b. Insurance confirmation
G. References (optional but helpful)
H. Quotes should be submitted by email, mailed, or dropped off at CornerStone to:

Ken Miosek
CornerStone Board President
300 2nd St NW, PO Box 113
Frazee, MN 56544

701-893-5759
teriken@arvig.net

If sent by mail, quotes must be received, not just postmarked, before May 1, 2026 to be considered.

7. Selection Process

Quotes will be reviewed based on:

- Cost and overall value
- Ability to meet timeline
- Relevant experience
- Clarity of scope
- Fit within overall project plan

CornerStone may:

- Accept or reject any quotes
- Request clarification
- Negotiate scope or pricing
- Award contracts to one or multiple vendors

8. Detailed Scope of Work by Trade

Framing / Structural:

- Construct upper-level addition (~1,000 sq ft)
- Floor system over existing structure
- Stairs from lower level entrance to addition floor
- Wall framing for offices, restroom, and shower room
- Roof framing and structural tie-in
- Install sheathing and structural supports

Roofing:

- Install roofing system for addition
- Install roofing system for covered ramp entrance
- May suggest rubber or metal roofing depending on anticipated slope
- Tie into existing roofline
- Flashing, ventilation, weatherproofing

HVAC:

- Extend or install HVAC system for addition
- Relocate current HVAC equipment as needed
- Install lower level air conditioning unit
- Ductwork and ventilation
- Exhaust fans for restroom and showers

Plumbing:

- Install toilet, sink, and shower unit
- Sink for kitchenette
- Water supply and drainage
- Connect to existing systems

Electrical:

- Electrical system for addition and ramp entrance
- Lighting, outlets, switches
- Electrical circuits for addition
- Panel connection or upgrades if needed

Insulation:

- Wall and ceiling insulation
- Vapor barrier as needed
- Insulated interior walls for sound barrier

Exterior Finishes:

- Siding installation to compliment current metal siding
- Trim, fascia, soffit
- Weather barrier and sealing

Exterior Openings:

- 5 5ft windows
- Replace lower level entrance door
- Adjust height of rear bistro door
~~- Install two new exit doors~~

Drywall & Interior Finishes:

- Hang, tape, finish drywall
- Paint walls and ceilings

Interior Doors & Trim:

- Install doors on each room and hardware
- Remove window between stage and addition and install door with proper header
- Baseboards and trim

Bathroom & Shower Finishes:

~~- Tile shower room~~
- Moisture-resistant finishes
- Fixtures and accessories

Flooring:

- Install low profile carpet in large meeting area
- Install midgrade plank vinyl flooring in remaining areas
- Moisture-resistant flooring in wet areas

Cabinetry:

- Install upper and lower cabinets in kitchenette area
- Install an upper cabinet in each office
- 3 Custom 6-7 foot rolling storage cabinets

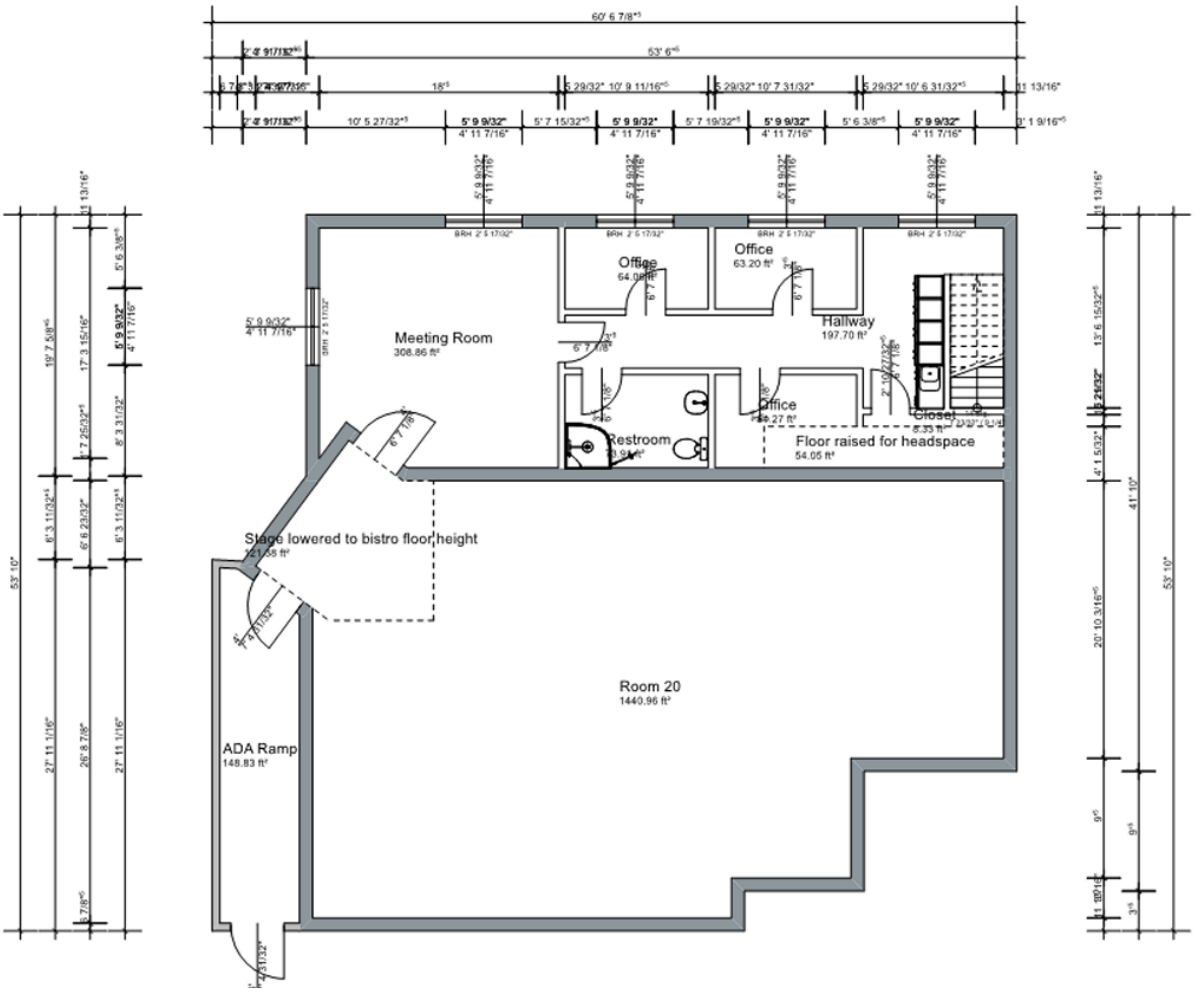
General Guidance:

- Site safety and cleanup
- Coordination with trades
- Protection of existing structure

Contractors may propose alternate materials or approaches and should clearly identify any variations from this scope.

9. General Conditions

- CornerStone is not obligated to accept the lowest quote
- Issuance of this RFQ does not guarantee a contract award
- Contractors are responsible for understanding project scope
- Final agreements will be documented in written contracts

CornerStone will maintain documentation of quotes received and selection decisions in accordance with its procurement policies.

Sketch Updated 4/23/26