



Request for Proposal (RFP)

Window Replacement Project – Emergency Shelter for Victims of Domestic Violence and Sexual Assault

Issued by: Family Pathways

Proposal Submission Deadline: June 20th, 2025

Project Completion Deadline: September 15, 2025

Project Location: Confidential – located in Chisago County, MN

Contact for Inquiries: Chris Lenzen

Email: chrisl@familypathways.org

Phone: 651-302-6745

1. Project Overview

Family Pathways is seeking qualified contractors to submit proposals for a full window replacement at our emergency shelter for victims of domestic violence and sexual assault. Many of the existing windows are outdated, non-functional, and no longer secure. The goal is to improve safety, code compliance, and energy efficiency throughout the building.

2. Project Scope

The project scope includes:

- Removal and responsible disposal of existing windows in the basement and on the first and second floors.
- Installation of new energy-efficient window assemblies.
- All installations must meet Minnesota building codes and standards for ventilation, egress, and safety.
- Use of tempered safety glass in entry areas, bottom of staircases, and bathrooms.
- Second-floor windows must feature child safety mechanisms that:
 - Prevent accidental falls
 - Prevent screen push-outs
 - Maintain airflow
 - Comply with applicable building codes
- Slide direction and type of opening may vary; consistency with existing layout is preferred but not required.
- Modern, secure, and durable hardware preferred—functionality and safety are prioritized over aesthetics.

3. Proposal Requirements

Submitted proposals must include:

- Company background and recent relevant project history
- Detailed project approach, schedule, and key milestones
- Descriptions and specifications of proposed window assemblies and hardware
- Safety and compliance features, especially for second-floor windows

- Detailed budget, itemized by materials, labor, equipment, permits, and contingencies
- Proof of:
 - Minnesota contractor licensure
 - Liability insurance and bonding
 - OSHA and labor law compliance
- Three references from recent comparable projects

4. Evaluation Criteria

Proposals will be reviewed based on:

- Responsiveness to project requirements
- Experience with similar safety-sensitive or residential shelter environments
- Quality, code compliance, and safety features of proposed products
- Demonstrated ability to meet the September 15, 2025 deadline
- Total project cost and overall value

5. Site Visit

A mandatory site visit will be scheduled for all interested vendors. Contact Chris Lenzen to arrange a walkthrough. Directions and specific address details will be shared with vetted contractors following initial inquiry, due to the confidential nature of the site.

6. Timeline

- RFP Issued: June 5th, 2025
- Proposal Deadline: June 20th, 2025
- Contractor Selection: On or before July 1st, 2025
- Project Start: As soon as possible after contract signing
- Project Completion Deadline: September 15th, 2025

7. Proposal Submission

Email proposals in PDF format to:

chrisl@familypathways.org

Subject line: Window Replacement Proposal – Emergency Shelter

You may also call 651-302-6745 with any questions.

8. Terms and Conditions

- Family Pathways reserves the right to accept or reject any and all proposals.
- Project site and client information must remain confidential at all times.
- Contractor and any subcontractors must pass background checks due to the sensitive nature of the facility.
- All work must comply with local, state, and federal building and safety regulations.