



REQUEST FOR INFORMATION

PROJECT: City Cemetery Business Alliance (RFI# R19-078 NS)
ISSUE DATE: April 2, 2019
RESPONSES DUE: April 26, 2019 3:00 P.M M.S.T
QUESTIONS DUE: April 17, 2019 10:00 A.M. M.S.T
CONTACT: Nicole Spindler, Procurement Services Division
PHONE: 719-385-5265
E-MAIL: nspindler@springsgov.com

Only emailed responses and questions will be accepted. However, it is the responsibility of the respondent to confirm receipt.

I. Introduction

The City of Colorado Springs issues this Request for Information (RFI) for the purpose of soliciting information from qualified firms for the City Cemetery Business Alliance, as detailed below.

It is the City's intent in issuing this Request for Information (RFI) to determine whether there are a sufficient number of interested and qualified sources that can provide these services, and to determine a budgetary estimate for this service.

After receiving responses to this RFI, the City may choose to have a meeting or conference call with a select number of individuals or agencies for clarification.

All firms desiring to propose on the City Cemetery Business Alliance are required to complete and submit the minimum qualifications requirements requested in this document, including all instructions and forms.

Prospective firms shall complete and submit the attached paperwork, which can be downloaded from www.bidnetdirect.com.

II. Scope of Work for City Cemetery Business Alliance

Introduction

The City of Colorado Springs, through its Cemetery enterprise, is seeking to gauge private sector interest in potentially forming a business alliance(s) for the delivery of death care related services and products. Therefore the City will assess the offers submitted based on the interest and qualifications of the responses to determine: 1) there is qualified interest within the private sector to form business alliances and 2) the qualified interest is for services and products that if competed would be of significant benefit to the City of Colorado Springs.

Responses to this RFI are considered non-binding and are only used to gather information to be used for budgetary and specification preparation purposes. It will also be used to determine the number of companies that exist in the industry for a possible future competitive procurement.

It is not the intent of the City to award a contract as a result of this RFI. However, in the event that the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal without issuing a formal RFP if it is in the best interest of the City. If this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable monetary estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

Background

The City of Colorado Springs operates two cemeteries (Evergreen and Fairview) which together form the Cemetery enterprise. These cemeteries have a longstanding place in the history of Colorado Springs, being among the first cemeteries in the City and as the final resting place for many prominent figures from the City's early development.

Evergreen Cemetery is Colorado Springs' oldest continuously operated cemetery, established shortly after the town was founded in 1871. In 1875, it was deeded to the City of Colorado Springs by Colorado Springs' founder General William Jackson Palmer.

Several cemeteries served the Colorado Springs area before Evergreen's founding. All these cemeteries were either abandoned or moved to other sites for various reasons. Within the City's inaugural year, General Palmer reserved acreage outside of Colorado Springs proper to create Evergreen Cemetery. A portion of the old El Paso County Cemetery was moved to Evergreen Cemetery. Until 1877, when the Cemetery's name was changed to Evergreen, it was called Mt. Washington or Mountain Home Cemetery.

Today, Evergreen Cemetery is a 200-acre urban oasis located inside Colorado Springs. More than 80,000 individuals are interred in this facility. City cemeteries average approximately 625 burials annually. Despite these impressive numbers, the City cemeteries have room for at least another 30 to 40 years.

Twenty years after the City of Colorado Springs began operating Evergreen Cemetery, Fairview Cemetery in nearby Colorado City was established. Its management was assumed by the City when annexed into Colorado Springs in 1917.

Fairview Cemetery is tucked inside a west Colorado Springs neighborhood. This 24-acre site exudes the charm and quaintness of a frontier graveyard. Fairview is home to many fascinating figures that were instrumental in establishing the history of Colorado City, which for a brief time was the territorial capital of Colorado. As early as 1859, Colorado City was a supply town for prospectors looking for gold in the Rocky Mountains. Fairview Cemetery continues to attract those who wish to join the ranks of Colorado City's early day history makers.

Most cemetery blocks at the two cemeteries are endowed, which means the grave space purchasers paid for perpetual care of their grave sites. Created in 1902, the Perpetual Care Fund provides the resources for the City's obligations to mow, water and care for cemetery grounds forever. Aboveground monument maintenance is the responsibility of the purchasers and their heirs.

As enterprises of the City, no taxpayer support is provided for these operations. Instead, financial resources are generated through the sales of grave spaces and other related products and services (vaults, opening/closing fees, niches, headstone foundations, etc.). Attachment A provides the current pricing for both sites. Attachment B includes operating budgets for the Enterprise from 2017-2019.

Scope

The following is a partial listing of possible business expansion areas for which the City is seeking interest:

- Cemetery management – Private management of City Cemeteries to include properties and facilities. Management should include both maintenance of grounds and sales.
- Cremation services – Development and construction of columbaria; marketing of established areas; retail sales relevant to the cremation industry (urns, flowers, etc.)
- Capital improvements – Improvements to facilities, landscape and/or equipment.
- Pre-need sales – Development and implementation of a marketing plan for pre-need sales which may include market research, advertising, and/or onsite sales staff for burial options offered at both cemeteries.
- Monuments – Advertising, display and sale of monuments and markers.
- Green burials – Development and construction of sites; marketing of established areas; retail sales relevant to the green burial industry (shrouds, pods, etc.).

The above is not intended to be an exhaustive list. The City of Colorado Springs will consider any and all reasonable suggestions for future business alliances.

III. **Respondent Instructions**

- A. All questions and items must be answered, and all information given must be clear and complete.

Vendors may make inquiries concerning this RFI to:

Nicole Spindler
City of Colorado Springs Procurement Services Division
nspindler@springsgov.com

Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda on www.bidnetdirect.com. It is the respondent's responsibility to check the web-site for posted addenda.

B. RESPONSE SUBMISSION

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as outlined below on pages 5 thru 8. **All proposed opportunities should illustrate areas of improvement, enhancement or other benefit to the Cemetery operation as well as to the customers it serves.**

Complete this form, add your attachments, and submit by email to the following point of contact no later than submission date listed on page 1. It is the respondent's responsibility to verify receipt.

City of Colorado Springs Procurement Services Division
Nicole Spindler
nspindler@springsgov.com

**R19-078 NS CEMETERY BUSINESS ALLIANCE
VENDOR RESPONSE**

Contractor Name:		
Address:		
City:	State:	Zip Code:

MAIN CONTACT

Contact Name:
Date Started with Company:
Telephone Number:
Email:

ALTERNATE CONTACT

Contact Name:
Date Started with Company:
Telephone Number:
Email:

FIRM INFORMATION

Annual Revenue:	Type of Ownership (Circle below the one that applies)	
Year Established:	Corporation	Sole Proprietor
Number of Personnel:	Partnership	Limited Partnership
Federal Tax ID Number:	Other (Specify)	

APPROACH DETAILS

Please provide details on your area(s) of interest. You may attach up to ten pages of additional information in response to this item.

DETAILS OF EXPERIENCE

Provide a summary of your experience in the proposed area(s) of interest you have described above for the City Cemeteries. This table may be expanded. Please limit your response to this item to no more than two pages.

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List a minimum of three projects or services of a similar size and complexity that your company has been involved in during the last five years. This table may be expanded. Please limit your response to this item to no more than two pages.

Year	Type of Service	Client's/Owner's name	Annual Operating amount	Work location & Project Manager with contact information

REFERENCES

References: List at least three (3) references having knowledge of type and quality of services performed:

Client Organization	POC Name	POC Address, Telephone Number, and Email	Name of Project