



Date: November 4, 2014

To: Thomas J. Bonfield, City Manager

Through: W. Bowman Ferguson, Deputy City Manager

From: Joel V. Reitzer, Jr., Director, General Services Department

Subject: Maplewood and Beechwood Cemeteries Design Contract
Amendment One - Coulter Jewell Thames, P.A.

Executive Summary

On April 5, 2013, the City executed a professional services agreement for Design and Consulting Services for the Maplewood and Beechwood Cemeteries Facilities and Site Improvements Study with Coulter Jewell Thames, PA (CJT) in the amount of \$46,300 to provide investigation/analysis of the site and facility deficiencies, conceptual design for site improvements and for facilities space planning, and a prioritized scope of work for improvements with an associated opinion of costs.

This agenda item request is to amend the original CJT contract to include full design services through the Construction Administration and Closeout Phases for priority cemetery improvements at both Maplewood and Beechwood Cemeteries that were identified in the Study dated February 12, 2014. Priority improvement items included in the Amendment #1 design scope of work include: entry improvements, driveway repair and replacement, walkway improvements, additional parking, improvements to maintenance/service and soil storage areas and accessibility upgrades at both cemeteries. Amendment One will increase the CJT design fee by \$202,080.00.

Recommendation

The Department of General Services recommends that the City Council:

1. Authorize the City Manager to execute an amendment to the design contract with Coulter Jewell Thames, P.A. for the Professional Design and Consulting Services Agreement for Maplewood and Beechwood Cemeteries Facilities and Site Improvements Study in the amount of \$202,080.00 and
2. Establish a design contingency in the amount of \$18,000.00, and authorize the City Manager to negotiate and execute amendments to the Professional Design and Consulting Services Agreement for Maplewood and Beechwood Cemeteries Facilities and Site Improvements Study with Coulter Jewell Thames, P.A. provided the total cost does not exceed \$220,080.00.

Background

To better understand site and infrastructure deficiencies as well as operational needs at the two City-operated cemeteries, Beechwood and Maplewood Cemeteries, the Cemeteries Division of the General Services Department requested that an assessment study be performed at each cemetery. A Request for Qualifications (RFQ) for the Maplewood and Beechwood Cemeteries Facilities and Site Improvements Study was advertised in August 2012.

Four firms submitted qualifications to the evaluation team in October 2012. The RFQ proposals were reviewed by an evaluation team consisting of staff from the General Services Department and EOE Department. Ultimately three firms were interviewed in November, 2012. Coulter Jewell Thames PA was selected as lead consultant for the assessment study. In February 2014, the CJT Study was finalized and CJT made a presentation to City Council outlining the findings.

City Council approved \$340,000 in CIP funding for FY 14/15 for storm drain system repairs at Maplewood Cemetery and for full professional services for priority repairs and improvements at Maplewood and Beechwood Cemeteries as identified by the CJT Study.

Issues/Analysis

The Amendment #1 design scope of work includes priority items that were identified in the CJT Study. The Concept Phase construction cost estimate for work to be designed as a result of this design amendment is approximately \$2,300,000.00. The preliminary design schedule anticipates a duration of 68 weeks through the Construction Document Phase, site plan and other municipal approvals. During the Design Development Phase, the consultant will submit an opinion of costs which will provide staff with more accurate construction cost estimates for priority repairs and upgrades at both cemeteries and will provide better information for opportunities for phased construction. The Unified Development Ordinance allows for a maximum period of four years between site plan approval and the initiation of construction.

Funding for construction exists in the perpetual care fund, in the amount of \$1,180,000.00. It is anticipated these funds will be sufficient to implement many of the most critical elements of the needed improvements. The proposed construction improvements will be phased based on prioritization and available funding. It is anticipated that construction may be phased to allow for the Maplewood security gates to be constructed prior to the overall construction project.

In the spring of 2014, the Public Works Department addressed two storm drain system failures in Maplewood Cemetery which had led to sinkholes in two areas of driveways. The Public Works Department is proceeding with the repair/replacement of two additional areas of storm drain system failure at Maplewood Cemetery in the coming months.

Future work beyond this scope of work will include design and construction for the remaining deferred maintenance/building upgrades and site refurbishment items at the cemeteries, identified in the CJT Study, requiring a future CIP request.

Alternatives

The City could elect not to proceed with Amendment #1 to the Facilities and Site Improvements Study – Maplewood and Beechwood City Cemeteries Phase 1 Study with Coulter Jewell Thames, P.A. Staff recommends against this alternative for several reasons. Funding has been identified for this design project, design fees have been fully vetted and negotiated, and CJT is very familiar with the issues at each cemetery since they prepared the Study. Not proceeding with this project will negatively impact the schedule for the completion of priority repairs at both Maplewood and Beechwood Cemeteries.

Financial Impacts

Project Funding CC018:

Transfer from the Cemeteries Perpetual Care Fund	3310C070	\$440,000.00
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Total appropriated funds		\$440,000.00

Funding Uses Summary:

Original CJT Study Contract	\$46,300.00
Original CJT Contingency	\$3,500.00
CJT Amendment #1	\$202,080.00
CJT Amendment #1 Contingency	\$18,000.00
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SubTotal Design Services	\$269,880.00
Owner's Expenses*	\$30,120.00
Construction Budget**	\$140,000.00
Construction Contingency	\$0
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Total Project Budget	\$440,000.00

*Owner's Expenses include but are not limited to permits, municipal review fees, building demolition and printing costs.

**Construction Budget includes but is not limited to the Maplewood storm drain line repairs performed under the Public Works Contract #SD-2013-01.

SDBE Summary

This is a contract amendment. The item was not reviewed by the Department of Equal Opportunity/Equity Assurance for compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.