

CIP BUDGET

Expense Detail

DATE OF COUNCIL CONSIDERATION:
CONTACT DEPARTMENT(S):

2/27/14
Parks and Recreation Department

SUBJECT:

Authorize award, negotiation, and execution of a contract with AMATERRA ENVIRONMENTAL, INC. to provide cemetery consulting services to develop a cemetery Master Plan for the City of Austin's five cemeteries, in an amount not to exceed \$129,457 and a cemetery tree survey for the City of Austin's five cemeteries in an amount not to exceed \$78,191, for a total contract amount not to exceed \$207,648.

CURRENT YEAR IMPACT:

Project Name:	Cemetery Master Plan
Project Authorization:	2013-2014 Capital Budget
Funding Source:	PARD Mitigation Funds
Fund/Dept/Unit:	8740 8607 3711
Current Budget	150,000
Unencumbered Balance	130,586
This Action	<u>(129,457)</u>
Estimated Available	1,129

ANALYSIS / ADDITIONAL INFORMATION:

This contract will provide the Parks and Recreation Department (PARD) with a consultant with experience and expertise in cemetery planning, cultural landscape documentation & preservation, and cemetery gravestone conservation to aid in the development of the City's first long-range Master Plan for the City of Austin's five Cemeteries. The plan will include a historical context, conditions assessment and recommendations to guide the preservation, management and future development and tree survey of all five properties and at a minimum, provide direction for the development of a geospatial database, asset condition and assessment, site plan analysis, preservation and conservation policy and funding, development and planning, and an implementation guide to aid in the process.

The Contractor will facilitate a robust public involvement process to ensure the master plan reflects the vision of the City's diverse groups of stakeholders to support the implementation of the plan. A series of meetings with these stakeholders was held in June of 2013, in an effort to engage all interested parties and garner feedback regarding the scope of work (SOW) for the Master Plan. The SOW for this agreement is largely a product of this public involvement process and the project should be completed by early 2015.

In April, 2013, the Parks and Recreation Department took over direct management of Austin's five historic municipal cemeteries, including the 1839 Oakwood Cemetery, after more than 20 years of management by an outside contractor. A master plan is a critical need to ensure that the department's restoration and continuing stewardship of the cemeteries is based on priorities that are developed in collaboration with the community. Without a plan, the department lacks a clear vision for how best to maximize resources and ensure public participation in the preservation and future development of the cemeteries.

A team composed of personnel from Parks and Recreation Department with expertise in this area evaluated the proposals and unanimously chose this proposal as the best to provide these services. Evaluation criteria included system concept and solutions proposed, demonstrated applicable experience & personnel qualifications, evidence of good organization and management practices, pricing and local business presence. MBE/WBE solicited: 3/5 MBE/WBE bid: 0/1

PRICE ANALYSIS

a. Adequate competition.