



# City of Grand Island

Tuesday, January 28, 2014

Council Session

## Item I-1

**#2014-16 - Consideration of Approving Contract for Cemetery  
Master Plan & Design Services**

Staff Contact: Todd McCoy

# Council Agenda Memo

**From:** Todd McCoy, Parks and Recreation Director

**Meeting:** January 28, 2014

**Subject:** Approve Consulting Firm to Complete Cemetery Expansion Master Plan

**Item #'s:** I-1

**Presenter(s):** Todd McCoy, Parks and Recreation Director

## Background

The Grand Island Cemetery is a 90 acre tract located in west Grand Island. Records indicate the Cemetery was established in the late 1860's. The Cemetery facilitates approximately 160 interments annually. There is currently less than 1,000 available burial spaces left for sell at the existing location.

In 2000 City Council authorized the acquisition of 22 acres of land just northwest of the existing cemetery. Resolution 2000-307 stated that the property will be used for athletic fields until such time it was needed for cemetery.

During the 2013-14 City budget process, City Council authorized up to \$65,000 to plan for the expanded Cemetery. Funding for the master plan was to be provided by the Cemetery Trust Fund.

On October 20, 2013 the Parks and Recreation Department advertised a Request for Qualifications (RFQ) for consulting firms to provide a master plan for the expansion of the Cemetery.

## Discussion

Four firms responded to the Master Plan RFQ.

- Confluence of Des Moines, Iowa
- Landmark Engineering Ltd of Loveland, Colorado
- The Tribute Companies of Hartland, Wisconsin
- G Brown Design of Salt Lake City, Utah

Confluence of Des Moines, Iowa is recommended by the staff selection committee because of their proposed approach and experience with similar master planning projects. Confluence agrees to provide the following service for a contract amount of \$32,300.

- Evaluation of Current Cemetery Property and Operations
- Expansion Property Evaluation and Site Recommendation
- Phased Cemetery Master Plan Including Construction Cost Estimates

### **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

### **Recommendation**

City Administration recommends that the City Council hire Confluence of Des Moines, Iowa to develop a Master Plan for the Expansion of the Grand Island City Cemetery.

### **Sample Motion**

Move to approve hiring Confluence to develop a Master Plan for the Grand Island Cemetery for an amount of \$32,300.



Stacy Nonhof, Purchasing Agent

*Working Together for a  
Better Tomorrow, Today*

**REQUEST FOR QUALIFICATIONS  
FOR  
CEMETERY MASTER PLAN & DESIGN SERVICES**

**RFP DUE DATE:** November 14, 2013 at 4:00 p.m.

**DEPARTMENT:** Parks & Recreation

**PUBLICATION DATE:** October 20, 2013

**NO. POTENTIAL BIDDERS:** 5

**SUMMARY OF PROPOSALS RECEIVED**

**Confluence**  
Des Moines, IA

**The Tribute Companies**  
Hartland, WI

**G. Brown Design**  
Salt Lake City, UT

**Landmark Engineering Ltd.**  
Loveland, CO

cc: Todd McCoy, Parks & Recreation Director  
Mary Lou Brown, City Administrator  
Stacy Nonhof, Purchasing Agent

Patti Buettner, Parks & Rec. Secretary  
Jaye Monter, Finance Director

**P1686**

## AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

CLIENT: Grand Island Parks and Rec DATE: January 23, 2014  
CLIENT CONTACT: Todd McCoy PROJECT #: 13127

**PROJECT NAME AND LOCATION:**

Cemetery Site Selection and Master Plan – Grand Island, Nebraska

**BASIC SCOPE OF SERVICES:**

1. See Attached Scope of Services that was also provided as part of the proposal.

**FEE ARRANGEMENT:**

Basic services shall be on an hourly basis, not to exceed the following, described as follows:

1. Task 1 - Project Kickoff – Information Gathering	\$7,800.00
2. Task 2 – Site Selection and Overall Master Planning	\$15,000.00
3. Task 3 – Final Cemetery Master Plan	\$9,500.00
<b>Total</b>	<b>\$32,300.00</b>

**PREPARED BY:**

Reimbursable expenses are in addition to the fee.

The attached hourly rate schedule and general conditions are a part of this agreement.

**OFFERED BY:**

Confluence

 1.23.14  
Signature Date

Chris Della Vedova, Principal  
Printed Name / Title

**ACCEPTED BY:**

City of Grand Island, Nebraska

\_\_\_\_\_  
Signature Date

Todd McCoy, Parks and Recreation Director  
Printed Name / Title

**You receive a team with unique experience in master planning, cemetery and athletic facility design to assist the City of Grand Island in developing a thoughtful and cost effective plan for future growth.**



**PROJECT UNDERSTANDING**

The Confluence team is ideally suited to collaborate with the City of Grand Island Parks and Recreation Department to develop a **phased master plan, design specifications and opinions of probable cost for expansion of the Grand Island City Cemetery**. We understand that the City currently owns 22 acres on the west side of Webb Road identified for cemetery expansion but that this land has been developed into sports fields. As a result, the City is seeking a consultant to consider alternative locations for cemetery expansion in addition to master planning and design services.

Our team brings a **unique combination of master planning and design expertise** which has included site selection for a variety of projects types, scales and clients as well as experience in both **cemetery and sports field and athletic facility design**.



Based on our understanding of the project objectives and our recent conversations with Todd McCoy, we have prepared a project approach that ensures relevant issues will be identified and addressed during the master planning process. **We believe that a holistic approach to master planning is essential to the future success of both the cemetery and Park and Recreation Department sports facilities**. The current City-owned sites and any potential future land acquisitions should be considered with both uses in mind and all scenarios tested before a master plan for any one land use is produced. We believe that this, in the long run, will **save money and provide a higher level product to the Grand Island community**.



Our master planning process is organized into three tasks utilizing an approach intended to **maximize value and collaboration** between our design team and members of a City's advisory committee. A meeting with this committee will occur during each of the following identified tasks according to a focused and deliberate design schedule:

The following issues will be addressed in the Comprehensive Plan:

- Task 1: Project Kickoff and Information Gathering
- Task 2: Comprehensive Master Planning and Site Selection
- Task 3: Cemetery Master Plan

**COMPREHENSIVE MASTER PLAN WORK PROGRAM SCHEDULE**



**TASK 1 | PROJECT KICKOFF AND INFORMATION GATHERING**

Our team will develop an **interactive planning process** that provides opportunities for stakeholders including sports user groups to become actively engaged in each step of the design process, from taking inventory and evaluating potential sites to identifying future needs and opportunities. "Hands-on" involvement at this level encourages participants to view the project area in a different, more analytical way than they may normally be accustomed. This leads to a more thoughtful and productive dialogue throughout the evolution of the concept design recommendations. To **create a strong working relationship**, our team will organize and facilitate a kick-off meeting to coordinate project initiation and visioning activities.



**INVENTORY AND ANALYSIS**

Our team will utilize appropriate base and existing site information as provided by the Grand Island Parks and Recreation Department to allow us to analyze all sites being considered for the cemetery expansion and possible sports field relocation as well as any other needs for which the City may be planning. The sites to be considered as part of this planning effort include:

- Existing **Grand Island City Cemetery** located on 90 acres east of Webb Road and both north and south of Stolley Park Road
- Existing **Webb Road Athletic Fields** located on 22 acres on the west side of Webb Road planned for cemetery expansion. The site has been developed to provide two regulation soccer fields, two flag football fields and two small baseball fields
- Existing **Veterans Athletic Field Complex** at Highway 281 and Broadwell Avenue which

# PROJECT APPROACH



currently provides softball fields and where lighting has been installed in anticipation of construction of additional ball fields.

- **Additional sites** the City may be considering for cemetery expansion.

Base information to be provided to our team shall include existing site surveying and topographic information for the existing cemetery site and other sites being considered as well as existing revenue models and related income and expense statements for the existing cemetery and Webb Road Athletic Fields to assist our design team in better understanding existing conditions and operating conditions.

Our team will visit the proposed sites and surrounding areas in order to identify and document current site conditions, including exploring current cemetery offerings, physical layout of key features, circulation patterns within the cemetery environs, and operations/maintenance considerations. Our team will also explore the roadway corridors that feed into and surround the existing cemetery environs and proposed sites to better understand existing conditions and circulation patterns, and to identify potential opportunities for improvements. Our team will also conduct a “windshield survey” of other area cemeteries to better understand the range of offerings currently available, as well as to benchmark their relative site presentation, amenities, and aesthetic character components.



## KICKOFF MEETING

The design team will conduct a project kick-off meeting with City Staff. At this meeting we will establish communication paths, review the initial work plan and deliverables, identify critical milestones, schedule key meetings and identify other initial needs. We will also review current cemetery operations, policies and procedures as well as review future goals and trends.

## TASK 1 DELIVERABLES:

- Site information formatted for design phase use
- One (1) meeting with the City’s advisory committee
- City staff meetings (1-2 anticipated)



## TASK 2 | COMPREHENSIVE MASTER PLANNING AND SITE SELECTION

### DESIGN CHARETTE

An interactive design charette will be held with the City’s advisory committee members. During this 2-day workshop, a series of collaborative activities will be developed and facilitated to **actively engage stakeholders in the design process**. Activities anticipated during this initial meeting include sharing information regarding the project schedule and opportunities for input and collaboration; sharing a brief synopsis of the design team’s inventory and analysis; a goal setting exercise to guide cemetery expansion and sports field relocation/expansion planning efforts; identification of site issues, opportunities and constraints, and potential design influences; and confirmation of varied activities, programs, organizational partnerships and seasonal events that take place in the cemetery. During this meeting, our team will also collaborate with the advisory committee to begin generating initial design ideas for improving, optimizing and expanding the cemetery and sports fields.



The local members of our design team will follow up with additional site visits as needed to document and consider additional information obtained during the kick-off meeting. This comprehensive data list will be developed and utilized throughout the project as a benchmarking resource for the design process. Existing site information will be incorporated into a graphic illustration and formatted for use by the design team.



## COMPREHENSIVE MASTER PLANNING

Following the design charette, the design team will synthesize the information generated during the work sessions into an overall concept master plan which **explores ways to accommodate both cemetery expansion and the desired sports facilities**. The design team will use its knowledge of construction methods and materials to prepare budget level estimates for the recommended master plan improvements including infrastructure costs. We will also work with City staff to determine any associated land acquisition costs. This information will be presented to City staff and the advisory committee for input.

Based on these plans, costs and the feedback received from stakeholders, the design team will recommend a preferred site for cemetery expansion and, if deemed appropriate, sports field relocation.



**TASK 2 DELIVERABLES:**

- Two (2) to three (3) schematic master plan alternatives
- One (1) interactive workshop with the City’s advisory committee
- City staff meetings (2-3 anticipated)



**TASK 3 | CEMETERY MASTER PLAN**

Utilizing design input and the approved direction received from the previous review meeting, our team will prepare a final concept master plan for the cemetery improvements that incorporates refined design concepts. We also anticipate providing a Master Plan Graphic for the sports facility if necessary. These master plans will include a color rendered layout plan map with notations designating the proposed improvements, a series of color sketch design details illustrating the range of proposed improvements included in the expansion, a detailed opinion of probable construction costs, a revenue model reflecting the proposed improvements and offerings within the expanded cemetery, and a project information sheet (double-sided 11” x 17” format consisting of graphics and text) that incorporates a brief summary of the plan recommendations and design process.



**MASTER PLAN REVIEW AND REFINEMENT**

The draft plan and supporting project information will be prepared and presented to the City and the advisory committee in a review meeting. Minor refinements and edits to the information contained in the draft plan will be made to reflect input received. This final concept plan will be communicated through a power point presentation, a layout plan map (24” x 36” color), and a project information sheet (double-sided 11” x 17” format including a reduced version of the color map, summary text, and supporting graphics). Both of these will also be provided in digital format on CD as appropriate.



**TASK 3 DELIVERABLES:**

- Cemetery Concept Plan Booklet (8.5” x 11” format and in CD format) – estimated 10-15 pages in length
- Cemetery Graphic Plan Map (24” x 36” color-rendered)
- Sports Facility Graphic Plan Map (24” x 36” color-rendered)
- Opinion of Probable Construction Costs for both cemetery and sports facility
- One (1) meeting with the City’s advisory committee
- City staff meetings (2-3 anticipated)

**ANTICIPATED FEES AND SCHEDULE**

Project Milestone	Anticipated Schedule	Anticipated Fee
<b>Task 1: Project Kick Off and Information Gathering</b>	4 weeks	\$7,800
<b>Task 2: Comprehensive Master Planning and Site Selection</b>	6-8 weeks	\$15,000
<b>Task 3: Cemetery Master Plan</b>	6-8 weeks	\$9,500
<b>TOTAL FEE</b>	<b>16-24 weeks</b>	<b>\$32,300</b>

Note: The duration of activities for each phase and task is provided as a basic framework associated with our anticipated approach to the project. Upon selection for this project, our team will work diligently to refine the scope of work, deliverables, and schedule as needed to align with the anticipated outcomes and goals of the Parks and Recreation Department.

**FUTURE FINAL DESIGN AND CONSTRUCTION DOCUMENT SERVICES**

The RFP anticipates the development of a phased master plan for the identified scope of services associated with this project. Upon approval of the master plan phase services, additional work will be necessary to prepare final design, engineering, and construction documents for the identified improvements resulting from the plan recommendations. The costs for these services will be estimated and included in the opinion of probable construction costs as part of the concept plan to ensure appropriate budgets and contingencies are built into the revenue model and plan for implementation.





EXHIBIT 'A'

CONFLUENCE

STANDARD HOURLY RATES

Senior Principal .....	\$150.00 - \$175.00 per hour
Principal .....	\$135.00 - \$150.00 per hour
Associate .....	\$120.00 - \$135.00 per hour
Senior Project Manager .....	\$100.00 - \$115.00 per hour
Project Manager .....	\$90.00 - \$95.00 per hour
Project Landscape Architect II .....	\$80.00 - \$85.00 per hour
Project Landscape Architect I .....	\$70.00 - \$75.00 per hour
Project Planner II .....	\$80.00 - \$85.00 per hour
Project Planner I .....	\$70.00 - \$75.00 per hour
Landscape Architect Intern II .....	\$65.00 - \$69.00 per hour
Landscape Architect Intern I .....	\$60.00 - \$64.00 per hour
Draftsperson .....	\$50.00 - \$55.00 per hour
Clerical Staff .....	\$42.00 - \$45.00 per hour

REIMBURSABLE EXPENSES

Filing Fees .....	1.15 x cost
Long Distance Telephone Calls .....	1.15 x cost
Materials and Supplies .....	1.15 x cost
Meals and Lodging .....	1.15 x cost
Mileage .....	\$.56 per mile
Postage .....	1.15 x cost
Printing by Vendor .....	1.15 x cost
B/W Photocopies/Prints 8½ x 11 .....	\$.05 each
B/W Photocopies/Prints 11x17 .....	\$.09 each
Color Photocopies/Prints 8½ x 11 .....	\$.65 each
Color Photocopies/Prints 11x17 .....	\$1.50 each
Large Format Plotting – Bond .....	\$2.50/SF
Large Format Plotting - Mylar .....	\$4.50/SF
Large Format Plotting - Photo .....	\$5.00/SF
Compact Discs .....	\$2.50 each
Booklet Binding (cover, coil, back) .....	\$4.50 each
Foam Core .....	\$8.00 each
Easel Pads .....	\$32.75 each
Electronic Files .....	\$50.00 Each

*Effective 3/1/2013*

RESOLUTION 2014-16

WHEREAS, the City of Grand Island is in the process of expanding the Grand Island City Cemetery; and

WHEREAS, such project will require a consulting firm to complete a Cemetery Expansion Master Plan; and

WHEREAS, the City of Grand Island issued a Request for Qualifications (RFQ) for consulting services for such project; and

WHEREAS, four proposals were received and the proposal from Confluence was selected; and

WHEREAS Confluence of Des Moines, Iowa, submitted a proposal for such services in accordance with the Request for Qualifications; and

WHEREAS, a contract amount of \$32,300.00 has been negotiated.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Consultant Agreement with Confluence of Des Moines, Iowa to complete a Cemetery Expansion Master Plan of the Webb Road Athletic Field Complex is hereby approved at a cost of \$32,300.00.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute such agreement on behalf of the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, January 28, 2014.

\_\_\_\_\_  
Jay Vavricek, Mayor

Attest:

\_\_\_\_\_  
RaNae Edwards, City Clerk

Approved as to Form	☐ _____
January 24, 2014	☐ City Attorney