

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, APRIL 6, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson

II. ROLL CALL

J. Cherilynn Mynsberge, City Clerk

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of February 2, 2018

IV. NEW BUSINESS

None

V. UNFINISHED BUSINESS

Items under Unfinished Business will be presented as a status update to the Board and may not require action at this time.

- A. Discussion of Responses to Greenwood Cemetery Master Plan Request for Proposals (RFP)
- B. Consideration of Proposed Payment Plan Policy for Cemetery Plots

VI. CONTRACTOR REPORT

A. Fourth Quarter 2017 Financial Report

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: MAY 4, 2018

Greenwood Cemetery Advisory Board:

The powers and duties of the Greenwood Cemetery Advisory Board is to provide the following recommendations to the City Commission:

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

Section 34-30 (g) of the Birmingham City Code

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING MINUTES
FRIDAY, FEBRUARY 2, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Linda Buchanan, Vice Chairperson, called the meeting to order at 8:30 AM.

II. ROLL CALL

PRESENT: Linda Buchanan
Laura Schreiner
George Stern
Margaret Suter

ABSENT: Kevin Desmond
Darlene Gehringer
Linda Peterson

ADMINISTRATION: City Clerk Mynsberge, Deputy Clerk Arft

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF JANUARY 12, 2018

Mr. Stern asked that City Clerk Mynsberge's report contain updated information regarding the plots on payment plans in Sections B and C of the cemetery. City Clerk Mynsberge said she would request the information from the contractor.

City Clerk Mynsberge confirmed for Mr. Stern that he asked about his 'Nay' vote twice at the January 12, 2018 meeting.

Mr. Stern asked that his comments on page five, Item VIII, be changed from "The Department of Public Services used to use a rod to measure depth before interring an urn above a casket," to "The Department of Public Services used to use a rod to measure depth before interring an urn".

City Clerk Mynsberge read correspondence from absent Board member Kevin Desmond into the record:

"I, Kevin Desmond, disagree with Mr. Stern's continued assertion, including from the minutes of January 12, that the contractor is making "exorbitant amounts" of money. The cost of graves and interment fees (opening and closing) for casketed and urn burials are comparable to other cemeteries in our local market. In fact, the fee for a casketed burial is significantly less than many other local cemeteries. Our Board is also not in a position to question the operating costs incurred by the Contractor, and any figures that have been estimated, or guesstimated, by a member of our Board in the past are vastly inaccurate."

MOTION: Motion by Suter, seconded by Stern,
To approve the minutes of February 2, 2018, as amended.

VOTE: Yeas, 4
Nays, 0
Absent, 3

IV. NEW BUSINESS

There was no new business.

V. UNFINISHED BUSINESS

Items under Unfinished Business will be presented as a status update to the Board and may not require action at this time.

A. RFP FOR GREENWOOD CEMETERY MASTER PLAN

City Clerk Mynsberge reported that the RFP was posted on MITN on January 16, 2018. A preliminary report with bids should be available for the Board's March meeting, and the Board should be prepared to formulate recommendations for the Commission at the April meeting.

City Clerk Mynsberge told Mr. Stern that:

- There are no current plans to meet with the bidders, but that the Board is welcome to interview bidders should they so choose.
- Bids are opened publically, either in the Commission room or at the City Clerk's counter.

B. PAYMENT PLAN POLICY FOR CEMETERY PLOTS

City Clerk Mynsberge said the City Attorney's feedback on payment plans should be available for the Board at their March 2, 2018 meeting.

City Clerk Mynsberge told Mr. Stern that:

- The fourth quarter numbers from Elmwood were not yet available.
- She will create a report once the numbers are available.
- She will ask Elmwood how many plots are included in the 12 payment plans in Sections B and C of the cemetery.

VI. CONTRACTOR REPORT

There was no Contractor's report.

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

There were no comments.

VIII. BOARD COMMENTS

City Clerk Mynsberge told the Board that:

- Eventually all maintenance for the cemetery will come out of the cemetery's Perpetual Care Fund.
- The Department of Public Services (DPS) is requesting money from the General Fund to fix the road in the cemetery this year because there is not enough money in the Perpetual Care Fund at this time.
- If funding is granted for road repairs, the repairs would occur after the start of the fiscal year on July 1, 2018.
- City Clerk Mynsberge estimates that the road would be repaired with capeseal.

Mr. Stern stated that repairs of the road between Sections K and L should be coordinated with the Master Plan.

Ms. Schreiner stated that the City should maintain the road between Sections K and L until it is clear that the sections are going to be vacated.

Ms. Buchanan said that there would likely be pushback from the families with plots in Sections K and L if the road was left in disrepair while the other roads are repaired. Since the Board does

not know for certain that Sections K and L will be vacated, the road needs to be maintained until that is determined.

City Clerk Mynsberge stated the City Commission will have the final say on the DPS' request for cemetery road repair funding at the April 2018 budget meeting.

The Board confirmed for Ms. Suter that there is pending discussion on the possibility of removing the road between Sections K and L.

Ms. Suter said the road between Sections K and L is useful for parking.

City Clerk Mynsberge said there were no updates regarding the cemetery presented at the City's Long Range Planning meeting on January 27, 2018.

IX. ADJOURN

The meeting was adjourned at 9:00 AM.



MEMORANDUM

City Clerk's Office

DATE: February 28, 2018

TO: Greenwood Cemetery Advisory Board

FROM: J. Cherilynn Mynsberge, City Clerk

SUBJECT: Responses to Greenwood Cemetery Master Plan Request for Proposals (RFP)

The City of Birmingham issued an RFP for creation of a strategic master plan for the Greenwood Cemetery on January 16, 2018.

Two responses were received, and the responses were opened on February 22, 2018 at 10:00 a.m. The cost proposal from each of the two firms was considerably in excess of the \$20,000.00 budgeted by the City for the project.

The City sent both contractors a request for clarification of their proposals. Responses are due the week of April 9, 2018.

ATTACHMENTS:

Summarized Comparison of RFP Responses Evaluation form
Proposal from Fleis&Vandenbrink (emailed on February 28)
Proposal from Johnson&Anderson (emailed on February 28)
Request for Proposals (emailed on February 28)

GREENWOOD CEMETERY MASTER PLAN

Comparison of RFP Responses

SUBMISSION REQUIREMENTS AS LISTED ON PAGES 8-9 OF RFP	FLEIS&VANDENBRINK 27725 Stansbury Blvd., Ste. 195 Farmington Hills MI 48334 www.fveng.com	JOHNSON&ANDERSON 4494 Elizabeth Lake Rd. Waterford MI 48328 www.ja-engr.com
(1) Required forms submitted - Attachments B, C, & D-Base Bid (Attachment C)	✓	✓
Additional Per Meeting Charge, if requested	\$700.00	\$4,750.00
(2) Projects completed of similar scope, size, and purpose	<ul style="list-style-type: none"> • <u>Breckenridge Cemetery Expansion</u>. Site design and master planning services for cemetery expansion. • <u>Blessed Trinity Catholic Church Cemetery Construction</u>. Engineering services and conceptual planning/layout for new cemetery construction. • <u>St. Andrew Cemetery</u>. Conceptual layouts, topographic surveys, roadway reconstruction. • <u>Mount Olivet Catholic Cemetery</u>. Roadway reconstruction and expansion. • <u>New Calvary Cemetery</u>. Conceptual layout of mausoleum expansion and storm water drainage improvements. • <u>St. Patrick Cemetery</u>. Conceptual layout, conceptual planning, and topographic survey for expansion. • <u>Sunset Hills</u>. Conceptual layout, site plan and design, construction documents for cemetery expansion. • <u>Gunnisville Cemetery</u>. Site design and master planning for expansion. 	<ul style="list-style-type: none"> • <u>City of Muskegon</u>. Digitization of cemetery records and integration of cemetery records into GIS-based map. • <u>Sand Beach Twp.</u> Digitization and integration of records from 3 cemeteries into database and creation of GIS-based maps. • <u>Independence Twp.</u> Design and construction engineering services to develop unused portion of cemetery with columbarium monuments. • <u>White Lake Twp.</u> Surveying and mapping services to expand existing cemetery master plan developed by J&A in 1991. • <u>Port Huron Twp.</u> Surveying and construction layout services for development of unused portion of cemetery. Development of topographic map. Assisted with development of cemetery master plan in 1990s and provided civil engineering services for cemetery chapel.

SUBMISSION REQUIREMENTS AS LISTED ON PAGES 8-9 OF RFP	FLEIS&VANDENBRINK 27725 Stansbury Blvd., Ste. 195 Farmington Hills MI 48334 www.fveng.com	JOHNSON&ANDERSON 4494 Elizabeth Lake Rd. Waterford MI 48328 www.ja-engr.com
(3), (8), & (9) Timeline/Work Plan	<ul style="list-style-type: none"> • <u>April, 2018</u>. Kickoff meeting: refine project scope and goals; gather pertinent existing data; develop communication plan and regular progress meeting schedule. • <u>May-August, 2018</u>. Review and analyze current practices; develop recommendations for operational improvements; develop budget including annual sales and capital improvement planning; develop implementation plan based on plan for management and budgeting. • <u>August-October, 2018</u>. Planning for infrastructure, features, landscape; development of 2 conceptual plans. Meet with GCAB, Commission and residents to review options. • <u>October-December, 2018</u>. Community engagement. • <u>March, 2019</u>. Final draft of plan completed; meet with GCAB to review; present to Commission. 	<p><u>April, 2018</u>. Kickoff meeting: review project budget, scope, and schedule; gather pertinent existing data.</p> <p><u>April-May, 2018</u>. Review and analyze current practices; conduct field survey for topographic information; meeting with GCAB to provide update on findings.</p> <p><u>June, 2018</u>. Community engagement meeting. Indoor general forum/charrette format utilizing existing site photos and aerial maps; gather input on burial trends, cemetery operational procedures, regulations, management agreement, perpetual care fund, interest in columbaria, mausoleums and scatter gardens, interest in digitizing records into GIS and developing web-based portal for searches, plan for optimization of internment sites.</p> <p><u>August, 2018</u>. Review of community engagement input with City Commission. Development of community engagement plan for ongoing public participation in master planning process; development of conceptual plan; meet with GCAB to review concept plan.</p> <p><u>October, 2018</u>. Prepare master plan draft; meet with GCAB to review.</p> <p><u>March, 2019</u>. Master plan finalization.</p>

SUBMISSION REQUIREMENTS AS LISTED ON PAGES 8-9 OF RFP	FLEIS&VANDENBRINK 27725 Stansbury Blvd., Ste. 195 Farmington Hills MI 48334 www.fveng.com	JOHNSON&ANDERSON 4494 Elizabeth Lake Rd. Waterford MI 48328 www.ja-engr.com
(5) Description of Firm; Professional qualifications of principals involved in administering project.	25-year firm of professional consulting engineers. <u>Gary Bartow</u> . Principal-in-Charge . 41 yrs. of design experience, including cemetery expansion and municipal infrastructure projects. <u>Ken Groya</u> . Project Mgr. Director of cemeteries and project manager for Catholic Diocese of Saginaw for 13 yrs. <u>Jennifer Chehab</u> . Client Rep. 20 years of municipal experience in preparation of engineering plans and specifications. <u>Harry Wierenga</u> . Lead Landscape Architect . Experience designing cemetery expansions. <u>Dan Dukarski</u> . Project and Design Engineer . Experience in design development and construction management on cemetery projects.	Consulting engineer firm since 1946. <u>Terry Biederman</u> . Principal . Strategic consulting for technological, infrastructure and management solutions; strategic planning and development for projects including cemetery management. <u>Timothy Weir</u> . Survey Manager, Principal . Surveying, site and topographic mapping for infrastructure and utilities. <u>Laura Gruzowski</u> . Environmental Analyst/Marketing Coordinator . Project manager for water, sewer, and storm water management and administration. Grant applications and administration. GIS map development. <u>Kelsey Gall</u> . Engineer II . Design, construction engineering and project administration assistant. Environmental inspections. Site plan review. <u>Sean Weeder</u> . Sr. IT Specialist . GIS technician and programmer. <u>Andrew Murray</u> . GIS & CMMS Specialist . Installation, configuration, and administration of ArcGIS for projects including cemetery management systems.
(6) Subcontractors	none	none
(7) References	<ul style="list-style-type: none"> • Village of Breckenridge, Village Mgr. • Blessed Trinity Catholic Church, priest • Catholic Cemeteries Diocese of Saginaw, Director of Cemeteries • Michigan Catholic Conference, Controller, former CFO for Diocese of Saginaw 	<ul style="list-style-type: none"> • Independence Twp., Director of Public Works • City of Muskegon, Director of Public Works • White Lake Twp., City Clerk

The following chart is for the use of each member of the Greenwood Cemetery Advisory Board, and City staff, in evaluating the proposals according to the *Evaluation Procedure and Criteria* as described on Page 7 of the RFP.

EVALUATION PROCEDURE AND CRITERIA	FLEIS&VANDENBRINK	JOHNSON&ANDERSON
Ability to provide services as outlined.		
Experience of the Contractor with similar projects.		
Professional qualification of key employees assigned to the project.		
Public Involvement Process.		
Content of Proposal.		
Cost of Services.		
References.		

REQUEST FOR PROPOSALS FOR GREENWOOD CEMETERY MASTER PLAN



Submitted to:
City of Birmingham

February 22, 2018
P13713



February 22, 2018

Ms. Cherilynn Mynsberge, City Clerk
City of Birmingham
Attn: City Clerk
151 Martin Street
Birmingham, MI 48009

RE: Greenwood Cemetery Master Plan

Dear Ms. Mynsberge:

Thank you for the opportunity to submit our proposal to provide master planning services for the City of Birmingham's Greenwood Cemetery. Our vast experience with cemetery management, combined with our municipal infrastructure experience, makes us uniquely qualified to provide the full range of services and insights into a project of this type. Highlights of our qualifications include:

WE ARE CEMETERY EXPERTS

Our team has experience working on a variety of cemetery projects, and our Project Manager, Ken Groya served as director of cemeteries for the Catholic Diocese of Saginaw for over 13 years. He managed operations of nine cemeteries, four offices, 30 employees, a \$1.4 million annual budget and over 1,000 interments per year.

During his tenure with the Diocese, Ken's responsibilities included planning and overseeing all development concepts, design and construction activities for mausoleum additions, construction of a new mausoleum with columbaria, and many roadway resurfacings and reconstruction projects. Ken also set annual sales budgets, rewrote cemetery rules and regulations, created guidelines for replacement markers, monuments and ground cremations, and established cemetery pricing fees. Ken is a past president of the Michigan Cemetery Association and was on the Association Board for 12 years.

EXPERIENCE WITH BIRMINGHAM

Fleis & VandenBrink has been performing engineering services for the City of Birmingham for the past five years, including three and a half years as consultants to the Multi-Modal Transportation Board. Your Client Representative Jennifer Chehab, PE has also worked in the City of Birmingham on several projects, such as the Catalpa Avenue sewer replacement and paving project. We understand your community, its infrastructure, and how to make a project successful; and we also have a long-standing relationship with your staff.

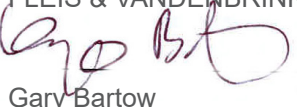
WE ARE LOCATED NEARBY

Our office is in Farmington Hills, which is approximately 20 minutes away from the project site, can provide prompt response and be on site or available for a meeting quickly.

Thank you again for this opportunity to provide you master planning services for your Greenwood Cemetery Master Plan project. If you have any questions, please contact us. We look forward to assisting the City with master planning its vision!

Sincerely,

FLEIS & VANDENBRINK


Gary Bartow
Principal-in-Charge


Jennifer Chehab, PE
Senior Project Engineer

27725 Stansbury Boulevard, Suite 195
Farmington Hills, MI 48334
P: 248.536.0080
F: 248.536.0079
www.fveng.com



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FIRM INTRODUCTION

F&V was established 25 years ago by two friends and civil engineers – Larry Fleis and Steve Vanden Brink. The firm currently boasts a staff of 200 professionals who carry on the tradition Larry and Steve started of hiring good people, doing good work and having good client relationships.

We build relationships by being good listeners, hearing your concerns and issues before starting a project. We also try to get a thorough understanding of your goals and critical success factors.

Clients like our technical expertise, responsiveness and working relationship that puts them at ease. Working together on custom-fit solutions, we help deliver results and award-winning projects as promised – on time and on budget.

Our team is made up of cemetery experts, engineers, architects, water resource specialists, landscape architects, geologists, environmental scientists, surveyors, GIS specialists, inspectors, field technicians, construction managers, professional emergency managers, operations specialists, and administrative support.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a corporation in the states of Michigan and Indiana.

Larry Fleis, PE
Chairman of the Board

Paul Galdes, PE
President

www.fveng.com | 800.494.5202

CORE PRINCIPLES

Understand our customers' needs and satisfy them...
Employ, value, and empower good people...
Do what we say we are going to do...
Have fun!

VISION STATEMENT

F&V is the leader for delivering efficient, effective, innovative projects by top professionals who are making a difference.

As a strategic partner, F&V listens to clients' needs to provide customized solutions to design, build and operate successful projects.





SERVICES PROVIDED

As clients' projects develop, and needs and goals are identified, we work to deliver on our promises and have grown our expertise around the needs of our clients.

AREAS OF EXPERTISE

- | | |
|--|----------------------------------|
| Architectural design | Hydrogeological |
| Brownfield redevelopment | Land acquisition |
| Cemetery planning | Land surveying |
| Civil Engineering | Landscape architecture |
| Construction engineering, inspection and testing | Mass flow monitoring |
| Construction management | Municipal engineering |
| Demolition management | Operations and technical support |
| Electrical engineering | Planning |
| Emergency management and planning | Process mechanical design |
| Energy and sustainable design | Site development |
| Environmental investigation and remediation | Structural engineering |
| Environmental property assessment | Traffic engineering |
| Geographic Information System (GIS) | Wastewater treatment |
| Grant and financial assistance | Water treatment |

STATEMENT OF UNDERSTANDING/SCOPE/SCHEDULE

STATEMENT OF UNDERSTANDING

We understand that a review of the current management of the cemetery and identification of methods to improve practices is one of the goals of the Greenwood Cemetery Board. Review of the board meeting minutes reveals a variety of goals for capital improvements, studies, investigations, and cemetery management.

Based on our conversations with Cherilynn Mynsberge, we believe it would be advantageous to have a kick-off meeting to define a detailed scope that can be used to further define the requested services and develop a solid plan to move forward. The following is our approach to the project:

SCOPE OF SERVICES & SCHEDULE

Generally, the following tasks are included in the scope of services for this project:

GREENWOOD CEMETERY MASTER PLAN		
No.	Task	Completion Date
	Notice of Award	April, 2018
1	Attendance at Meetings	
	Kick Off Meeting	May, 2018
	Three Additional Cemetery Board Meetings	TBD
	Two Community Engagement Meetings	TBD
	Two City Commission Meetings	TBD
2	Community Engagement Plan	
	Community Engagement Plan	October – December 2018
3	Review and Analysis of Current Practices	
	Review Records	May – June, 2018
	Review Operational Procedures	June – July, 2018
	Review and Analyze Existing Agreement	July – August, 2018
	Review and Analyze Burials and Sales	July – August, 2018
	Review and Analyze Capacity and Demands	July – August, 2018
4	Planning for Infrastructure, Features, Landscape	
	Planning for Infrastructure, Features, Landscape	August – October, 2018
	Final Draft of Plan Completed	March, 2019

KICK-OFF MEETING

The project will commence with a kick-off meeting with the F&V Team, City of Birmingham and the Greenwood Cemetery Board to:

- Introduce the project team
- Listen to the City's issues, concerns, and goals for the cemetery
- Based on the issues and goals identified, refine the project scope and master plan goals to reflect the refined scope of services
- Review the project scope, schedule, deliverables, and expectations
- Gather existing documents related to the cemetery, budget and management of the cemetery
- Gather available plans and cemetery guidelines
- Discuss existing facility and proposed plans for consideration in the master plan

- Develop a project communication plan and regular progress meeting schedule including:
 - o Cemetery board meetings
 - o Community engagement target dates
 - o City commission meetings

MASTER PLAN DEVELOPMENT

After the kick-off meeting, we will

- Review records
- Review operational procedures
- Review and analyze existing agreement
- Review and analyze burials and sales
- Review and analyze capacity and demands

We will use the data from this review of the records to develop recommendations for operational improvements; develop a budget including annual sales and capital improvement planning; and develop an implementation plan for short, mid, and long-term improvements, based on a solid plan for management and budgeting.

With our extensive design and management experience, we have ideas that have provided our current clients with means of financing the improvements through innovative marketing approaches.

PLANNING FOR INFRASTRUCTURE, FEATURES, LANDSCAPE

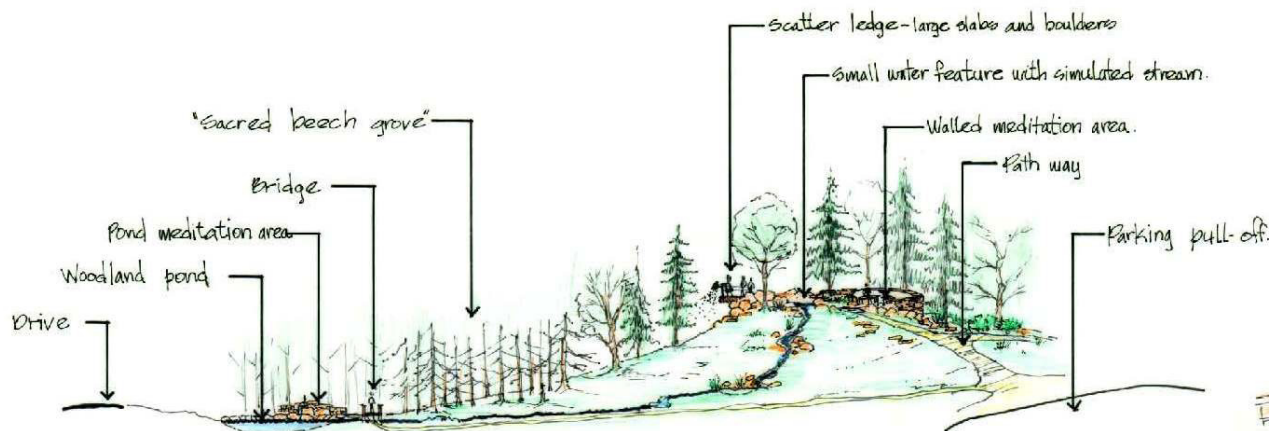
We will complete two (2) conceptual plans for the City's review. Each concept will depict the following:

- Total number of gravesites
- Phasing options
- Site access, including vehicular roadways, pedestrian walks, parking spaces
- Landscaping
- Site utilities, including water service and site drainage
- Cost constraints
- Constructability issues

The first concept will present a more traditional layout. The second concept will explore a newer approach to cemetery layout and management, presenting the feasibility of the following on the site:

- Scatter garden
- Committal service shelter
- Columbarium
- In ground cremation burial area
- Reflection space
- Meditation area
- Special family sections
- Memorial wall

Meetings will be held with the Cemetery Board, City Commission and City residents to review the options being considered.



MASTER PLAN

The final draft of the Cemetery Master Plan document will be presented to the Greenwood Cemetery Board and City Commission. We anticipate that it will contain the following items:

- Site History and Background
- Goals and Objectives
- Public Engagement
- Operational Practices
- Management Practices
- Burials and Sales
 - o Projected Capacity
- Proposed Projects
 - o Infrastructure and Site Elements
 - o Columbarium Niches
 - o Site Investigation
 - o Studies
- Budget and Capital Improvement Plan
 - o Projected Burials and Sales
 - o Short-term Improvements
 - o Mid-term Improvements
 - o Long-term Improvements
- Sketch of Master Planned Improvements with Phasing



ADDITIONAL SERVICES (AS NEEDED, NOT INCLUDED)

The following are services our team has provided to cemetery clients in the past. Based on the current scope of services, they are not included in our proposal, but they may be requested as the scope of services becomes more clearly defined:

Boundary/Topographical Survey

- Perform field topographic survey for design and preparation of the construction drawings
- Perform boundary survey of the existing cemetery including a legal description and setting of property corners
- Provide a base map including relevant GIS layers from State of Michigan's Geographic Data Library

Geotechnical Soil Borings

As part of the preliminary work we can coordinate conduct a geotechnical investigation of the site. This work includes:

- Schedule and coordinate geo-technical consultant soil borings as necessary
- Provide Geotechnical report from consultant detailing site conditions, boring results, groundwater conditions (if encountered), description of field and laboratory results, site preparation and earthwork recommendations and recommendations for pavement sub grade preparation

Final Design

We will utilize the approved Master Plan and incorporate it into the final engineering plans for the project area and continue to refine the preliminary cost estimates. These plans will be presented to the Cemetery Board and City prior to bidding.

The Design sequence would be as follows:

- Prepare final plans and specifications, incorporating the approved Master Plan
- Update the estimate of probable construction cost
- Meet with the Cemetery Board and City staff to review the final plans and specifications
- Update and finalize the plans and specifications, based on the final review with the City
- Obtain approval to bid the project

Construction and Control Staking

- Stake roadway centerline
- Stake building corners for any proposed structures
- Stake control lines for gravesite monumentation system
- Stake perimeter fence line
- Stake Utility structures

Final Base Drawing

We will develop final drawings of the cemetery site plan showing the numbering system for each grave. Scaled maps will be provided to the City for their use. Electronic drawings of the new cemetery will be provided to the City. These electronic files will have encoded information for each gravesite necessary to link it to GIS.

Bid Phase Assistance

As soon as the bid date is established, the following will be used as a guideline for Bid Phase Assistance services.

- Assist the City in placing an advertisement on MITN (or preferred site) and in the local newspaper, if desired (the cost of advertisement will be billed directly to the City)
- Print and distribute copies of plans and specifications to trade organizations, suppliers and contractors. Maintain a record of plan holders.
- Assist during the bidding period by answering questions from bidders and providing supplemental drawings and specifications, if required
- Prepare and distribute addendum (if necessary) to plan holders of record
- Attend bid opening and review and tabulate bids
- Review low bidder's qualifications and submit a written letter of recommendation for award of contract by the City
- Submit bid tabulation and recommendation to the City for acceptance

Construction Engineering

- Assemble contract documents
- Schedule and attend the pre-construction meeting with the contractor, City and utility companies
- Provide project administration and engineering consultation, as needed, throughout the construction period in accordance with City procedures including:
 - o Schedule and preside at periodic progress meetings with the contractor and City staff. Prepare and distribute meeting minutes.
 - o Prepare contractor pay estimates and submit to the City for payment. F&V will verify the percent of completion with each pay estimate.
 - o Prepare contract change orders, if necessary, and submit recommendation to the City for authorization
 - o Maintain project files on behalf of the City
- Contract administration including:
 - o Assemble project files to City standards
 - o Attend bi-weekly (two per month) progress meetings with City staff.
- Provide resident project representative during construction with the following responsibilities:
- Perform on-site observation during construction of the project.
- Provide daily record keeping of construction activities in accordance with City requirements. Report defective work immediately to the City. Prepare record drawings showing as-constructed dimensions and details

Designer-Led Construction Management Option

As another option, we can also offer a designer-led approach with our construction management company. Once we have completed the final design plans, we would bid the various trades on your behalf and establish the delivery cost of the project. We will not markup trade bids or our design services.

After bids are received, we will work with the City to adjust the project scope, if needed, to comply with your budget objectives. We propose a flexible approach that would fit your needs, including open book bidding and local trade participation.

We believe, as design professionals, taking the lead for the design, bidding and construction of the project that we can provide you with a high-quality product and value since the design professional would be leading the project and would be responsible from start to finish. We also will bond the work and warrantee the project.

We would appreciate the opportunity to discuss this approach with you.



PROJECT EXPERIENCE

Breckenridge Cemetery Expansion Village of Breckenridge

F&V provided site design and master planning services for the Village cemetery expansion.

The 16-acre expansion was located south of the existing cemetery. Plans included 3,000 new burial sites. F&V provided four conceptual plans – two of a more traditional design and two new approaches.

The newer approach emphasized efficient utilization of space, reduction of maintenance and operating costs and increased functionality. Concepts explored with the Village included columbarium features, water features and integration of the new expansion with the existing cemetery.

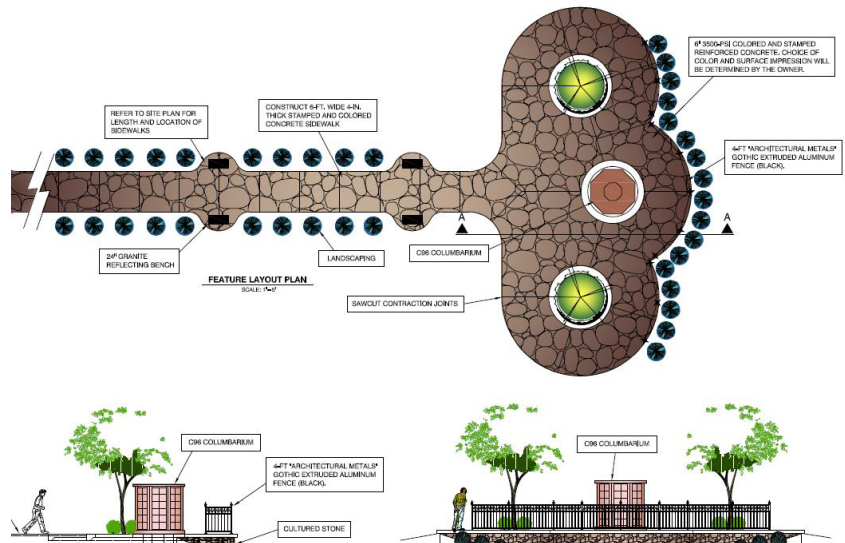


Blessed Trinity Catholic Church Cemetery Construction City of Frankenmuth

F&V provided the conceptual layout for the construction of Blessed Catholic Church Cemetery on 3.5-acres of church property. The project included two phases with ground interment sites and columbarium, each with cremation niches in each.

Engineering services included conceptual preliminary layout for all phases of the cemetery development and topographic survey of the expansion area. Conceptual planning included five options for the 1.5-acre Phase 1 development area, featuring 516 burial sites, and 96 columbarium niches. Phase 2 expansion plans included 192 columbarium niches, a sprinkler system, site lighting and applicable storm water management.

F&V facilitated meetings with the Blessed Trinity Development Committee, the Director of Saginaw Diocese Cemeteries and Saginaw Catholic Diocese Building Commission for selection and approval of a feasible design.



In addition, F&V provide on site construction engineering services, survey and placement of numbered burial site markers, and engineering design for landscaped berm areas, installation and configuration of granite columbaria and bronze feature, and decorative concrete walks and pads. F&V also prepared master burial site maps for recordkeeping.

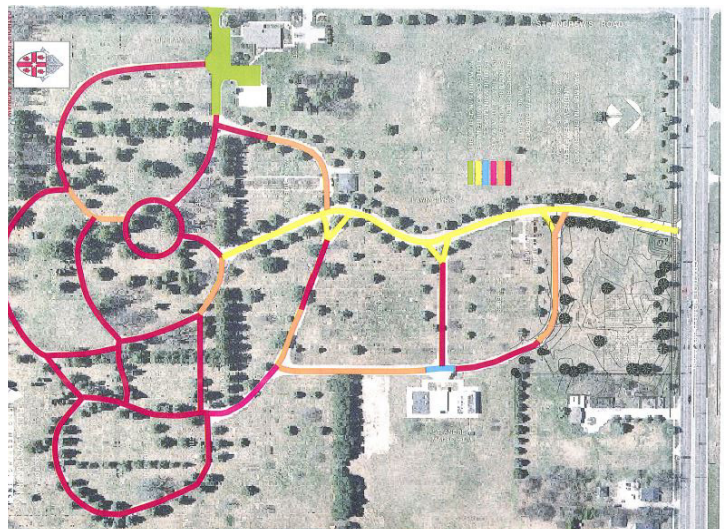
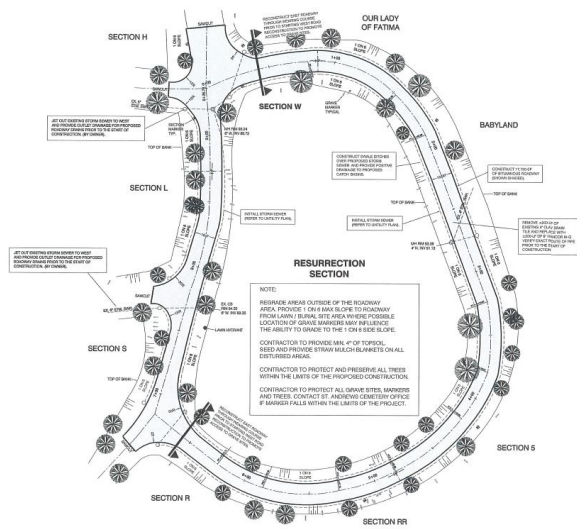
The expansion is projected to meet parish needs for 50 years.

St. Andrew Cemetery Road and Interment Improvement Project Saginaw Township

F&V provided the conceptual layout for a new access area slated for future development, including roadway reconstruction and drainage improvements at St. Andrew Cemetery. The project included roadway inventories and construction of a new interment area – 204 sites for veterans.

On site construction engineering services were also provided for the roadway reconstruction. Other engineering services included topographic surveys and survey and placement of numbered burial site markers for the new veterans section.

In addition, F&V facilitated meetings with the Director of Saginaw Diocese Cemeteries and Saginaw Catholic Diocese Building Commission for selection and approval of a feasible design.



St. Patrick Cemetery Expansion Hampton Township

F&V provided the conceptual layout and topographic survey for the 15.5-acre expansion for St. Patrick Cemetery, which included three sections. Each section included ground interment sites, granite columbaria niches for cremation and symbolic bronze features.

In addition, F&V provided site layout and development of a 7.2-acre expansion area.

Engineering services included conceptual layout for future development and conceptual planning, with five options for the 7.2-acre development area. Design drawings for the new development area included 3,732 burial sites, 672 columbarium niches, bituminous roadway and suitable storm water management.

F&V provided conceptual planning for mausoleum expansion, an administrative building and maintenance facility. Master burial site maps were also prepared for recordkeeping.



F&V also facilitated meetings with the Director of Saginaw Diocese Cemeteries and Saginaw Catholic Diocese Building Commission for selection and approval of a feasible design.

Sunset Hills Mausoleum and Cemetery Expansion Flint Township

F&V staff helped the owner expand into the northerly 45 acres of the 170-acre cemetery with a second mausoleum structure and the several thousand buried plots. Initial conceptual layout included a gated entrance, access roads and burial sections around the new mausoleum.

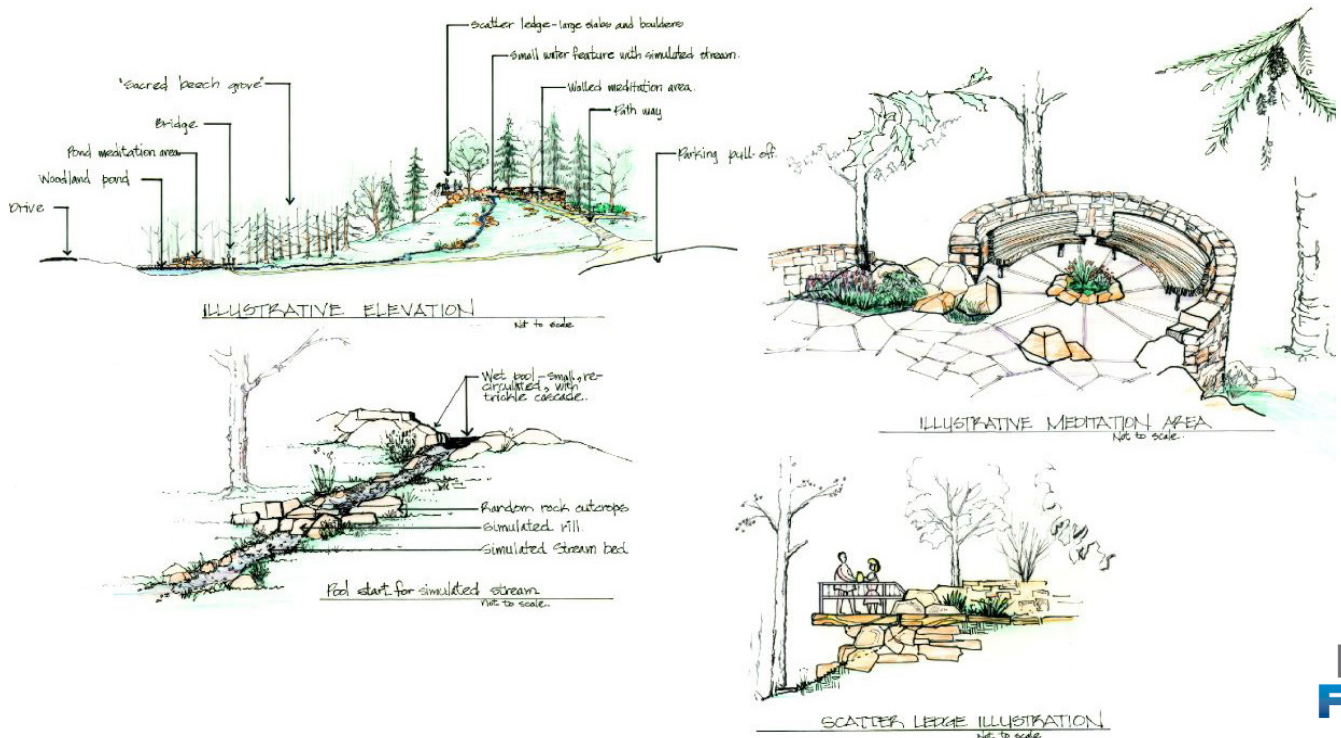
Staff also helped develop a site plan and design which included over 8,000 linear foot of curb and gutter access drives, storm sewer systems and storm water detention area. Staff also helped prepare construction documents and completed construction staking as a two-phased project.



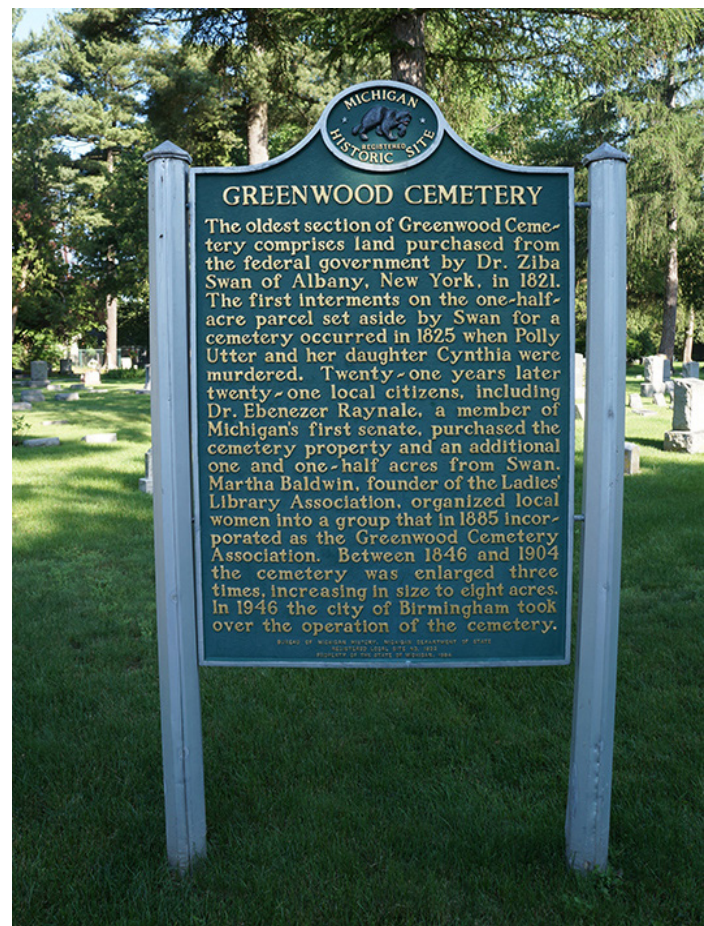
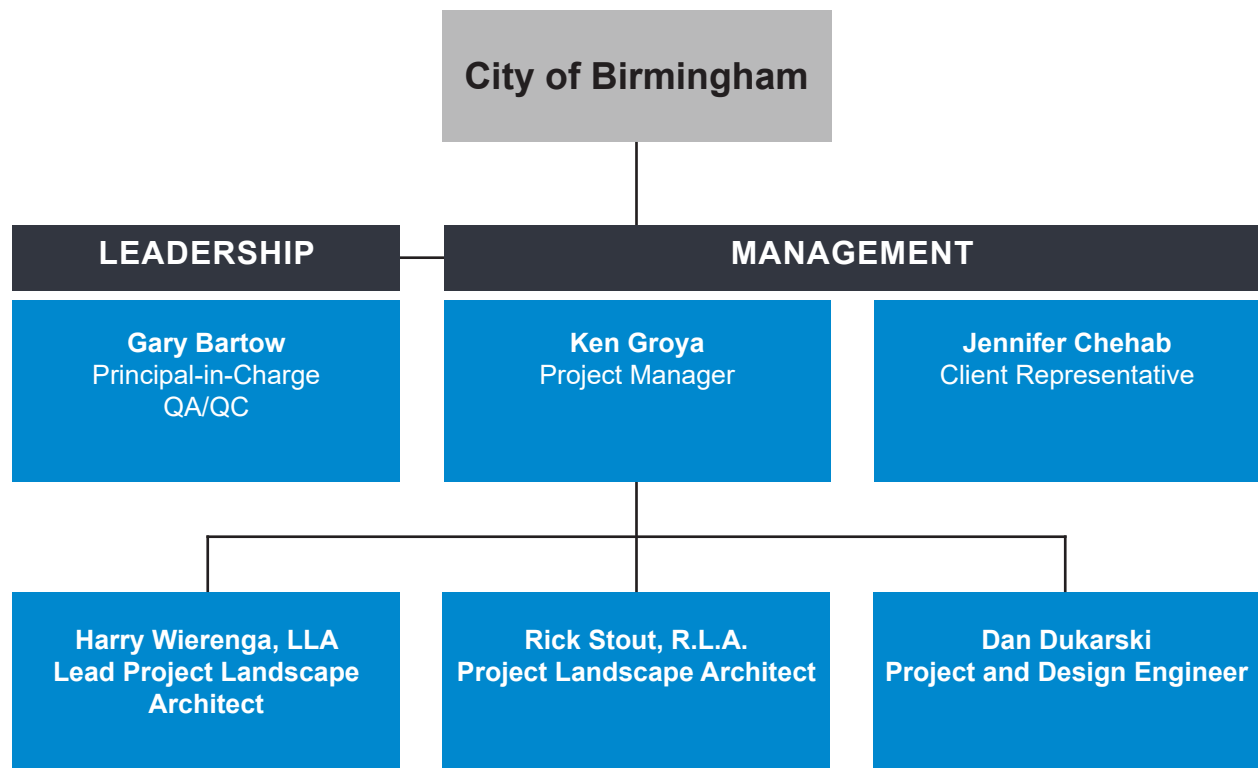
Gunnisville Cemetery Expansion and Master Planning Services DeWitt Charter Township

F&V completed a site design and master planning for the Gunnisville Cemetery expansion in DeWitt Charter Township. Two conceptual plans – one of a more traditional design and one newer approach – were developed for a newly purchased six-acre rolling terrain parcel adjacent to the exiting cemetery.

The newer approach emphasized efficient utilization of space, reduction of maintenance and operating costs and increased functionality. Concepts explored with the Township included a Carillon Tower, committal service shelter, columbarium and in ground cremation burial area.



PROJECT TEAM



We are proposing a very experienced project team to provide services for the City of Birmingham Greenwood Cemetery Master Plan. Our team consists of professional personnel with the training, certifications, and experience necessary to accommodate your needs. Key staff include:

Ken Groya will be our **Project Manager** and play a major role on the project team. Ken served as director of cemeteries for the Catholic Diocese of Saginaw for more than 13 years. He managed operations of nine cemeteries, four offices, 30 employees and \$1.4 million annual budget and over 1,000 interments per year. During his tenure with the Diocese, he was the project manager for all development concepts, design and construction activities for mausoleum additions at St. Andrew and St. Patrick cemeteries, construction of a new mausoleum with columbaria at Calvary Cemetery, reconstruction of the Stations of the Cross at Mount Olive Cemetery and many roadway resurfacings and reconstruction projects. His duties also included setting annual sales budgets, rewriting cemetery rules and regulations, creating guidelines for replacement markers, monuments and ground cremations, and establishing cemetery pricing fees. Groya is a past president of the Michigan Cemetery Association and was on the Association Board for 12 years.

Jennifer Chehab will serve as **Client Representative**. Jennifer has more than 20 years' municipal experience. Her expertise includes preparation of engineering plans and specifications for parks, trailways, public spaces, sewer, open storm drain, water main, and road reconstruction projects, pathway projects, construction contract administration, and coordination of survey, testing and construction observation services. She will oversee the project team and will be responsible for making sure the project schedule is met and that all parties are kept informed of the project's status. Jennifer also has experience making presentations to the public, including municipal council and board meetings and public informational meetings.

Gary Bartow will serve as **QA/QC** and **Principal-in-Charge**. Gary brings 41 years' experience in design on both municipal and private client projects including seven cemetery expansion projects. His project management experience has included extensive municipal infrastructure projects as well as large scale commercial, industrial, and residential developments.

Harry Wierenga, LLA, will serve as **Lead Project Landscape Architect**. Harry brings over 50 years' landscape architecture experience to the project, including extensive park and recreation experience while serving as a senior staff landscape architect for the Grand Rapids Park Department. He also has experience designing numerous cemetery expansions in communities such as Grand Haven, Grand Rapids and Newaygo.

Dan Dukarski will serve as the **Project and Design Engineer**. Dan brings 30 years' experience that includes design development for the expansion of the Saginaw Catholic Diocese Cemeteries and the Village of Breckenridge Cemetery. Dan has also served as the construction manager on cemetery expansion projects.

Rick Stout, R.L.A. will serve as a **Project Landscape Architect**. Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for close to 30 years. He served as landscape designer, lead landscape architect and project manager for the study, design and construction of streetscapes, parks, trailways, site improvements and residential developments.

In addition to the core team noted above, F&V has over 200 staff resources including engineers, technicians, CAD technicians and administrative support staff available to supplement the team and to provide additional capacity as needed to meet the proposed timeline for this project.

PUBLIC INVOLVEMENT PROCESS

Having performed a variety of public projects for hundreds of municipal clients statewide, F&V staff have experience with making presentations to the public, including municipal council and board meetings, public informational meetings, design charrettes, online surveys and other forms of public outreach.

Public engagement must be multifaceted in that both outreach and information may come from various sources, including:

- Public workshops and design charrettes
- Town Hall meetings
- On-line needs surveys
- Walking tours and visual preference surveys
- One-on-one stakeholder meetings
- Creation of project website, facebook pages, twitter accounts and other social media outlets
- Partnership with local news media including radio stations and print media
- Direct mailer inserts in community newsletters
- Display of plans at local venues such as library, schools, or other appropriate community venues
- Placing continually updated materials for viewing at strategic gathering places throughout the City for sustained dialogue and interest promotion

Our team has successfully utilized all these techniques as somewhat routine procedures. These methodologies are supplemented with oral and graphic response and input techniques for individuals and group participation during the design process for concept development and resolution. Our team would also can also use social media as a platform to streamline the dispersal of project information, facilitate community involvement, and sustain engagement and momentum in a project.

With so many options available, after award of the project we will work with the City and the Greenwood Cemetery Board to develop a Community Relations Plan that best suits the City's needs to keep the City and the public informed throughout the process. The Community Relations Plan will be reviewed with the Cemetery Board and will include monthly updates throughout the project to track the progress of the following items:

- General details about the cemetery master plan
- Progress of the master planning process
- Project milestones
- Next steps

At various stages of the master planning process, we will prepare a draft action plan and present our findings along with the preliminary master plan concepts to the Greenwood Cemetery Board. Upon incorporation of Board comments into the concepts, we will work with the Board to present preliminary ideas to the public to solicit their input. Based on public comments received at this meeting, a final plan for the cemetery will be presented to the City.

REFERENCES

Village of Breckenridge

Jeff Ostrander, Village Manager
989.842.3109

Blessed Trinity Catholic Church

Father Bob Byrne
989.854.1971

Catholic Cemeteries Diocese of Saginaw

Alice LeFevre, Director of Cemeteries
989.797.6672

Michigan Catholic Conference

Brian Buckingham, Controller, Former CFO for Catholic Diocese of Saginaw
517.372.9310



REQUIRED FORMS

ATTACHMENT B - BIDDER'S AGREEMENT GREENWOOD CEMETERY MASTER PLAN

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Gary Bartow

2/22/2018

PREPARED BY
(Print Name)

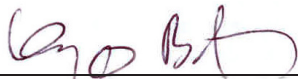
DATE

Principal-in-Charge

2/22/2018

TITLE

DATE



gbartow@fveng.com

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

Fleis & Vandenbrink

COMPANY

27725 Stansbury Blvd. Ste 195, Farmington Hills, MI 48334 248.536.0080

ADDRESS

PHONE

FVC Companies, Inc.

616.977.1000

NAME OF PARENT COMPANY

PHONE

2960 Lucerne Drive, SE, Suite 100, Grand Rapids, MI 49546

ADDRESS

REQUIRED FORMS

ATTACHMENT C - COST PROPOSAL GREENWOOD CEMETERY MASTER PLAN

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

TOTAL AMOUNT	\$ 37,600
Additional Meeting Charge	\$ 700 per meeting
Additional Services Recommended (if any):	\$ / hour
	\$ / hour
See Attached	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour

Firm Name Fleis & Vandenbrink

Authorized signature  Date 2/22/18

REQUIRED FORMS

PROFESSIONAL FEES & CONSTRUCTION ESTIMATE



As projects are identified and selected for funding, we propose to provide appropriate project scopes and budgets using the following rates:

Classification	Rate
Sr. Project Manager, Sr. Planner, Principal-In-Charge	\$162 - \$197
Project Manager, Sr. Engineer, Sr. Architect, Sr. Geologist	\$130 - \$162
Project Engineer, Professional Surveyor, Sr. Landscape Architect, Architect	\$115 - \$141
Engineer, Engineer EIT, Geologist, Landscape Architect, Sr. Technician	\$86 - \$114
Survey Crew Chief, Sr. CAD Technician	\$86 - \$114
Technician, CAD Technician, Survey Technician	\$69 - \$100
Project Assistant, Field Assistant	\$58 - \$86

Rates are typically adjusted annually in April.

Classification	Rate
Survey & Construction Observation Equipment	
Survey Total Station	\$30 per day
Leica Global Positioning System (GPS)	\$300 per day
Robotic Survey System	\$175 per day
Troxler (Nuclear Density)	\$60 per day
Concrete Testing	\$35 per day
Vehicles	
Trucks (light duty)	\$15 per day + \$0.54 per mile
Construction Observation / Survey	\$20 per day + \$0.54 per mile
Trucks (4x4)	\$25 per day + \$0.62 per mile
Construction Observation / Survey	\$25 per day + \$0.62 per mile
Autos & Vans	\$10 per day + \$0.54 per mile

We will be happy to provide you with budgets on individual tasks as they arise to assist you with your planning processes. We will utilize a mix of younger and more experienced staff to provide you with the lowest effective billing rate to efficiently and professionally accomplish your projects.

REQUIRED FORMS

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM

GREENWOOD CEMETERY MASTER PLAN

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Gary Bartow	2/22/18
PREPARED BY (Print Name)	DATE
Principal-in-Charge	2/22/18
TITLE	DATE
	gbartow@fveng.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Fleis & VandenBrink	
COMPANY	
27725 Stansbury Blvd., Suite 195, Farmington Hills, MI 48334	248.536.0080
ADDRESS	PHONE
FVC Companies, Inc.	616.977.1000
NAME OF PARENT COMPANY	PHONE
2960 Lucerne Drive, SE, Suite 100, Grand Rapids, MI 49546	
ADDRESS	
383088518	
TAXPAYER I.D.#	

RESPONSE TO REQUEST FOR PROPOSALS

CITY OF BIRMINGHAM GREENWOOD CEMETERY MASTER PLAN



February 22, 2018

 **Johnson & Anderson**

4494 Elizabeth Lake Road
Waterford, Michigan 48328



February 22, 2018

J. Cherilynn Mynsberge, City Clerk
City of Birmingham
P.O. Box 3001
151 Martin Street
Birmingham, Michigan 48012-3001

Re: **Response to Request for Proposals
Greenwood Cemetery Master Plan**

Dear Ms. Mynsberge:

Johnson & Anderson, Inc. (J&A) is pleased to submit our qualifications and proposal to the City of Birmingham to perform consulting engineering services for the Greenwood Cemetery Master Plan project. We have identified a project team of experienced professionals with expertise in various disciplines of design engineering, planning, cemetery management, GIS, survey, and project administration experience on local projects of a nature similar to the proposed project for the City of Birmingham.

J&A has been performing professional services related to: surveying; preparation of design plans and specifications; feasibility studies; Master Planning; cemetery management; landscape design; Computer Maintenance Management Systems (CMMS); and project administration for many clients across the state. Our Principal-In-Charge was a Public Works Director for Waterford Township for 16 years and during his tenure, he oversaw 5 cemeteries, including cemetery financing, operations and management, and planning for these facilities.

J&A has successfully completed cemetery design, boundary surveys, and lot layouts for a number of our clients, including: Independence, Waterford, White Lake, and Port Huron Townships. We have also recently created asset management programs, GIS, mapping, data collection, and survey layout for the City of Muskegon and Sand Beach Township.

J&A's submittal reflects our understanding, vision, experience, and methodology to successfully complete the project while offering the great service and quality our firm has provided to our clients for over 70 years.

We look forward to the opportunity of working with you and the City. Please note, if our proposed scope and budget do not mirror the City's goals and objectives, we welcome an informal meeting with you to discuss how we can better affirm your needs. Please call me if you have any questions regarding this proposal or Johnson & Anderson, Inc.

Very truly yours,

JOHNSON & ANDERSON, INC.

A handwritten signature in blue ink, appearing to read 'Timothy W. Weir'.

Timothy W. Weir, P.S.
Principal
(248) 681-7800
tweir@ja-engr.com

4494 Elizabeth Lake Road
Waterford, Michigan 48328
tel (248) 681-7800
fax (248) 681-2660

950 W. Norton Avenue, Suite 207
Muskegon, Michigan 49441
tel (231) 780-3100
fax (231) 780-3115

2291 Water Street, Suite 6
Port Huron, Michigan 48060
tel (810) 987-7820
fax (810) 987-7895

2387 S. Linden Road, Suite B-142
Flint, Michigan 48532
tel (810) 820-9159
fax (248) 681-2660

Section 1	Firm Profile & Qualifications
Section 2	Relevant Experience
Section 3	Work Plan & Timeline
Section 4	References
Section 5	Proposal Forms <ul style="list-style-type: none">- Attachment B - Bidder's Agreement- Attachment C - Cost Proposal- Attachment D - Iran Sanctions
Section 6	Fee Schedule

HISTORY OF FIRM

The consulting engineering firm of Johnson & Anderson, Inc. (J&A) was originally founded in 1946 as Clark, Johnson & Anderson. Since that time, Johnson & Anderson has continued to strengthen and diversify our engineering and technical expertise to provide a comprehensive range of surveying, civil engineering design, construction, and study services. J&A is a Michigan-based, C-Corporation, registered with the Michigan Department of Commerce under the name of Phoenix Engineering, Inc. doing business under the name of Johnson & Anderson, Inc.

CORPORATE OFFICERS AND PRINCIPALS

Johnson & Anderson is engaged in the practice of engineering in the State of Michigan. The officers and principals are:

- Terry G. Broemer, P.E., President, Michigan Registration
- John J. Emig, Jr., P.E., Vice President, Michigan Registration
- Gregory J. Gucwa, P.E., Secretary, Michigan Registration
- Terry E. Biederman, P.E., Principal, Michigan Registration
- Randy L. Parrett, P.E., Principal, Michigan Registration
- Timothy W. Weir, P.S., Principal, Michigan and Ohio Registration

FACILITIES

J&A's home office is located in Waterford, Michigan, serving clients throughout the State of Michigan. To better provide services to our clients, J&A also maintains branch offices in Flint, Port Huron, and Muskegon. The office addresses are listed below. Our Principal-in-Charge, Project Managers, staff for this proposed project are retained out of the Waterford office, which is in close proximity to the City of Birmingham.

4494 Elizabeth Lake Road
Waterford, Michigan 48328
Phone: (248) 681-7800
Fax: (248) 681-2660

2387 S. Linden Road, Suite B-142
Flint, Michigan 48532
Phone: (810) 820-9159
Fax: (248) 681-2660

2291 Water Street, Suite 6
Port Huron, Michigan 48060
Phone: (810) 987-7820
Fax: (810) 987-7895

1060 W. Norton Avenue, Suite 7
Muskegon, Michigan 49441
Phone: (231) 780-3100
Fax: (231) 780-3115

BRIEF OVERVIEW OF TECHNICAL EXPERTISE

J&A has significant local experience representing municipalities, school districts, universities, and developers in service areas that include:

- Surveying
- Geographic Information System (GIS) development
- Cemetery Management
- Asset Management
- Capital Improvement Planning
- Road, sidewalk, and pathway design services
- Traffic and signal design services
- Pedestrian pathways
- Site development engineering
- Water resources management
- Construction layout and inspection
- Construction administration
- Supervisory Control and Data Acquisition (SCADA) program development and implementation
- Computerized Maintenance Management Systems (CMMS) development and implementation
- Document Management development and implementation
- Sanitary sewer, storm sewer and water system design and analysis
- Site plan review
- Hydraulics including water, sewer and storm hydraulic modeling
- Environmental services including municipal water and waste water treatment
- Solid waste management
- MS4 regulatory compliance
- Soil Erosion and Sedimentation Control and NPDES Services
- Bioengineering
- River restoration and aquatic habitat enhancement
- Recreation site with water play features
- Sports fields
- Docks and boat launches
- Auxiliary buildings
- Playgrounds
- Project Funding

Survey Services

J&A utilizes modern surveying equipment and practices to provide clients with a quality product at a reasonable rate. The survey staff utilizes the Michigan Spatial Reference Network (MSRN), along with Leica GS15 series GPS receivers, to establish control for multiple projects. Fully robotic total stations, Leica TS15P, are utilized for data collection when Real Time GPS is not feasible. The final product is processed in Civil 3D 2016 or ArcGIS 10.3 and reviewed by senior staff before release.

J&A has skilled surveyors that are capable of performing construction staking and layout as well as construction inspection. This experience gives them the ability to detect conflicts and inconsistencies in the field before construction begins resulting in fewer construction and post-construction problems, complaints and claims.

J&A offers the following survey and inspection services to meet the day to day needs of clients:



- ALTA & Boundary Surveys
- Asset Management Support for GIS and Municipalities
- NASSCO Manhole Inspections
- County Drain, Wetland & Well Head Protection Mapping
- Condominium Exhibits
- Topographic & Photometric Control Surveys
- Subdivision Plats & Land Divisions
- Easement Exhibits and Acquisition
- Flood Certificates
- Construction Staking & Layout
- As-Built Surveys
- Industrial & Municipal Infrastructure Mapping

Geographic Information Systems (GIS) Services

J&A utilizes the capabilities of current GIS software to solve complex problems facing communities and is highly experienced in the use of ESRI products including ArcGIS 10.6. Our goal is to provide extensive planning and GIS integration to provide better project documentation and to minimize paper waste and increase efficiencies.

Our Project Team currently performs the following services for communities using ESRI products:

- Asset management mapping
- Water and sewer system modeling
- Master planning activities
- Watershed modeling for storm water apportionment
- Development of informational maps
- Development of GIS data; management of GIS data
- Digitization of geo-referenced raster drawings
- Data interoperability
- IT consulting
- Spatial analysis and geostatistical analysis
- Cemetery mapping

A variety of framework/platforms, development applications, and programming languages are familiar to the staff. The ESRI products are under subscriptions (annual updates) ensuring that J&A will have the latest software available to create, maintain, and enhance a clients' GIS platform. Implemented with the correct vision, GIS provides the backbone business management

platform integrating directly with applications such as a computerized maintenance management system (CMMS) and a document management system through the geodatabase centric model.

Capital Improvement Planning

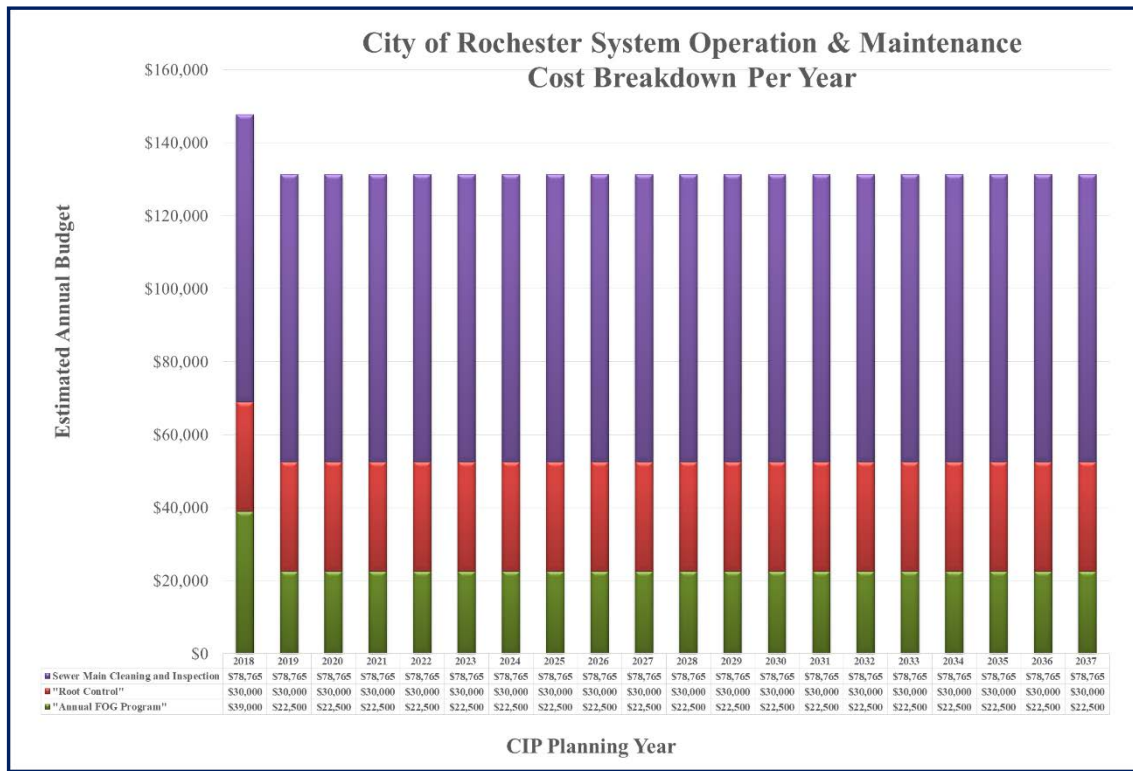
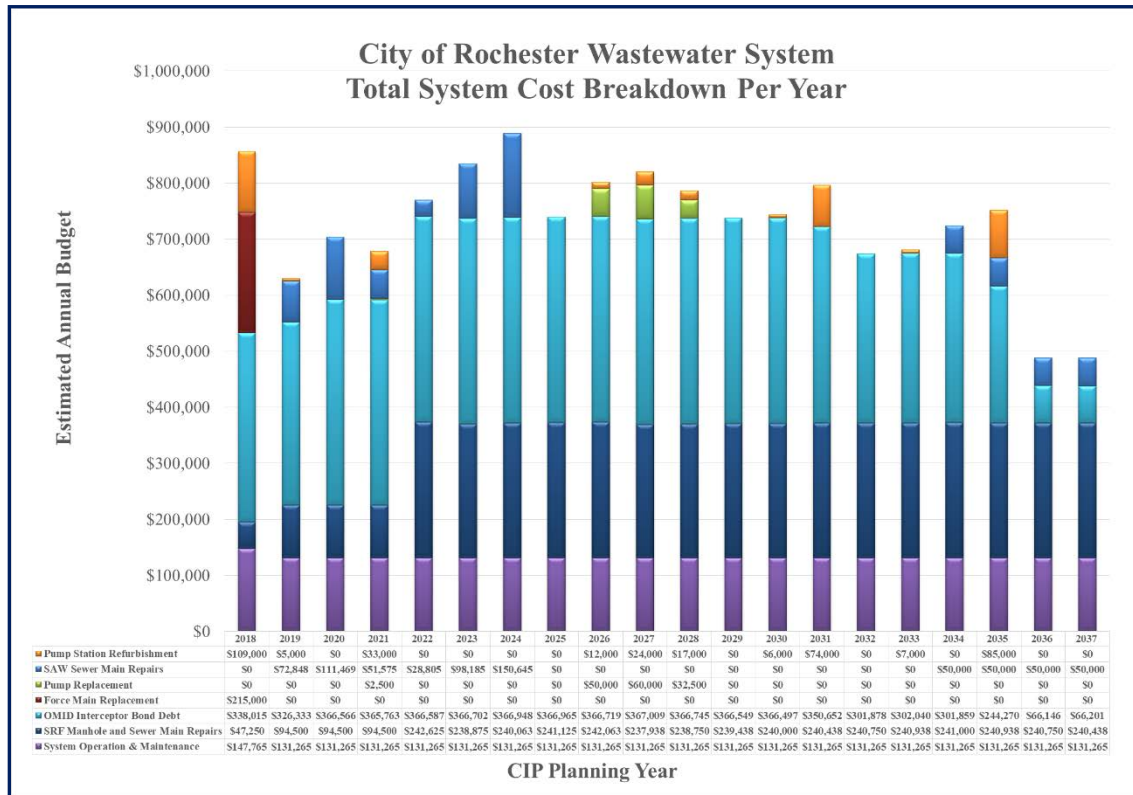
A very important aspect of Municipal and County Government is providing elected officials and persons in charge with adequate information with which to make decisions. Most of the time, this information involves cost information that local units of government will utilize for planning purposes. J&A has prepared numerous Capital Improvement Programs (CIP) for clients throughout the state. In most cases, these programs have been for utility improvements. Most often, the programs were for a specific utility such as sanitary sewer collection, water distribution systems, road improvements, or pathway construction and maintenance. Once developed, information from the capital improvement programs can be used in budgets or as a planning tool by boards and commissions or to meet statutory requirements.

The Michigan Planning Enabling Act of 2008 requires a Capital Improvement Program for any Michigan township which owns and/or operates a water supply or sewage disposal system. This law requires the local unit of government to adopt a six (6) year minimum program for all of its capital expenditures. J&A has helped several of our municipal clients adopt capital improvement plans for the infrastructure and helped two (2) of our municipal clients develop a comprehensive CIP for their community. One of the CIPs that J&A developed was submitted to the Government Finance Officers Association (G.F.O.A.) for consideration for a national award.

We provide support on an annual basis to our municipal clients to update and keep their CIP current. We have found that having an adopted CIP for the community is not only in keeping with State law, but can be valuable in seeking grants and other supplemental revenue sources.

Capital Improvement Planning is a core component of the Stormwater, Asset Management, and Wastewater Grant Implementation Projects, we are currently providing assistance for a number of communities.

The charts on the following page identify the 20-year Capital Improvement Plan costs that were developed recently through the City of Rochester's SAW Grant project. The first chart identifies all capital costs including operation and maintenance tasks over the 20-year period, and the second chart illustrates the operation and maintenance costs only.



Cemetery Management

Today, all communities that own and operate cemeteries are faced with the difficult challenge of safeguarding important cemetery records, efficient management, and the provision of accurate information to families and the public. This is an arduous task with limited revenue, loss of experienced staff, and fragmented information forcing them to do more with less. In order to successfully meet these challenges, they need to work smarter by leveraging technology to improve and enhance cemetery management.

Our staff has experience building custom applications to provide targeted solutions for specific problems that either supplement existing applications or stand on their own. For example, we recently provided cemetery management services for the City of Muskegon, Township of Sand Beach, and Holy Name of Mary Parish in Sand Beach Township to update old cemetery records into ESRI and free open source QGIS geodatabases for quick and easy record maintenance and mapping through a spatial GIS interface to increase customer response and operational efficiency. The Cemetery Management Systems Program provides the following:

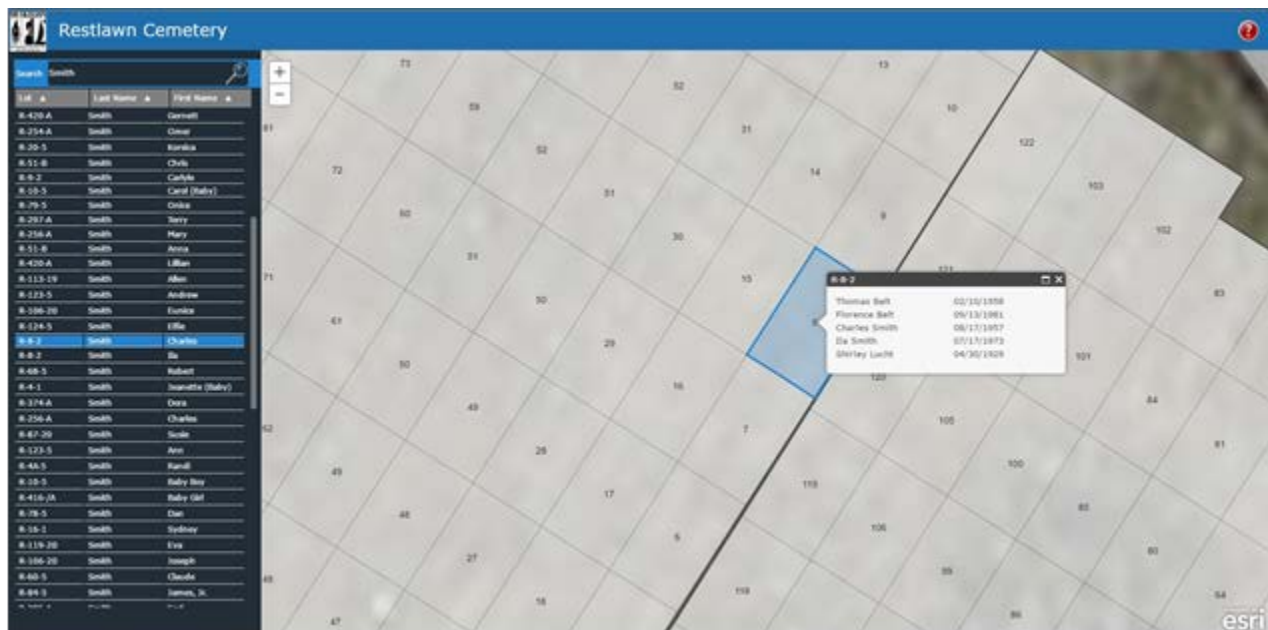
- Collection and digitization of existing paper cemetery records into ESRI GIS and the geodatabase;
- GPS field survey of the cemetery to obtain accurate locations regarding the spatial location of each gravesite, as required;
- Development of a cemetery database to include cemetery codes, first and last name, grave, lot, block, range, birth date, and death date and other information required;
- Use of the GIS and geodatabase as the methodology for cemetery management moving forward;
- Ability to link the cemetery management application to a Computer Maintenance Management System (CMMS), in the future, to track labor, equipment and materials associated with cemetery management;
- Ability to link the cemetery management application to document management applications for improved document archiving and retrieval capability;
- Development of a web based public portal for public access to approved grave information for such things as genealogy searches and finding loved ones.



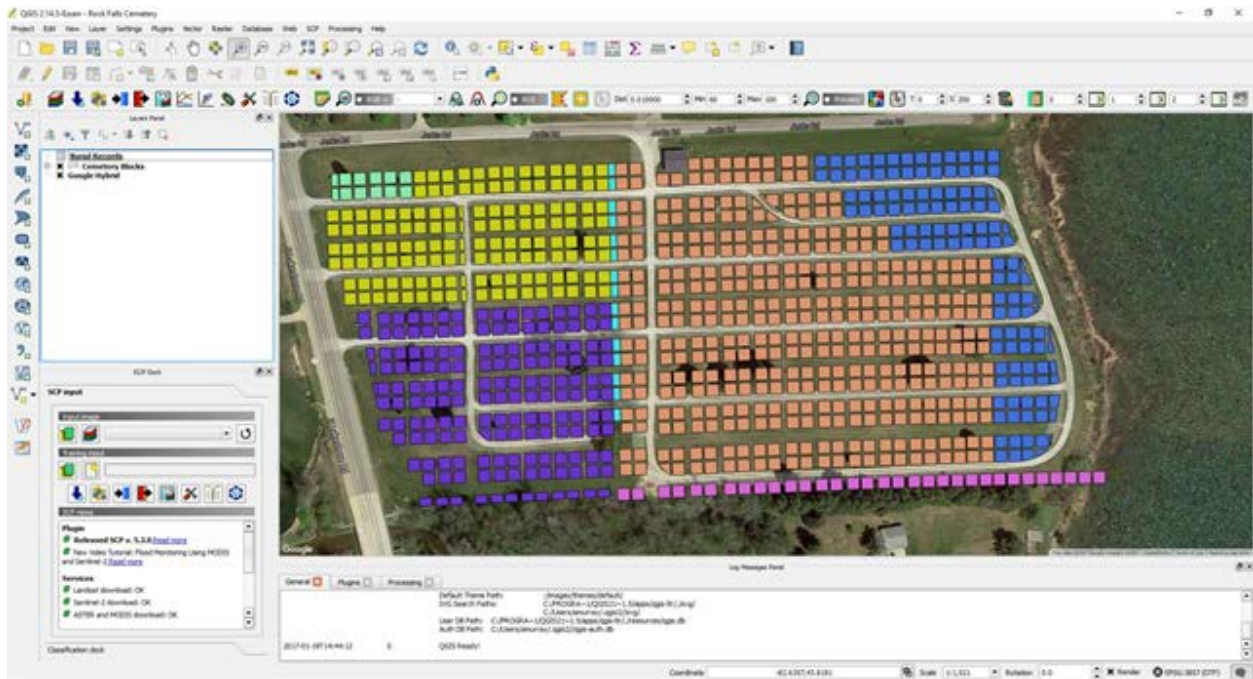
Please refer to the following page for screenshots of the Cityworks Work Order system for burials.



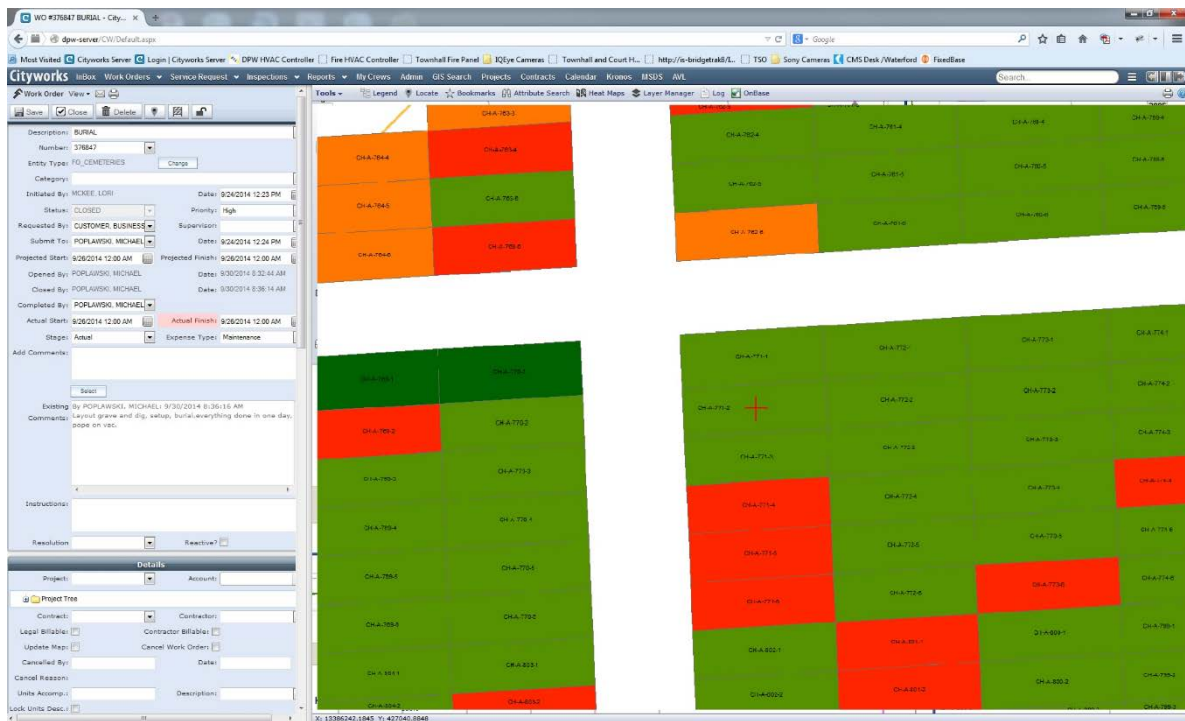
Restlawn Cemetery Search Overview Using Public Web Portal



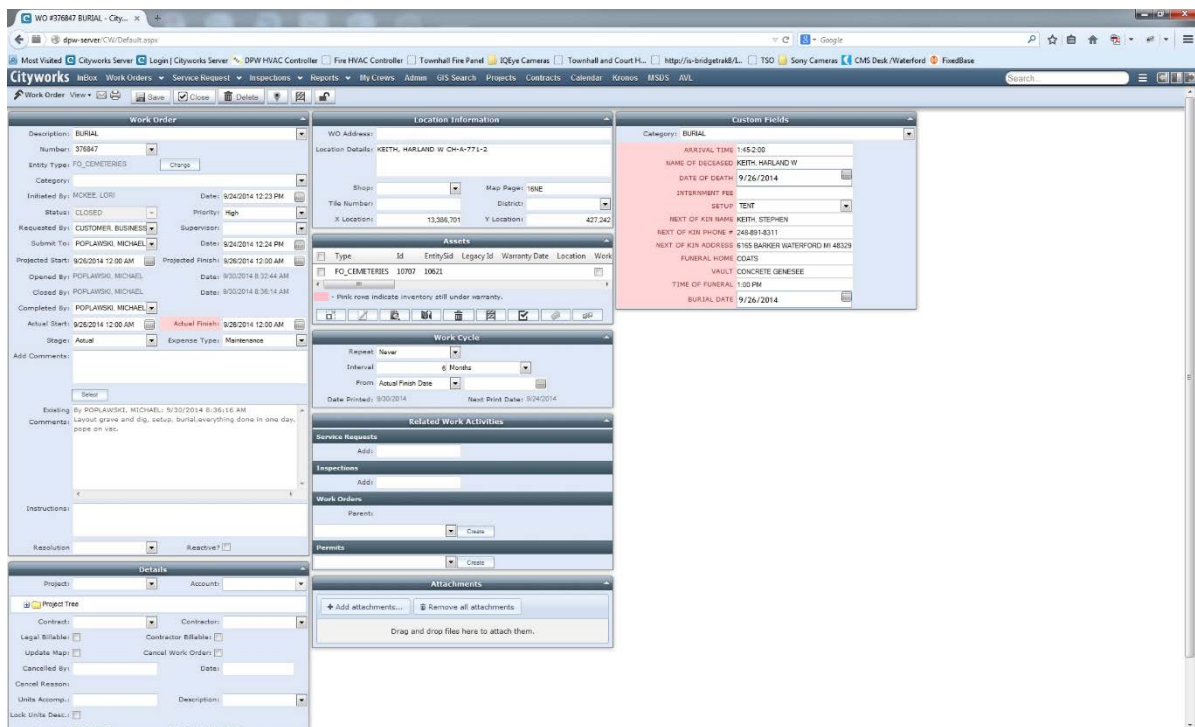
Restlawn Cemetery Search Using Public Web Portal



Rock Falls Cemetery Map by Section



Cityworks Cemetery Work Order Spatial Location



Cityworks Cemetery Work Order Summary

Design Engineering Services

J&A performs professional services related to surveying, design, and construction of local and major roads, water supply systems, storm drainage systems, sanitary and storm sewer collection systems, sidewalks and parking lots, park improvements, and commercial site development. J&A has been performing these services meeting federal, state, and county criteria and regulations, and local engineering standards for clients for many years.

Community Engagement

J&A has given numerous presentations and provided support to city and village councils, township boards, planning commissions, and public meetings on various topics. Our team has also facilitated and participated in numerous steering committee and stakeholder meetings, and charrettes to gain input, collect data, and develop reports.

J&A project staff members have developed materials for and participated in all State Revolving Fund and Drinking Water Revolving Fund mandatory public hearings for project plans developed by J&A. In addition, as part of our contractual duties, we regularly meet with community officials, department heads, and residents at the request of our clients to discuss project scopes, budgets, progress, and issues that may arise.

As an Engineer of Record for a number of communities, we are readily available to participate in client meetings to discuss upcoming capital improvement or construction projects, funding opportunities for these enhancements, Special Assessment District (SAD) needs, or any other project requirements. Our proposed project team members have experience developing presentation slides, layouts, posters and other documents to enhance presentations.

PROFESSIONAL QUALIFICATIONS

Project Team

Mr. Terry Biederman, P.E., will serve as Principal-In-Charge. Mr. Biederman has extensive experience in the operational and administrative processes of Public Works and has planned and managed numerous multi-million dollar Public Works projects and has developed Capital Improvement, Asset Management and Technology Improvement management plans. He also served in the public sector over 26 years as Public Works Director for Waterford Township, including overseeing 5 cemeteries within the Township and has been recognized for numerous water and wastewater innovation awards and publications. His public sector experience gives our project team the unique perspective of being able to identify, analyze, and correct issues and problems from the view of the Public Works Director, City Manager, and City Council. Mr. Biederman will also assist with Quality Assurance and Quality Control of documents for City submittal.

Mr. Timothy Weir, P.S. will coordinate all surveying, CAD, and GIS services for the project. He will be responsible for monitoring survey and CAD related work tasks to ensure that the proper resources are being allocated to maintain project schedules and be certain the deliverables meet the intent and timeline of the City. Mr. Weir has over 19 years of experience and is licensed in the States of Michigan and Ohio.

Laura Gruzowski will provide planning services for the project, will develop the Greenwood Cemetery Master Plan, Community Engagement Plan, and will attend planning meetings as needed. Ms. Gruzowski has over 17 years of experience in the private sector and specializes in public engagement, stormwater management, project management, and project funding. She has designed green infrastructure for stormwater management and aesthetics throughout Southeast Michigan. In her tenure, Ms. Gruzowski has facilitated and participated in numerous steering committee and stakeholder meetings, and charrettes to gain input, collect data, and develop reports. She is very familiar with the City of Birmingham, as she provided consulting engineering services to the City for several years while employed with another private firm.

Ms. Kelsey Gall will be assisting Ms. Gruzowski with planning services. Ms. Gall has recent planning and design experience and also specializes in data collection, site plan reviews, and feasibility studies.

GIS and Computer Maintenance Management Systems (CMMS) services will be provided by Mr. Sean Weeder and Mr. Andrew Murray. Mr. Weeder has extensive GIS experience in mapping facilities and developing sanitary meter analysis and reporting software. He has also designed and authored a Windows based application for the purpose of collecting, analyzing, and reporting metered sanitary flow data for the Macomb County Public Works Commissioner. The program includes engineering tools for analysis of wet weather flow based on rain events, determination of rainfall-derived infiltration inflow (RDII) and excess flows, meter management, and incoming sanitary flow quality assurance/quality control (QA/QC). Mr. Weeder will be assisted by Mr. Murray who has a degree in Environmental Geosciences and has several years of ESRI and QGIS based GIS and CMMS development experience. Mr. Murray recently completed development of GIS sanitary sewer system networks for Egelston and Port Huron Townships and the Cities of Rochester and Royal Oak as well as water system networks for the Cities of Rochester, Royal Oak, Bangor and West Bloomfield Township. He is currently assisting in the development of water and sewer GIS systems for White Lake Township, the City of Pontiac, and the Port of Monroe. Mr. Murray is also assisting senior J&A staff with CMMS application development for Egelston, Port Huron, and Meridian Townships, and the Cities of Rochester and Bay City.

Design Philosophy and Approach

If selected for this assignment, J&A is ready, willing, and able to proceed with the services outlined in this qualifications package in a timely manner.

Our Project Team manages the quality of its engineering products by minimizing the potential for oversights. The following measures are employed to that end:

- Team members remain the same during the life of the project. The Team members are not allowed to ‘hand-off’ duties to other staff members without consultation with the project manager.
- The project manager maintains direct contact with the Owners’ point of contact(s) to minimize misunderstandings and to resolve Owner related issues. We believe that a direct line of communication promotes awareness between team members and minimizes potential problems during the life of the project.

J&A offers the City of Birmingham a comprehensive design philosophy and approach:

- A project manager with experience managing projects throughout Southeast Michigan;
- Management of the project to meet deliverable deadlines and schedules for critical project elements; and
- Familiarity with the project area and staff at the City of Birmingham.

We are prepared to provide the engineering manpower required for completing your project on time, within budget, and to a very high standard.

Resumes

Resumes of Johnson & Anderson Project Team members are provided on the following pages. As can be seen from the resumes, J&A’s staff members are highly qualified and have many years of experience on planning and engineering projects similar to the **Greenwood Cemetery Master Plan** project.

POSITION: Principal

SPECIALIZATION: Hydraulics, Hydrology, Water Resources, SCADA, Controls, Instrumentation, Municipal and Utility Management, Budgeting, GIS, Computer Maintenance Management, Document Management, Utility Billing and Automated Meter Infrastructure, Regulatory Compliance

QUALIFICATIONS: Bachelor of Science Civil Engineering
University of Michigan
Master's Degree Public Administration
University of Michigan - Flint

REGISTRATION: Professional Engineer: State of Michigan

EXPERIENCE: 2013 – Present: Johnson & Anderson, Inc.
March 2012 – Sept. 2013: General Electric Intelligent Platforms, Global Industry Manager - Water
Feb. 1996 – March 2012: Charter Township of Waterford, Director of Public Works
May 1989 – Feb. 1996: Genesee County Drain Commissioner
Division of Water and Waste Services, Operations and Maintenance Section Engineer
May 1986 – May 1989: Genesee County Drain Commissioner, Design Engineer

AFFILIATIONS: American Water Works Association
Southern Michigan Water and Sewer Utilities Association
Michigan Water Environment Association
American Public Works Association

EXPERIENCE:

- Johnson & Anderson, Inc. - Principal
Strategic consulting services for Johnson & Anderson to help water and wastewater utilities and other clients develop, design, construct, program and implement innovative technological, infrastructure and management solutions to drive greater efficiency, consistency and accountability throughout their operations. Strategic planning and business development for Johnson & Anderson. Projects include: cemetery management for various communities across the state, project management for design, construction, installation, and commissioning of a new state-of-the-art SCADA system for the City of Rochester, development of an open architecture web based SCADA reporting GUI tool for multi-utility deployment, GIS based cemetery management applications, IT and SCADA Master Planning, Computer Maintenance Management System (CMMS) development and implementation, SCADA system upgrades and enhancements, Residential Equivalent Unit (REU) studies, analysis, and application development.

- **General Electric Intelligent Platforms, Global Industry Manager - Water**
Global responsibility for GE Intelligent Platforms' activities in the water and wastewater industry including marketing, product conceptualization and development, client and distributor support through solution content development, water and wastewater industry presentations and whitepapers on a variety of technology solutions supported by the company's software platforms and control systems. Industry vision development utilizing over 27 years of successful experience in managing public works including water/wastewater design, modeling, technologies, operations and finance.

- **Charter Township of Waterford, Director of Public Works**
Transform the DPW into a state-of-the-art nationally recognized leader in the use of technology, employee training-licensing, regulatory compliance and business driven principles. The DPW has been recognized as an industry leader by organizations such as the American Water Works Association, Water Environment Federation, American Public Works Association, American Council of Engineering Companies and Michigan Rural Water Association and has received several awards. Numerous publications and documentaries outlining DPW initiatives have also been published and the DPW site is visited by many municipalities and consultants from all over North America to see operational demonstrations.

As Director, achieved extensive water and wastewater vision, design, operations, planning, modeling, management, regulatory and marketing experience.

- **Genesee County Drain Commissioner, Division of Water and Waste Services (WWS), Operations and Maintenance (O&M) - Section Engineer**
Worked closely with the Chief of Operations and Maintenance in administering the responsibilities required for the Sanitary Sewer Collection, Infiltration and Inflow, Water Distribution, Operations Engineering, and Geographic Information System (GIS) Departments within the O&M Section of WWS. Administrative responsibilities included departmental budgeting; management of 31 union and non-union personnel; purchasing and contract review and administration; preparation of reports for state and other regulatory agencies; interfacing with the various levels of state and local governments and regulatory agencies; project coordination and administration; and review and development of O&M Section long and short term operational and capital improvements programs and objectives.

- **Genesee County Drain Commissioner, Design Engineer**
Responsibilities included plan review and approval of all sanitary sewer and water main projects in Genesee County; in house design of sanitary sewer, water main, pumping stations, which included performing all necessary easement drafting and surveying; preparation of plans and specifications for capital improvement projects; preparation of system reports and evaluations; shop drawing approvals; review and approval of all site and subdivision plans; interfacing with state and local regulatory agencies; and feasibility studies.

AWARDS:

- 2012 Michigan Section American Water Works Association (AWWA) Technical Practices Award for GE Proficy Workflow implementation
- 2011 GIS-Centric Award from Azteca Systems for GIS-Centric Vision and Practice
- 2011 Health and Safety Award Michigan Water Environment Association (MWEA)
- 2010 MWEA Safety Recognition Award
- 2010 American Council of Engineering Companies (ACEC) Michigan Section Award of Merit for Engineering of Water and Treatment System
- 2010 American Public Works Association (APWA) Michigan Section Project of the Year Award for design and construction of new water treatment facilities
- 2009 Michigan Section AWWA Technical Practices Award
- 2009 AWWA Michigan Section Safety Recognition Award
- 2009 APWA Detroit Branch Project of the Year Award for design and construction of new water treatment facilities
- 2007 AWWA National Association North American Exemplary Well Head Protection Program Award
- 2007 AWWA Michigan Section Technical Practices Award
- 2007 ESRI Special Achievement Award in Geographic Information Services (SAG)
- 2006 Water Utility of the Year for Populations Greater than 15,000 Award from Michigan Rural Water Association (MRWA)
- 2005 AWWA Michigan Section Exemplary Well Head Protection Program Award
- 2005 AWWA Michigan Section Technical Practices Award
- 2002 PostNewsweek Tech Media Agency Award for IT Operation and Management Improvement
- 1993 Image Systems Rasterware International Award for document imaging with incorporation into a GIS environment

POSITION: Survey Manager, Principal

SPECIALIZATION: Surveying Engineering, CAD

QUALIFICATIONS: B.S. Surveying Engineering - Ferris State University 1999
B.S. Ecology & Evolutionary Biology - Michigan State University 1995

REGISTRATION: Professional Land Surveyor: Michigan License # 50457
Professional Land Surveyor: Ohio License # 8505

EXPERIENCE: 12 years with Johnson & Anderson, Inc.
9 years with various Surveying/Engineering Firms

AFFILIATIONS: Michigan Society of Professional Surveyors (MSPS)
National Society of Professional Surveyors (NSPS)
International Right of Way Association (IRWA)
National Institute of Building Sciences (NIBS)
Lambda Sigma – Surveying Honor Society

PROJECT EXPERIENCE:

- Project Surveyor – West Bloomfield Water Asset Management Plan (WAMP). Coordinated the mapping of over 10,000 water main features. Assist in the construction of the base utility information in GIS.
- Project Surveyor – West Bloomfield Water & Sewer Facilities. Mapped the existing site and oversaw construction layout. Assisted township in transferring property from a dissolved Township Entity to the Charter Township of West Bloomfield. Worked closely with title company to transfer the property for final site and engineering plan approval.
- Project Surveyor – City of Sterling Heights. Coordinating the field mapping and geodatabase construction of approximately 30,000 utility features over 18 sections.
- Project Surveyor – City of Pontiac Geospatial, Asset and Document Management Consulting Services. Coordinated the mapping of over 5,000 storm sewer features throughout the city limits. Assisted in the construction of the base information in GIS and CMMS.
- Project Surveyor – West Bloomfield Pump Station 2. Performed all aspects of site mapping from document research to final layout. Created easement exhibits and assisted with easement acquisition.
- Project Surveyor – City of Royal Oak, MI. – GIS Data Entry, Hydraulic Water Model and System Reliability Study. Coordinated the Locating and Mapping, with GPS, of over 10,000 utility features within a 6-week period between snow melt and leaf. Assisted GIS staff in the implementation and construction of Royal Oak's GIS utility network.
- Project Surveyor – Laketon Township Sanitary Sewer Asset Management Plan - Manhole Assessments. Manage the locations and inspection of 150 sanitary manholes according to the NASSCO standards. Provide location of manholes and import into GIS for future asset management project.



- Project Surveyor – Egelston Township SAW Grant Implementation – Managed the mapping of over 400 sanitary sewer manholes. Coordinated GIS Staff for data insertion into future/present asset management component.
- Project Surveyor – City of Rochester Asset Management Project for Sanitary Infrastructure. Manage the locations and inspection of over 300 sanitary manholes according to the NASSCO standards. Provide location of manholes and import into GIS for future asset management project.
- Project Surveyor – Boundary and Topographic Map for Proposed Bakers Field Park. Consisted of mapping 50 plus acres of land adjacent to the Black River. Mapped the floodplain contour, wetland flags and cross sectioned the Black River for boat launch calculations. Provide conversion from NGVD 1929 to IGLD 1985 for Army Corps of Engineering Review. Site located in Port Huron, Michigan.
- Project Surveyor – Oakland County Water Resource Commission – City of Pontiac Water Main Replacement Project. Mapped over 4 miles of urban road way for water main replacement. Managed the CAD reduction and final plan creation in Civil 3D 2016.
- Project Surveyor – Reeths Puffer School District/Laketon Township, Safe Routes 2 School Sidewalk – Coordinated the mapping of 1.3 miles of road way for new sidewalk. Reviewed over 30 easement exhibits.
- Project Surveyor – ALTA/ACSM Land Title Survey for 1812 Battlefield. ALTA Survey Certified to the United States. Consisted of utilizing GPS and traditional surveying methods to locate improvements over the 40 plus acre Brownfield located in the City of Monroe, Michigan. Consulted with Port Attorney and Title Company to abandon certain easements no longer in service.
- Project Surveyor – Port of Monroe Rail Agreement: Coordinate with Port Legal Counsel to develop easement exhibits. Verify easement closures.
- Project Surveyor – M-120 Non-Motorized Pathway. Muskegon Township, MI. Coordinated mapping of 4,000 feet of M-120 right-of-way for non-motorized pathway design.
- Project Surveyor – State of Michigan Trail Mapping. Coordinated the mapping of 90 plus miles of trail way in the Pinckney/Waterloo Recreation Area. Utilized MDOT CORS for quality control purposes. Final product was delivered in ARC GIS for public presentation purposes by Private Planner.
- Project Surveyor – West Bloomfield Water Main Extensions (DWRF). Coordinated the mapping of over 6 miles of R.O.W. for Water Main Extension. Prepare easements and present to owners. Scheduled and reviewed Inspection & As-built services. Provide As-Built on State Plane Coordinate System for incorporation into Township GIS.
- Project Surveyor – Berry Junction Bike Path. Coordinated mapping of 8 miles of abandoned Rail Road R.O.W. using GPS and traditional surveying methods. Dalton Township, MI.
- Project Surveyor – Muskegon County Business Park North. Dalton Township. Complete field to finish surveying services for 100 plus acre Brownfield. Brownfield was converted into an Industrial Site Condominium.



POSITION: Environmental Analyst/Marketing Coordinator

SPECIALIZATION: Storm Water Management, Water Quality, Project Management, Grant Assistance, Asset Management

QUALIFICATIONS: Bachelor of Science Environmental Science
Lake Superior State University

40 Hour HAZWAOPER Certification
Illicit Discharge Elimination Training Certification
Certified Storm Water Operator, Construction Sites
Certified Storm Water Operator, Industrial Sites
Michigan Shoreline Educator Training, April 2017

EXPERIENCE: 3 years with Johnson & Anderson, Inc.
14 years with another firm

AFFILIATIONS: Michigan Water Environment Association (MWEA)

PROJECT EXPERIENCE:

Johnson & Anderson:

- Project Manager – West Bloomfield Township Water & Sewer Site Improvements – Designed storm water management enhancements to the existing site, including vegetated swales and permeable bituminous pavement.
- Oakland County Unit Assignment Factors Study – Phase I/II – Project Manager on the study to update the existing Schedule of Unit Assignment Factors by reviewing water usage data for various residential and non-residential properties within the County. The Phase I study outlined direct correlations between demographics and people per household with actual water consumption. Facilitated Steering Committee meetings, collects data for the Phase II study and is currently developing the final report.
- Port of Monroe Storm Water Management – Assisted with the development of a Pollution Incident Prevention Plan (PIPP) for salt storage at the port; conducted monthly PIPP inspections on site; administered good housekeeping and pollution prevention operations for salt and gypsum storage and transport.
- Certified Storm Water Operator – City of Bay City James Clements Airport – Reviews and revises the existing PIPP as needed; performs site inspections; oversees permit compliance for the City.
- Develops and administers Storm Water Pollution Prevention Initiatives, Storm Water Management Plans, Public Education Plans, Illicit Discharge Elimination Plans, and Storm Water Pollution Prevention Plans for Phase II permittees throughout Southeast Michigan. Develops and administers Phase I and II storm water permit applications as

necessary. Administers Good Housekeeping, Pollution Prevention, and IDEP Training to community staff, conducts bi-annual comprehensive facility inspections, conducts water quality monitoring and sampling, and attends SWAG meetings.

- City of Flint SAW Grant Implementation – Administering the grant budget, developing meeting agendas and minutes, coordination with MDEQ, and development of Level of Service (LOS) Goals.
- City of Rochester SAW Grant Implementation – Assisted the City with the development of a GIS map, development of Level of Service (LOS) Goals, and integrating their storm sewer infrastructure and providing services relating to the City’s Fats, Oils, and Grease (FOG) program.
- Port Huron Charter Township SAW Grant Implementation – Assisted the Township with the development of a GIS map, integrating their storm sewer infrastructure and providing services relating to the City’s Fats, Oils, and Grease (FOG) program.
- Project Manager – City of Birmingham Booth Park Streambank Stabilization Project, including grant application and administration.
- Project Manager – City of Birmingham Quarton Lake Maintenance Dredging Project.
- Assisted with the development of SAW grant applications for the City of Birmingham and Washtenaw County Water Resources Commission.
- Project Manager – City of Troy and Village of Romeo Streambank Erosion Inventory Projects which included condition assessments of the inlets/outlets, existing hydraulics, embankments, existing vegetation, and existing sources and causes of the erosion.
- Assisted with the Cities of Troy, Southfield, and Sterling Heights’ Detention Basin Inventory Projects which included condition assessments.
- Project Designer and Manager – City of Bloomfield Hills Bioswale Project, including grant application and administration for the installation of native plantings.
- Performed environmental plan reviews for the City of Farmington Hills to encourage LID best management practices (porous pavements, bioswales, native plantings along detention basins, etc.) on development properties throughout the City.

AWARDS:

Excellence in Service, MWEA, 2007

Select Society of Sanitary Sewage Shovelers, MWEA, 2010

Watershed Management Professional of the Year, MWEA, 2014

POSITION: Engineer II

SPECIALIZATION: Design, GIS, AutoCAD

QUALIFICATIONS: Bachelor of Science in Program in the Environment, University of Michigan

Bachelor of Science in Civil and Environmental Engineering, Wayne State University

MDEQ – Soil Erosion and Sedimentation Control Training

EXPERIENCE: 1 year with Johnson & Anderson, Inc.
0.5 years with Michigan Department of Environmental Quality
1 year with Wayne State University

AFFILIATIONS: Engineering Society of Detroit

PROJECT EXPERIENCE:

Johnson & Anderson, Inc.:

- City of Rochester – State Revolving Loan (SRF) Implementation. Assisting with the design and construction engineering and project administration.
- Oakland County Water Resource Commission – Unit Assignment Factors Study, Phase II. Assisted with the study to update the existing Schedule of Unit Assignment Factors by gathering field data for non-residential properties.
- Oakland County Water Resources Commission – Sewer Meter Site Power Service and Electrical Equipment Review, Evaluation, and Plan Development. Performs inspections and collects data of the rain gauge and sewer flow metering system for integration into GIS and development of a Capital Improvement Plan.
- White Lake Township – Soil Erosion and Sedimentation Control Inspection. Performs site inspections and fields phone calls and emails from developers.
- White Lake Township – Site Plan Reviews. Performs site plan reviews for compliance to Township Code of Ordinances.

Michigan Department of Environmental Quality:

- Research author for vertical engineered barriers white paper for MDEQ/U.S. EPA technical workgroup.
- Assisted with technical review of specifications, drawings, design reports, and five-

year review reports.

- Participated in project management meetings with U.S. EPA, Army Corps of Engineers, private parties, and consultants

Wayne State University:

- Conducted bioassays, including optical tracking and LC50s, with Daphnia in water toxins.
- Wrote laboratory protocols for set up, implementation, and analysis of optical tracking experiments.
- Performed tracking of videos and Repeated Measures ANOVA testing and analyzed results.

POSITION: Senior Information Technology Specialist

SPECIALIZATION: Programmer, GIS, SCADA, Information Technology

QUALIFICATIONS: Bachelor of Science Physics
Oakland University

EXPERIENCE: 10 years with Johnson & Anderson, Inc.

PROJECT EXPERIENCE:

- GIS Technician/Programmer – Developed an application to assist Sand Beach Township with plot searches to retrieve burial and plot information for their three cemeteries.
- GIS Technician – Constructed application to assist in migration of data from GIS geodatabase into BS&A financial database for Meridian Township. Assisted in development of strategy to link drawings to GIS features.
- GIS Technician – Installation and configuration of SCADA servers for City of Rochester. Configuration of SCADA network. Installation and configuration of virtual server via VMWARE, installation and configuration of Webspaces on VM.
- GIS Technician – Water System GIS database manipulation for West Bloomfield Township for input into *InfoWATER* computer modeling software to develop pressure zones within the Township for more efficient system operation.
- Macomb County Public Works – Clinton River Spillway Apportionment Study. Used geospatial tools to determine the areas of land use types within the Clinton River Watershed and divided this area according to government agency and community division for the purpose of determining runoff potential for each government and community. Designed apportionment schedule for allocating total contribution of runoff to watershed per government agency and community.
- Macomb County Public Works – Programmer for sanitary meter analysis and reporting software. Designed and authored Windows application for the purpose of collecting, analyzing, and reporting metered sanitary flow. Includes engineering tools for analysis of wet weather flow against rain events, determination of RDII and excess flows, meter management, and incoming sanitary flow QA/QC.
- GIS Technician – West Bloomfield Township Evergreen Farmington Sanitary Disposal System Infiltration/Inflow Study. Computer Model construction and analyses using Township's GIS database to construct *InfoSWMM* computer model, calibration to dry weather meter data and storm events to determine components of flow to be cost effectively eliminated from system.
- West Bloomfield Township – Engineering Technician for Improvements to 19 of the 22

Township sanitary lift stations. Work included determination of contributory/service areas for pump station influent for average and peak flow calculations. Developed service area maps for pump stations using GIS database.

- GIS Technician – West Bloomfield Township Clinton Oakland Sanitary Disposal System Infiltration/Inflow Study. Computer Model construction and analyses using Township's GIS database to construct *InfoSWMM* computer model, calibration to dry weather meter data and storm events to determine components of flow to be cost effectively eliminated from system.
- GIS Technician – Waterford Township Traffic Detour Plan for construction traffic control for water main relining of the Clinton-Oakland Interceptor.
- GIS Technician – West Bloomfield Township Evergreen Farmington Sanitary Disposal System Infiltration/Inflow Study. Field Inspection database records for determination of manhole repairs, downspout disconnection, footing drain disconnections, and water main relining.

CERTIFICATIONS & TRAINING:

- Cityworks Office 15.1 for AMS Administration

POSITION: GIS & CMMS Specialist

SPECIALIZATION: ArcGIS, Asset Management, Cityworks

QUALIFICATIONS: Bachelor of Science Environmental Geosciences
Michigan State University

EXPERIENCE: 3 years with Johnson & Anderson, Inc.
2 years with various entities

PROJECT EXPERIENCE:

- City of Muskegon – Cemetery Management for Restlawn Cemetery – Responsible for the installation, configuration, and administration of ArcGIS for Server. Digitized existing paper documents into electronic files for simple retrieval.
- Sand Beach Township Cemetery Management System for Rock Falls, Our Lady of Lake Huron, and St. Anthony Cemeteries. Responsible for the installation of an Open Source, free GIS database system for the Township’s cemetery management. Digitized existing paper documents into electronic files for simple retrieval.
- City of Flint – Responsible for the installation, configuration, and administration of ArcGIS for Server and Cityworks. Updating the City’s sanitary and storm sewer GIS per GPS points including defects and laterals. Collecting and assembling necessary data to create a Business Risk Evaluation for the City’s sanitary and storm sewer systems.
- City of Rochester – SAW Grant Implementation – Responsible for the installation, configuration, and administration of ArcGIS for Server and Cityworks. Updated the City’s sanitary sewer, water, streets, and parks GIS per GPS points and CCTV data, including defects and laterals. Collected and assembled necessary data to create a Business Risk Evaluation for the City’s sanitary sewer system.
- Port Huron Charter Township – SAW Grant Implementation – Responsible for the installation, configuration, and administration of ArcGIS for Server and Cityworks. Updated the City’s sanitary sewer GIS per GPS points and CCTV data, including defects and laterals. Collected and assembled necessary data to create a Business Risk Evaluation for the City’s sanitary sewer system
- City of Royal Oak – GIS Data Entry, Hydraulic Water Model & Water Reliability Study – Created the entirety of Royal Oak’s water, storm and sanitary infrastructure in GIS, using section maps and GPS points to digitize these networks. Conducted quality control checks on network features and their attributes. Imported the water system and its demands into *InfoWater* and readied these for use as the framework of the *InfoWater* model.

- Charter Township of Meridian – GIS & CMMS Update – Constructed 22,000+ water and sewer leads in GIS. Developed lead links to account numbers and sewer drawings. Sorted and organized water and sewer drawings for individual properties and enabled these drawings to be accessible to staff in the field. Upgraded Township to latest versions of ArcGIS for Server and Cityworks.
- City of Bangor – Water System Reliability Study – Created a geodatabase containing all available information on the City of Bangor’s water distribution network for *InfoWater* modeling and asset management purposes. Used as-built drawings, reports, and city-wide maps to digitize the network. Performed quality control checks on attributes and network features. Interpolated elevations of water features using collected GPS points to enhance the quality of the GIS and *InfoWater* models.

CERTIFICATIONS & TRAINING:

- Cityworks Office 15.1 for AMS Administration

RELATED EXPERIENCE

The following outlines recent examples of related project experience where J&A has provided cemetery related services throughout the State of Michigan:

- City of Muskegon – Cemetery Management System of Restlawn Cemetery
- Sand Beach Township – Cemetery Management System for Rock Falls and Holy Name of Mary Parish
- Independence Township – Lakeview Cemetery Columbaria – Phase 1 & 2
- White Lake Township – White Lake Township Cemetery No. 3 Expansion
- Port Huron Township – Woodland Cemetery Expansion

We are also including our brochure on the Cemetery Management Systems services we provide, along with two (2) training guides we developed for the City of Muskegon to help staff navigate through the ArcMap and GIS tools for editing and researching cemetery records.

RELATED EXPERIENCE

CITY OF MUSKEGON CEMETERY MANAGEMENT SYSTEM FOR RESTLAWN CEMETERY

Johnson & Anderson was contracted by the City of Muskegon to develop a cemetery management system for Restlawn Cemetery. The cemetery management system was based on integrating the legacy cemetery records into an ESRI Geographic Information System (GIS) map. The goal was to

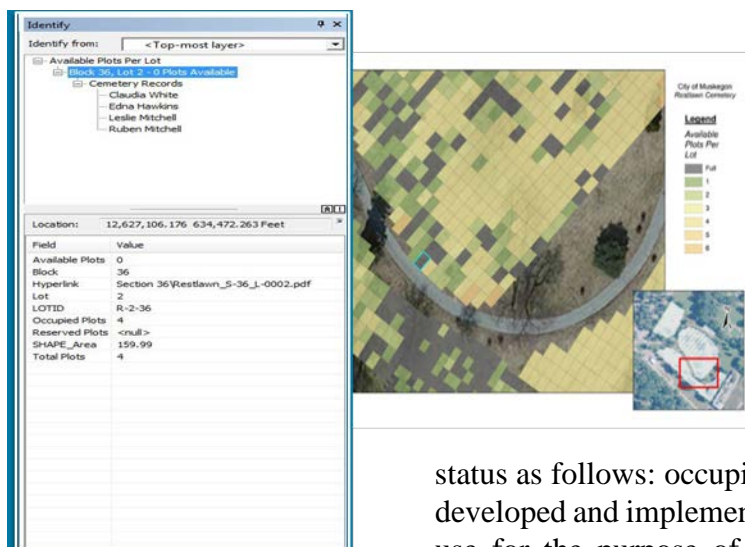
Location:	City of Muskegon
Date of Services:	2015
Cost of Services:	\$22,115
Client:	City of Muskegon
Contact:	Ms. Teresa Moore (231)724-6783

improve and enhance the efficacy of the City's current cemetery record system. Restlawn Cemetery was established in 1924 and consists of 13 acres with over 6,700 plots.

J&A staff collected field survey information related to lot and block locations and road centerlines. Field survey data was collected using GPS (global positioning system) equipment utilizing State Plane Coordinates.

Using collected field survey data, J&A staff created shapefiles of the cemetery showing lot and block locations. Using ArcMap, an ESRI software, existing cemetery maps were "rubber sheeted" to assist in lot and block reconstruction. Lot and block locations were geographically positioned by using field survey data and best fit techniques.

J&A digitized the existing paper cemetery documents into electronic files. Existing paper documents were scanned and indexed. Digitized record documents were uploaded into a database and digitally linked to the Restlawn Cemetery GIS. Links to open related scanned documents are attached to features in GIS for simple retrieval.



J&A linked layers in the Cemetery GIS to the City's existing burial database. The database included: Cemetery Code, First and Last Name, Grave, Lot, Block, and death information, as available. The City now has the ability to add or edit burial information and print location maps. The interface also allowed the City to perform plot searches to retrieve burial and plot information. A color legend was developed to graphically show lot

status as follows: occupied, reserved, for sale, or unusable. J&A developed and implemented a web-based user interface for public use for the purpose of a cemetery burial search. Search and

printing tools were developed to assist in grave inquiries.

RELATED EXPERIENCE

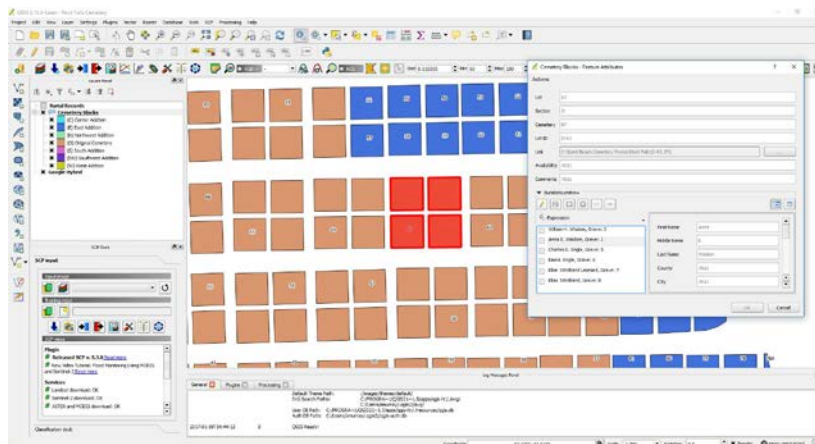
SAND BEACH TOWNSHIP CEMETERY MANAGEMENT SYSTEM FOR ROCK FALLS, OUR LADY OF LAKE HURON, AND ST. ANTHONY CEMETERIES

Johnson & Anderson was contracted by Sand Beach Township to develop a cemetery management system for the Township-owned Rock Falls and Holy Name of Mary Parish-owned Our Lady of Lake Huron, and St. Anthony cemeteries, all located in Sand Beach Township.

Location:	Sand Beach Township
Date of Services:	2016
Cost of Services:	\$17,600
Client:	Sand Beach Township
Contact:	Mr. Wade Mazure, Township Supervisor (989) 550-3535 Ms. Jessica Siemen, Holy Name of Mary Parish (989) 479-3393

The Township and Parish were interested in a cost effective update of their paper records into a relational database and Geographic Information System (GIS) to improve and enhance the efficacy of the Township's and Parish's current record system. The cemetery management system was based on integrating the legacy cemetery records into QGIS, an Open Source, free GIS database system.

J&A staff collected field survey information related to lot and block locations and road centerlines. Field survey data was collected using GPS (global positioning system) equipment utilizing State Plane Coordinates. Using collected field survey data, J&A staff created polygons of the cemetery in GIS showing lot and block locations. Using GIS, existing cemetery maps were "rubber sheeted" over the GPS points to assist in lot and block reconstruction. Lot and block locations were geographically positioned by using field survey data and best fit techniques.



Existing QGIS Rock Falls Cemetery Records

J&A setup the Open Source database system to allow scanned paper documents to be attached to the lot and blocks that were constructed in GIS. Links to open related scanned documents are attached to features in GIS for simple retrieval.

J&A linked layers in the cemetery GIS to the Township's and Parish's existing burial

database. The database included: Cemetery Code, First and Last Name, Grave, Lot, Block, and death information, as available. The Township and Parish now have the ability to add or edit burial

RELATED EXPERIENCE

information and print location maps. The GIS also allows plot searches to retrieve burial and plot information. A color legend was developed to graphically show lot status as follows: occupied, reserved, for sale, or unusable.

RELATED EXPERIENCE

INDEPENDENCE TOWNSHIP LAKEVIEW CEMETERY COLUMBARIA – PHASE 1 & 2

Johnson & Anderson was contracted by Independence Township to provide design and construction engineering services for their municipally owned and operated Lakeview Cemetery, located in Section 29 of the Township. The Township desired to develop an unused portion of the cemetery with columbarium monuments to house cremation remains.

Location:	Independence Township
Date of Services:	2017
Cost of Services:	\$25,000
Client:	Independence Township
Contact:	Mr. David McKee (248) 625-8222

J&A provided a design, which included a site grading plan, columbarium foundations, walking paths and a parking area. The project was broken down into two contracts for competitive bidding, Phase 1 and Phase 2. Phase 1 includes site grading, excavation and construction of the concrete foundation and

asphalt and concrete paving. Phase 2 involves supplying and installing one of the five columbarium monuments and six granite benches in the proposed locations. Additional columbarium monuments will be installed in phases as funding becomes available.

Site grading and foundation installations are scheduled to be complete by December 15, 2016 and Columbaria and benches are expected to be installed by anticipated to be completed by April 13, 2018.



Columbaria Layout Design



Rendering of the columbarium layout

RELATED EXPERIENCE

WHITE LAKE TOWNSHIP CEMETERY NO. 3 EXPANSION

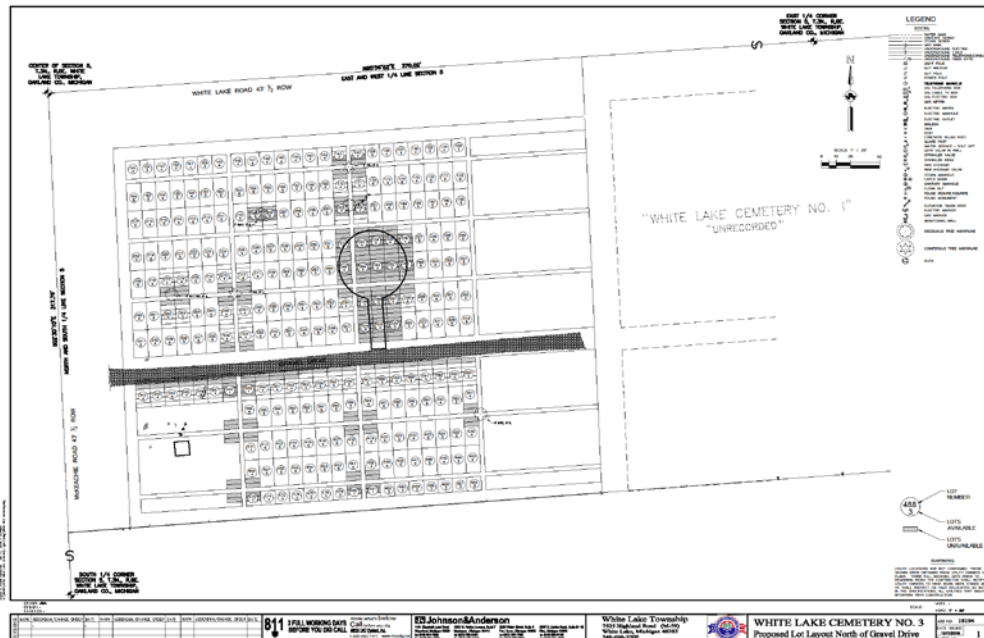
White Lake Township contracted Johnson & Anderson to provide surveying services for their municipally owned and operated Cemetery No. 3, located in Section 5 of the Township. The Township desired to build upon their existing Cemetery Master Plan, which was originally developed by J&A in 1991.

Location:	White Lake Township
Date of Services:	2016
Original Contract Budget:	\$5,000
Final Contract Budget:	\$5,000
Client:	White Lake Township
Contact:	Mr. Terry Lilley Township Clerk (248) 698-3300

J&A mapped existing features, modified the grave layout to accommodate the existing gravel drive, identified proposed grave sites that weren't easily accessible or marketable due to existing features, set block corners for future use, and updated the Master Cemetery Layout Plan to contain the new Veteran's Memorial.

J&A met onsite with Township staff to review the cost to relocate the existing gravel drive prior to commencing with block layouts. It was determined that losing a row of proposed graves was a better financial decision than relocating and reconstructing the gravel drive.

J&A also provided boundary information to the Township Attorney to resolve an overlap on the easterly line of the existing cemetery in May of 2014.



Proposed Lot Layout

RELATED EXPERIENCE

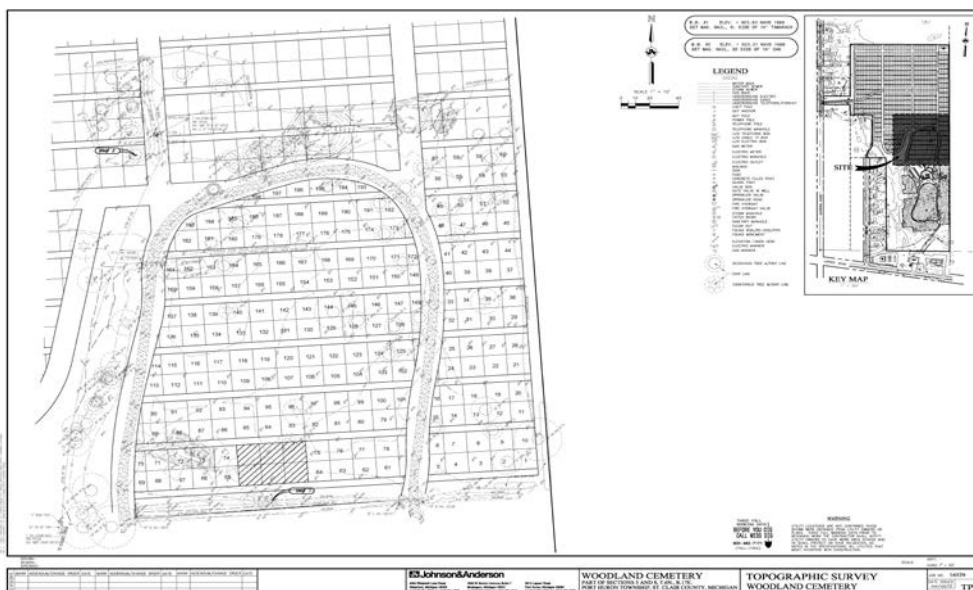
PORT HURON TOWNSHIP WOODLAND CEMETERY EXPANSION

Port Huron Township contracted Johnson & Anderson (J&A) to provide surveying and construction layout services for their municipally owned and operated 89-acre Woodland Cemetery, located in Sections 5 and 8 of the Township. The Township desired to develop an unused portion of the cemetery within the Master Cemetery Plan.

Location:	Port Huron Township
Date of Services:	2012
Original Contract Budget:	\$7,500
Final Contract Budget:	\$7,500
Client:	Port Huron Township
Contact:	Ms. Benita Davis, Clerk (810) 987-6600

J&A provided a topographic map to assist with tree preservation and block corner layout. In addition, J&A provided the necessary exhibits to the Township in order to have the lots populated in its cemetery management software. J&A assisted with the development of the Master Plan in the 1990s and provided

civil engineering services for the addition of the Cemetery Chapel. Additional services will be provided as needed as the cemetery continues to be populated.



Topographic Survey



CEMETERY MANAGEMENT SYSTEMS

Today, all communities that own and manage cemeteries are faced with the difficult challenge of safeguarding important cemetery records, efficiently managing and providing the public with accurate information for each cemetery. This is a difficult challenge with the loss of experienced staff and lower revenue forcing them to do more with less. In order to meet these challenges, they need to leverage technology to improve and enhance the efficacy of the current cemetery management.

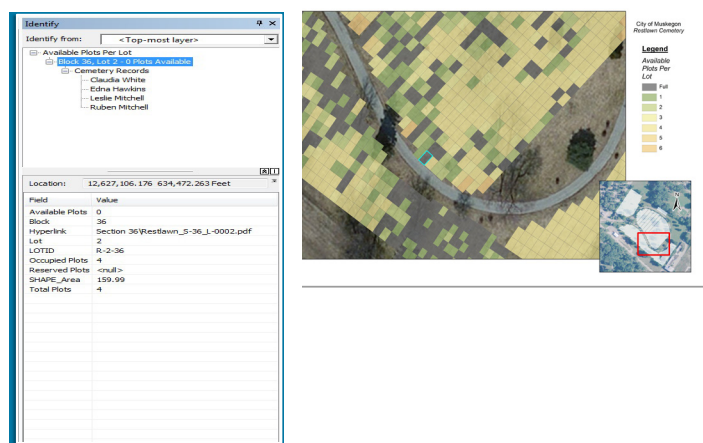
J&A is uniquely qualified to help solve these problems because we have professional staff that have successfully planned and implemented technology to help clients ensure consistent, efficient, and accurate cemetery operations.

- J&A can collect and digitize your existing paper cemetery records into easy to use electronic files.
- J&A can perform a field survey of your cemetery using GPS (global positioning system) equipment to obtain accurate locations regarding the spatial location of each gravesite.
- J&A can develop a database for your cemetery to include cemetery codes, first and last name, grave, lot, block, range, birth date, and death date.
- J&A can interface a database and digital records into a powerful GIS (geographic information system) mapping system using ERSI-ArcMap software.
- Your community starts using an easy-to-use system for maintaining all of your cemetery's grave, owner and burial records.
- Cemetery information can be linked to your community's web site to provide public access to genealogy searches.

Before - Paper Records



After - Cemetery Management System



Contact J&A today to find out how we can assist you.

Waterford
248.681.7800

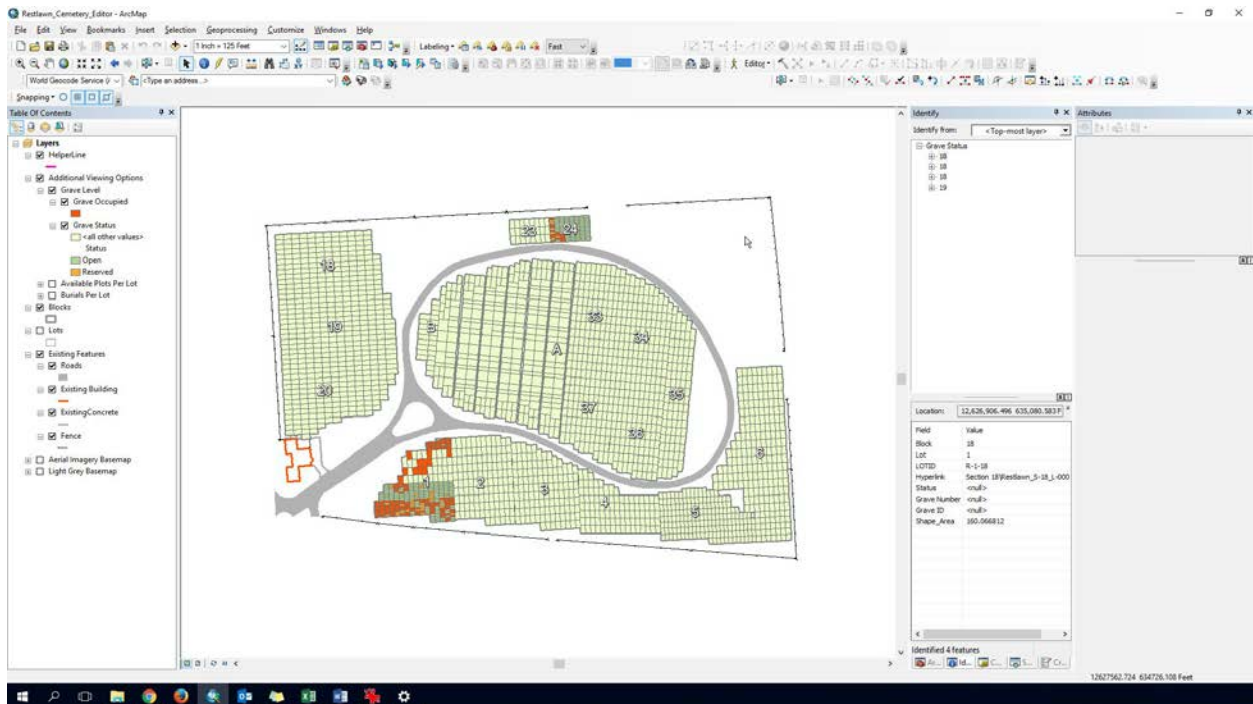
Muskegon
231.780.3100

Port Huron
810.987.7820

Flint
810.820.9159

Part One: Splitting Lots into Graves

Navigate to the folder containing the ArcMap Document (.mxd file) you wish to open. The Restlawn_Cemetery_Editor file will be used for this guide. This is the recommended file to use when creating and editing records. Double click the .mxd file to open it. The window that opens should look like the image below:



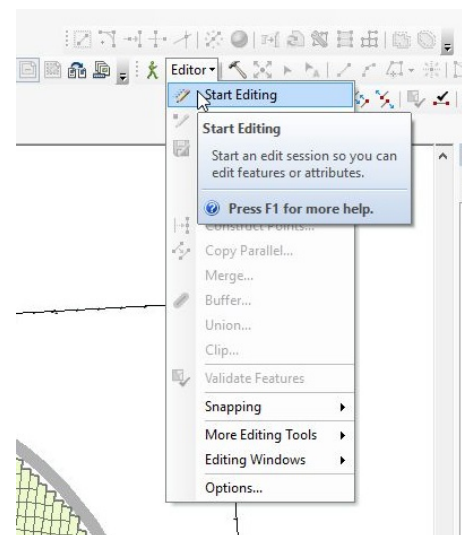
Click on the **Editor** box, and click **Start Editing**

You can now make modifications to the cemetery records.

Note: The only layers editable in this map document are the Grave Status and Helper Line layers. This can be changed, but it is not recommended. The remaining layers on the map should not need to be edited.

Now **zoom in** to a row of lots that you would like to take down to the grave level.

Using the **hyperlink tool**, examine all of the lot burial .pdfs in the row, to verify that these lots are all oriented the same way. Make note of how many graves there are, and how they are configured. If you encounter a lot split in an odd way, only complete the splitting process on the lots leading up to this one. It is typically best to work on an oddly split lot by itself.

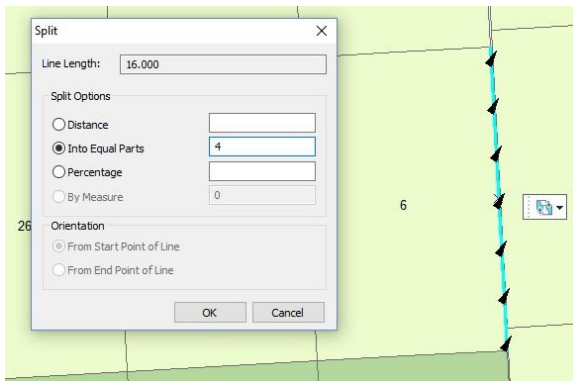
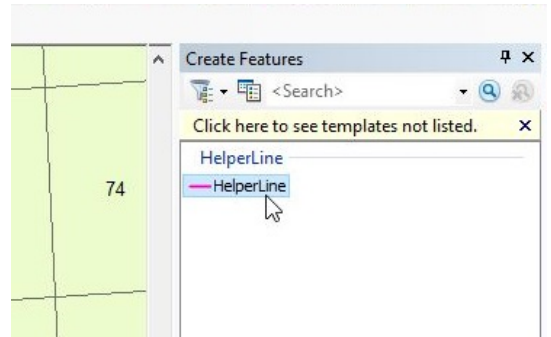


Click on the **Create Features** tab, and select the **Helper Line**

Using the .pdfs as a reference, determine how the graves will be oriented on the lot. Now draw a helper line at the left and right edges of the lots you wish to split. Make sure these lines are perpendicular to the long edge of the graves.

Select one of the drawn Helper lines using the **Edit Tool**, and then select the **Split...** tool, which is found in the editing toolbar.

Using the number of graves that you determined previously, select the **Into Equal Parts** option, and input your number there. Click OK, and the selected line will be split. Repeat this process for the other helper line that you constructed.



With the helper lines created and split, the next step is to divide the lots into graves.

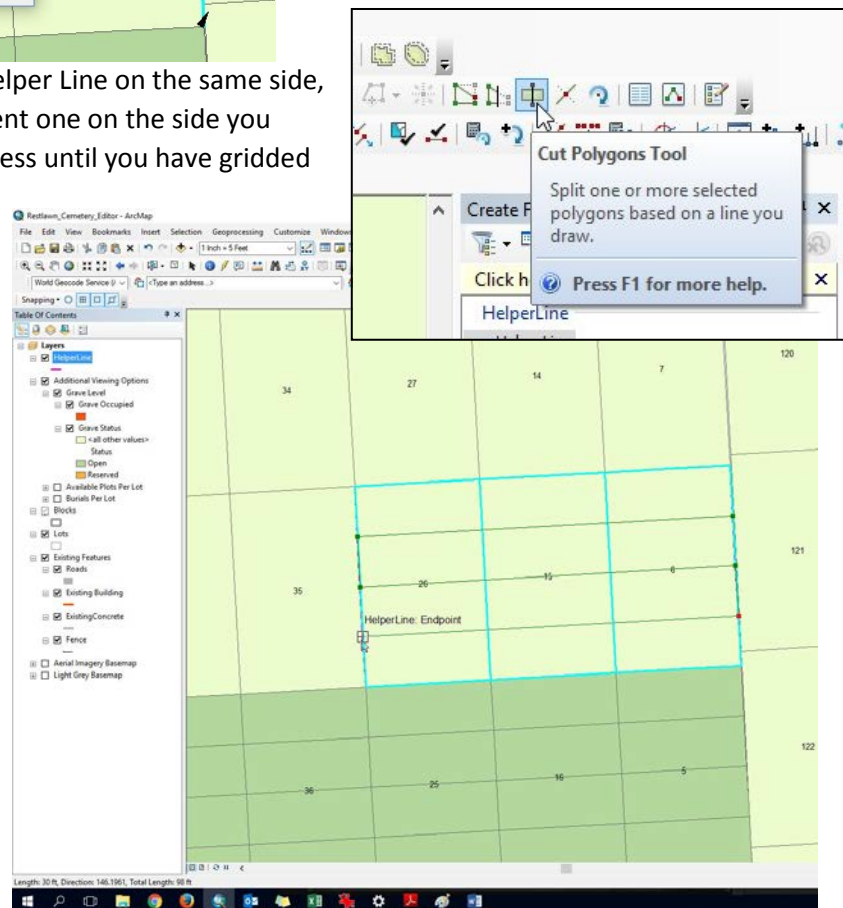
First, select the Lots that you have bounded by the Helper Lines and wish to split.

Next, using the **Cut Polygons Tool**, locate one of the endpoints of the Helper Line, and click to the adjacent point on the opposite Helper Line.

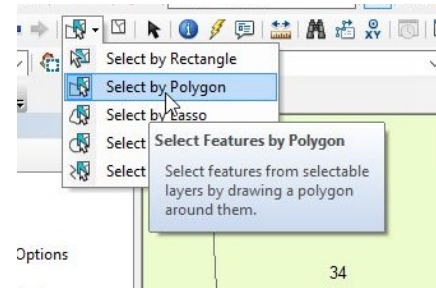
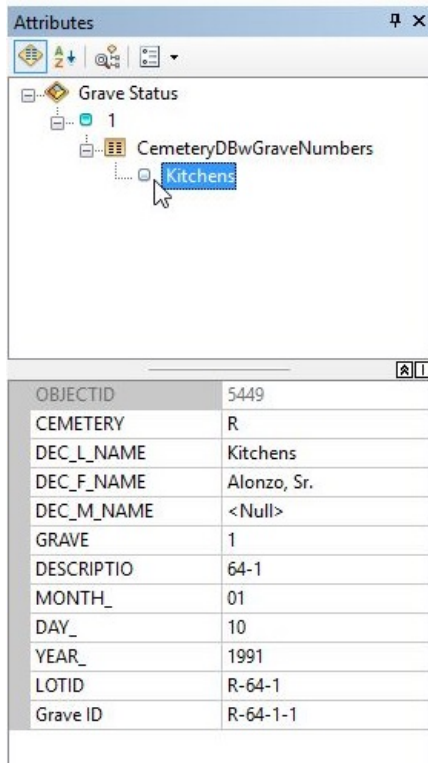
Then, click on the closest Helper Line on the same side, after this, click to the adjacent one on the side you started on. Repeat this process until you have gridded the lots into the graves that they will become. Then, **Double Click** outside of these Lots. The Lots will be split into Graves.

An example of the process used to split the lots into graves is shown to the right.

It is recommended you delete your Helper Lines once you have finished breaking a selection of lots into graves. This will prevent any confusion when splitting adjacent lots.



Now, using the **Select Features** option, choose **Select by Polygon**. Select one row of graves that will have the same grave number. Then, open the **Attributes Window**, which will show the selected graves. These graves will have some information pre-defined for them, but you will need to add their Grave Number.



Select the overall **Grave Status** at the top of the Attributes Window. This will allow you to make simultaneous edits on all of the features you selected. In the **Grave Number** Field, enter in the number of the grave found in the .pdf. Once this is done, you may notice the grave changes color. This means that it has been associated with a burial record. Select the grave, and using the Attributes Window expand the list of related records until you see the burial information. These records can be directly edited in this window. Creating records will be discussed in Part Two.

Repeat the process of selecting a row of like-numbered graves for the remaining lots that you split.

For any graves that are not occupied, it's best to look back at the .pdf for the lot it is in and ensure it has the correct status. If it needs to be change, click on the **Status** of the grave and change it to the correct one. Ensuring the graves matched from the database are associated with the correct grave is highly

recommended. Sometimes the burial information was improperly entered into the Database, and this is a good method to ensure the relationship between burials and graves is correct.

Once you have completed one segment of graves, it is recommended that you save your edits. To do this, go to **Editor** and click **Save Edits**. If this is not done, or you choose to not save your edits, any modifications you made during the editing session will be lost.

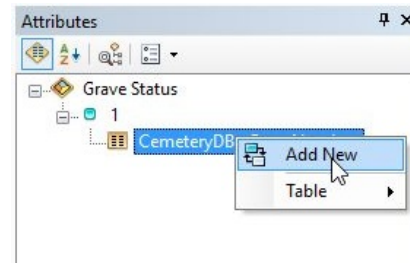
Part Two: Creating Burial Records

Begin an edit session using **Editor** and select **Start Editing** if you are not already in an edit session.

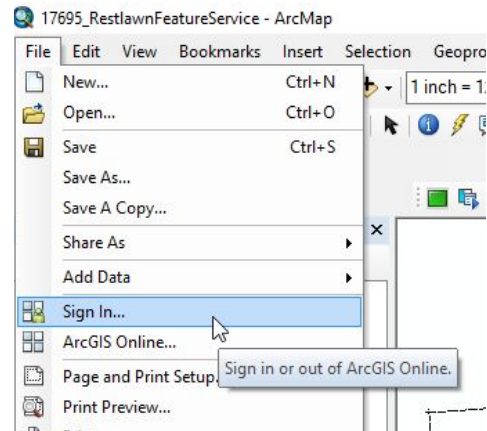
Using the **Edit Tool**, select the grave you want to add a burial record for. Then, in the **Attributes Window** expand the relationships so the CemeteryDB option is shown. Right click on CemeteryDB and select **Add New**.

Then, select the newly created record, and enter in all of the burial information in the appropriate fields. If the **Attribute Assistant** is configured, some of these fields will populate automatically.

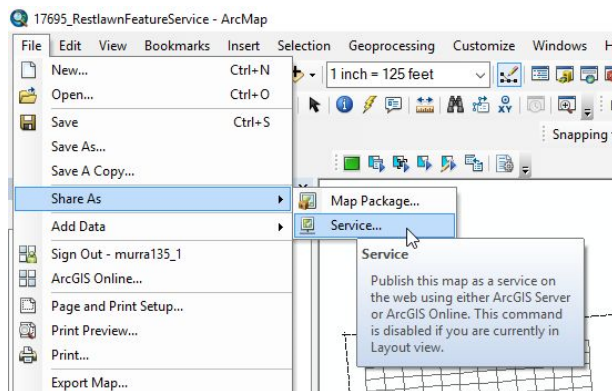
Once you have completed adding burial records, be sure to save your edits.



Open the ArcMap document called “RestlawnFeatureService” or a similar file name with “FeatureService” in the title. There should only be one of these files available. The Feature Service is what will be published online. Once the document is opened, go to **File** and select **Sign In....** Enter your ESRI account credentials, and sign in. If you do not see the Sign In... option and instead see Sign out – “username” then you are already logged in and can skip this step.

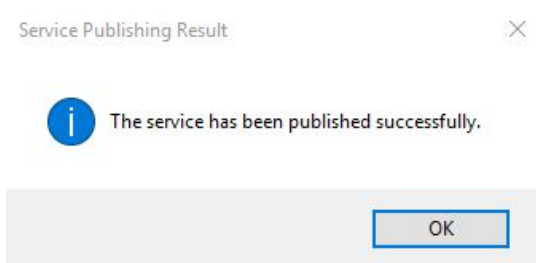
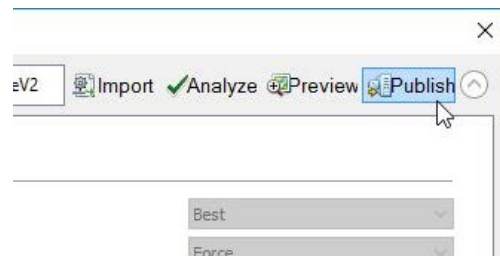


Now go to **File** and hover over the **Share As** option and click on **Service....** In the window that pops up, choose **Overwrite** an existing service, and then click next.



Under choose a connection, select **My Hosted Services (“Host Name”)**, and then select the only shown service and then click **Continue**. A warning will appear, asking if you want to continue, and you can click **Yes**.

The Service Editor window will appear, and you can click the **Publish** button at the top right corner. The map will then be published to the web, which could take between 5 and 15 minutes. A notification will appear once the service has successfully been published, and you can now close the ArcMap Document.



UNDERSTANDING OF THE PROJECT

Greenwood Historic Cemetery was established in 1825. The 7.9 acre cemetery, located on Oak Street, west of Woodward Avenue, is a well-maintained, monument cemetery with much of Birmingham history within its gates. It is surrounded by residential properties, Oak Street to the south, and the Rouge River to the north. The gently rolling landscape contains over 3,000 graves, 650 of which date from the nineteenth century. The cemetery contains the remains of some of Oakland County's earliest pioneers and most prominent citizens.

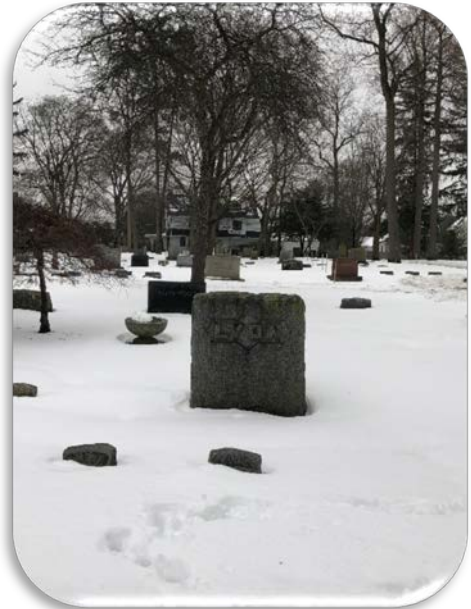
The City of Birmingham assumed ownership and maintenance of the cemetery in 1946. The Greenwood Cemetery Advisory Board provides recommendations to the City Commission regarding: modifications to the rules and regulations governing the cemetery; capital improvements; day to day administration; and general activities. The Advisory Board is comprised of a 7-member group, who is elected into the position by City voters.

Our understanding of the project comes from the Request for Proposals (RFP), conversations with City staff, site visits, and our familiarity with the City. Upon visiting the site, we identified that the cemetery is fairly built-out with limited opportunity for the development of columbaria and memorials.

All across the country, municipalities are evaluating how best to care for their historic municipal cemeteries and how to craft new initiatives to help communities better connect the local communities to these beloved and important sites. As more and more Americans are choosing cremation over burial, providing infrastructure improvements and greater memorialization and creation interments are key in meeting the market demands and ensuring the sustainability of these cemeteries.

The Greenwood Cemetery Advisory Board, City Commission, and City staff wish to develop a Greenwood Cemetery Master Plan for:

- review of existing cemetery policies and procedures,
- review of existing cemetery maintenance operations,
- public engagement in order to reach a diverse array of community members,
- meeting market demands and ensuring the future success of the cemetery,
- optimization of interment sites (including the feasibility of columbaria),
- future land use planning,
- preservation of historic elements,
- enhancement of the existing park-like features,



- financial and capital improvement planning,
- inclusion of Computerized Maintenance Management strategies, and
- increased customer service related to cemetery operations (i.e. developing a web-based portal for plot and genealogy searches).

The result of this plan will provide the City with an innovative, cost effective, and systematic approach to the restoration and programming of this historic and sacred landscape.

WORK PLAN

Our Project Team specializes in surveying, public service, GIS, CMMS, and public engagement capabilities providing necessary skills and experience to plan and facilitate development of the project while addressing the concerns of the various stakeholders. We have years of experience in collating the various sources of project data and feedback into succinct reports, presentations, exhibits, cost summaries and GIS maps to successfully convey the needs and desires of the stakeholders and the general public. We also have recent experience in cemetery design for columbaria and other cemetery features.

A. Project Kick-Off Meeting – J&A shall:

Participate in a kick-off meeting with the Greenwood Cemetery Advisory Board and appropriate City staff to review the project budget, scope, and schedule. Initial input shall be gathered regarding existing cemetery features and potential opportunities, current cemetery management operations, perpetual care funding, cemetery management financial planning, integrating cemetery records into GIS for easy retrieval, developing a web-based portal for genealogy searches, and a summary review of the *Greenwood Cemetery Management Operational Procedures, Conditions and Regulations*. Meeting minutes shall be developed and distributed by J&A.

B. Review & Analysis of Current Practices in Relation to Best Management Practices – J&A shall review and analyze:

- Current maps and internment records as well as records verifications performed by the Birmingham Historical Society and the Birmingham Department of Public Services. J&A shall review how the City is currently utilizing their BS&A software for revenue, expenses, efficiency, record retainage, and other relevant data sources to determine if the cemetery is self-funding,
- Current *Greenwood Cemetery Management Operational Procedures, Conditions, and Regulations*,
- The *Agreement for Greenwood Cemetery Management Services with Elmwood Historic Cemetery*,
- Review of current cemetery maintenance procedures,

- Burials and sales (i.e. Are expenditures greater than the internal revenue?; Is the cemetery self-funding?), and
- Capacity and demands for current and proposed future uses for the cemetery.

C. Site Survey – J&A shall:

Conduct a field survey to gather topographic information which will include existing drives and trees. J&A shall also utilize existing maps and GIS to develop the concept plan.

D. Greenwood Cemetery Advisory Board #2 – J&A shall:

Meet with the Greenwood Advisory Board to update them on our findings from our documents review and site survey. Meeting minutes shall be developed and distributed by J&A.

E. Community Engagement Plan Meeting #1 – J&A shall:

Present opportunities and constraints to a stakeholder group comprised of representatives from the Greenwood Cemetery Advisory Board, City staff, and the general public to obtain feedback. The stakeholder group meeting will consist of a general forum/charrette format, held indoors. Existing site photos and aerial maps will be provided for reference. Input will be gathered regarding: current burial trends, the existing *Greenwood Cemetery Management Operational Procedures, Conditions, and Regulations* (i.e. known deficiencies or issues), the current cemetery management agreement, the sustainability of the perpetual care fund, the feasibility and interest in installing columbaria, mausoleums, and scatter gardens, digitizing all record documents into GIS for simple retrieval, developing a web-based portal for plot and genealogy searches, and the cemetery plan for optimization of interment sites. Meeting minutes shall be developed and distributed by J&A.

J&A shall assist with the advertisement of this meeting by developing meeting fact sheets that can be posted at City Hall, on the City website, etc. and will coordinate with the City on the best options for advertisement. J&A shall also discuss a section of the City website that can be devoted, or options for email for gathering public input in the plan development; therefore eliminating the need for an additional community engagement meeting and thus keeping planning costs down.

If the Greenwood Cemetery Advisory Board and City staff choose to hold an additional engagement plan meeting, J&A would be happy to facilitate. Please see *Attachment C – Cost Proposal* for our proposed additional meeting cost.

F. City Commission Meeting #1 – J&A shall:

Meet with the City Commission to discuss the project scope, schedule, budget, and input gathered from the Community Engagement Plan Meeting.

G. Community Engagement Plan Development – J&A shall:

Develop a Community Engagement Plan to facilitate ongoing public participation of stakeholders in the master planning process. The Plan will identify: the purpose, Greenwood Cemetery Advisory Board and Community vision for the cemetery, how the plan was developed, values and principles for community engagement, goals and key strategies, and measuring success of the plan.

H. Planning for Infrastructure, Features & Landscape – J&A shall:

Develop a conceptual plan that will reflect the Greenwood Cemetery Master Plan, which will identify:

- Existing features (graves, landscaping, etc.),
- Design concepts such as potential columbaria and memorials,
- Proposed walkways, and
- Proposed landscaping.

I. Greenwood Cemetery Advisory Board Meeting #3 – J&A shall:

Meet with the Greenwood Cemetery Advisory Board to review and receive input on the draft conceptual plan and Community Engagement Plan. Meeting minutes shall be developed and distributed by J&A.

J. Plan Preparation – J&A shall:

Develop a Greenwood Cemetery Master Plan, based on input from the Greenwood Cemetery Advisory Board and Community Engagement meetings. The Plan shall include:

- Plan purpose and methodology,
- Existing cemetery features,
- An overall site evaluation and condition assessment,
- Recommendations of existing cemetery policies and procedures (if necessary),
- Recommendations of existing cemetery maintenance operations (if necessary),
- Current cemetery management procedures and recommendations (if necessary),
- The project's community engagement process and recommendations provided by the public,
- Optimization of interment sites (including the feasibility of columbaria, scatter garden, etc.),
- Current vehicular circulation and the potential for re-establishing green space for future plots,
- Feasibility of memorials,
- Future land use planning initiatives,

- Electronic database and GIS cemetery management recommendations,
- Computer Maintenance Management System recommendations,
- Increasing customer service related to cemetery operations (i.e. developing a web-based portal for plot and genealogy searches),
- Financial planning, and
- Funding recommendations for project implementation.

K. Greenwood Cemetery Advisory Board Meeting #4 – J&A shall:

Meet with Greenwood Cemetery Advisory Board to review and provide input on the Greenwood Cemetery Master Plan, Conceptual Plan, and project budget. J&A shall refine the conceptual design and Master Plan, utilizing the input from the Board. Meeting minutes shall be developed and distributed by J&A.

L. City Commission Meeting #2 – J&A shall:

Meet with the City Commission to discuss the input gathered from the Community Engagement Plan Meeting, the Advisory Board Meetings, the Community Engagement Plan, and the Cemetery Master Plan.

M. Plan Finalization & Adoption – J&A shall:

- Refine the conceptual design, utilizing the input from the Greenwood Advisory Board, City staff, Community, and City Commission;
- Refine the final project implementation budget; and
- Present to the City Commission for adoption.

In addition to the formal meetings, J&A Team members shall provide periodic project updates to the Greenwood Cemetery Advisory Board, City Commission, and City staff to ensure the project is completed on time, within budget, to a very high standard, and the meets or exceeds the City's expectations.

Please note – if you so choose, J&A can provide additional services, such as computer maintenance management for the Greenwood Cemetery which includes: mapping the cemetery at the lot level, digitizing all existing paper records, and integrating these into the City's GIS for simple data retrieval and entry. An additional option would be to develop a web-based user interface for public use for the purpose of a cemetery burial search. Costs for these additional services are provided in *Attachment C – Cost Proposal*.

TIMELINE

Kick-Off Meeting
Data/Records Review

April 2018
April – May 2018

Community Engagement Meeting	June 2018
Conceptual Plan Draft	August 2018
Conceptual Plan Finalization	October 2018
Cemetery Master Plan Draft	October 2018
Cemetery Master Plan Finalization/Adoption	March 2019

The J&A Project Team will be available during the proposed project timeframe, as identified in the RFP.

REFERENCES

Please find below a list of references that can attest to Johnson & Anderson's experience, timeliness of deliverables, cost of services, and accuracy of engineering estimates.

1. Mr. David McKee
Director of Public Works
Independence Township
6050 Flemings Lake Road
Clarkston, MI 48346
Phone: (248) 625-8222
2. Mr. Mohammed Al-Shatel, P.E.
Director of Public Works
City of Muskegon
1350 E. Keating
Muskegon, MI 489442
Phone: (231) 724-4100
3. Mr. Terry Lilley, Township Clerk
White Lake Township
7525 Highland Road
White Lake, MI 48383
(248) 698-3300

FORM SUBMITTALS

Please see the requested submittal forms within this section:

- Attachment B – Bidder's Agreement
- Attachment C – Cost Proposal
- Attachment D – Iran Sanctions

**ATTACHMENT B - BIDDER'S AGREEMENT
GREENWOOD CEMETERY MASTER PLAN**

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Timothy W. Weir, P.S.	2.22.18
PREPARED BY (Print Name)	DATE
Principal	2.22.18
TITLE	DATE
	tweir@ja-engr.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Johnson & Anderson, Inc.	
COMPANY	
4494 Elizabeth Lake Road, Waterford, MI 48328	(248) 681-7800
ADDRESS	PHONE
Phoenix Engineering	(248) 681-7800
NAME OF PARENT COMPANY	PHONE
4494 Elizabeth Lake Road, Waterford, MI 48328	
ADDRESS	

ATTACHMENT C - COST PROPOSAL
GREENWOOD CEMETERY MASTER PLAN

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

TOTAL AMOUNT	\$35,597.00	
Additional Meeting Charge (includes development of exhibits and mtg prep)	\$4,750.00	per meeting
Additional Services Recommended (if any): Cemetery Management (mapping, scanning existing documents, integrating them into GIS, and training) ~ \$10,500.00. Developing a Web-Based User Interface for Cemetery Burial Searches (dependent on which features and functionality are desired; would require additional discussions ~ \$7,500.00.	\$	/ hour
	\$	/ hour
	\$	/ hour
	\$	/ hour
	\$	/ hour
	\$	/ hour

Firm Name Johnson & Anderson, Inc.

Authorized signature  Date 2.22.18

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION
FORM**

GREENWOOD CEMETERY MASTER PLAN

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Timothy W. Weir, P.S.	2.22.18
PREPARED BY (Print Name)	DATE
Principal	2.22.18
TITLE	DATE
	tweir@ja-engr.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Johnson & Anderson, Inc.	
COMPANY	
4494 Elizabeth Lake Road, Waterford, MI 48328	(248) 681-7800
ADDRESS	PHONE
Phoenix Engineering	(248) 681-7800
NAME OF PARENT COMPANY	PHONE
4494 Elizabeth Lake Road, Waterford, MI 48328	
ADDRESS	
38-2460896	
TAXPAYER I.D.#	

Section 6 Fee Schedule

Please refer to our 2018 Fee Schedule below:

CLASSIFICATION	HOURLY RATE CHARGE
Engineer VI / Surveyor VI	\$ 135.00
Engineer V/ Surveyor V	\$ 125.00
Engineer IV / Surveyor IV	\$ 110.00
Engineer III / Surveyor III	\$ 95.00
Engineer II / Surveyor II	\$ 83.00
Engineer I / Surveyor I	\$ 79.00
Environmental Analyst VI	\$ 110.00
Environmental Analyst V	\$ 100.00
Environmental Analyst IV	\$ 90.00
Programmer VI	\$ 115.00
GIS/IT Technician V	\$ 105.00
GIS/IT Technician IV	\$ 95.00
GIS/IT Technician III	\$ 80.00
GIS/IT Technician II	\$ 75.00
GIS/IT Technician I	\$ 65.00
CAD Operator IV / Drafter IV	\$ 95.00
CAD Operator III / Drafter III	\$ 87.00
CAD Operator II / Drafter II	\$ 75.00
CAD Operator I / Drafter I	\$ 65.00
Construction Inspector V / Technician V	\$ 95.00
Construction Inspector IV / Technician IV	\$ 90.00
Construction Inspector III / Technician III	\$ 78.00
Construction Inspector II / Technician II	\$ 73.00
Construction Inspector I / Technician I	\$ 68.00
3 Man Survey Crew	\$ 185.00
2 Man Survey Crew	\$ 160.00
1 Man Survey Crew	\$ 115.00
Clerical	\$ 55.00



REQUEST FOR PROPOSALS FOR GREENWOOD CEMETERY MASTER PLAN

Sealed proposals endorsed **“GREENWOOD CEMETERY MASTER PLAN”**, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until **Thursday, October 12, 2017 at 10:00 a.m.** after which time bids will be publicly opened and read.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to create a strategic master plan for the City of Birmingham's Greenwood Cemetery. This work must be performed as specified in accordance with the specifications contained in the Request for Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, Attention: Cherilynn Mynsberge, City Clerk.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN:	August 17, 2017
Deadline for Submissions:	Thursday, October 12, 2017, at 10:00 a.m.
Contact Person:	J. Cherilynn Mynsberge, City Clerk P.O. Box 3001, 151 Martin Street Birmingham, MI 48012-3001 Phone: 248-530-1802 Email: cmynsberge@bhamgov.org



REQUEST FOR PROPOSALS FOR GREENWOOD CEMETERY MASTER PLAN

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INTRODUCTION

For purposes of this request for proposals the City of Birmingham will hereby be referred to as “City” and the private consulting firm or firms will hereby be referred to as “Contractor.”

The City of Birmingham, Michigan is seeking a strategic master plan for the Greenwood Cemetery, and is accepting sealed bid proposals from qualified professional firms who have experience drafting cemetery master plans. Qualified Contractors must demonstrate experience in conducting strategic visioning sessions, encouraging public participation, and cemetery best practices.

This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request for Proposals (RFP).

During the evaluation process, the City reserves the right where it may serve the City’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by January, 2018. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein as Attachment A. Contract services will commence upon execution of the service agreement by the City.

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide a master plan which analyzes the existing conditions of the cemetery, assesses the infrastructure, landscaping, features and needs of the cemetery, evaluates the management and regulation of the cemetery, considers various options for maximizing interment space, addresses financial planning and presents an action plan to implement priority options for short-, mid-, and long-term time frames. The completed master plan should represent the cultural and historic character of the City of Birmingham.

It is anticipated that the Greenwood Cemetery Master Plan process will commence January 2018 and be completed in October 2018.

OBJECTIVES

- To identify how to best meet future needs based on population, interment projections, and existing resources;
- To review and assess the current policies and regulations, operations, and management of the cemetery;
- To evaluate financial strategies to ensure the sustainable management, operation and maintenance of the cemetery;
- To recognize and preserve the historic legacy of the cemetery.

- To provide a quiet, beautiful resting place for the departed and a place of serenity for visitors.

SCOPE OF WORK

The selected Contractor will work with the public, City staff, the Greenwood Cemetery Advisory Board, and the City Commission to create the Greenwood Cemetery Master Plan (Plan). The Contractor will coordinate with City staff and the City Attorney to ensure compliance with all State and/or Federal laws related to cemeteries.

The scope of services is as follows:

1. **Attendance at Meetings.** The Contractor shall expect to attend the following meetings and base their fees accordingly:
 - Up to two (2) community engagement meetings.
 - Two (2) meetings with the City Commission during the master planning process to review the progress and for final adoption.
 - Up to four (4) meetings with the Greenwood Cemetery Advisory Board to discuss the development of the Plan and to review the final draft.

The City reserves the right to reduce or increase the number of meetings depending on the progress of the project with an adjustment in the contract accordingly, subject to City Commission approval.

2. **Comprehensive Community Engagement Plan.** Create a detailed and inclusive Community Engagement Plan to encourage and facilitate ongoing public participation of all stakeholders in the master planning process. Up to two (2) engagement opportunities should be included to stimulate public discourse and to gather input from residents, plot owners and other stakeholders for integration into the strategic vision for Greenwood Cemetery.
3. **Review and Analysis of Current Practices in Relation to Best Practices.**
 - a. Review and analyze current maps and interment records, as well as records verifications performed by the Birmingham Historical Society and the Birmingham Department of Public Services.
 - b. Review and analyze current *Greenwood Cemetery Operational Procedures, Conditions and Regulations*.
 - c. Review and analyze *Agreement for Greenwood Cemetery Management Services* with Elmwood Historic Cemetery.
 - d. Review and analyze quarterly reports of burials and sales from management contractor.
 - e. Review and analyze capacity and demands for current and proposed future uses for the cemetery.

4. **Financial Planning.** Address the status of the perpetual care fund and its adequacy for future maintenance of the cemetery. Provide information on the effectiveness in the current market of establishing a 501(c)(3) cemetery support organization. Provide recommendations on other methods of generating additional funding, such as a donor program.
5. **Planning for Infrastructure, Features, and Landscape.** Based on current demographic, social, economic, market data and projections develop plan for optimization of interment sites, including feasibility of columbaria. Recommend methods to supply visitors, both physical and cyber, with information on the location of those interred in the cemetery. Cemetery land use planning in broad master plan sense for optimal use of space, preservation of historic aspects, protection and enhancement of park-like setting.
6. **Plan Preparation.** The Contractor will prepare a preliminary report for review by the City upon completion of the Community Engagement Plan, Review and Analysis of Current Practices in Relation to Best Practices, and Financial Planning. The Contractor will prepare one reproducible PDF digital file of the draft version of the Plan.
7. **Finalization and Adoption.** A final draft of the Plan will be presented to the Greenwood Cemetery Advisory Board for initial recommendation and to the City Commission for approval. The Contractor will participate in the required meetings and prepare a completed final document.

This outline is not necessarily all-inclusive and the Contractor shall include in the proposal any other tasks and services deemed necessary to satisfactorily complete the project.

DELIVERABLES

The Contractor shall provide a detailed, master graphic format of the Plan that incorporates all sub-area plans and includes an extensive use of illustrations, photos, before and after examples, charts and tables that clearly depict the plan content, vision and implementation in the following formats upon adoption of the final version of the Plan:

1. One reproducible PDF digital file of the preliminary report/draft version of the Plan;
2. One reproducible PDF digital file of the final version of the Plan for publication on online forums;
3. One reproducible PDF digital file of the completed and approved Plan.

All data, illustrations and projections created or compiled throughout the project shall become the sole property of the City of Birmingham.

TIME SCHEDULE AND COST PROPOSAL

All proposals must include a proposed time schedule for completion of the project and a fixed price agreement with an associated fee schedule for extra meeting costs, should they be required.

The Contractor shall perform all services outlined in this RFP in accordance with the requirements as defined and noted herein.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than **Thursday, Oct. 12, 2017 at 10:00 a.m.** to:

City of Birmingham
Attn: City Clerk
151 Martin Street
Birmingham, Michigan 48009

One (1) electronic copy and ten (10) hard copies of the proposal must be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **“GREENWOOD CEMETERY MASTER PLAN”**. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Cherilynn Mynsberge, City Clerk, 151 Martin Street, Birmingham, MI, or via email to cmynsberge@bhamgov.org. Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.

4. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in their proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The City will utilize a qualifications-based selection process in choosing a Contractor for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

- Ability to provide services as outlined.
- Experience of the Contractor with similar projects.
- Professional qualification of key employees assigned to the project.
- Public Involvement Process.
- Content of Proposal.
- Cost of Services.
- References

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon

notice to Contractor sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.

4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.
6. Each proposal must be accompanied by a certified check, bidder's bond or bank draft in an amount not less than 5% of the total bid price, payable to the City of Birmingham, Michigan, which it is agreed will be forfeited to the City of Birmingham if the undersigned fails to enter into a contract in conformity with the form of contract incorporated herein, and furnish bonds and insurance as specified within twenty-one (21) days after the contract is awarded to the undersigned or withdraws this bid within sixty (60) days of the date hereof.

No proposal shall be withdrawn for a period of Six (6) months after the date set for the opening of bids.

A single check, bond or draft may serve to cover 2 or more alternative proposals when such alternative proposals are submitted by the same bidder.

The bid deposit of all except 3 lowest bidders will be returned within 3 weeks after the bid opening. The bid deposit of the 3 lowest bidders will be returned within 2 weeks after the contract has been executed by both parties.

7. The successful bidder will be required to furnish 2 bonds. A Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified. A payment Bond for labor or material running to the claimants, which is defined in MCL §129.206 as those persons supplying labor or materials to the principal Contractor or subcontractors in the prosecution of the work provided for in this contract in an amount not less than 100% of the contract price for the protection of those persons supplying labor, materials or both.
8. Payment will be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.

9. The Contractor will not exceed the timelines established for the completion of this project.
10. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

CONTRACTOR'S RESPONSIBILITIES / SUBMISSION REQUIREMENTS

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (Attachment A – **only if selected by the City**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the City of Birmingham.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide a list of sub-contractors and their qualifications, if applicable.
7. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for similar projects.
8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.
9. Provide an outline addressing the required scope of work to be completed, broken down into the following separate components:
 - a. Comprehensive Community Engagement Plan;
 - b. Review and Analysis of Current Practices in Relation to Best Practices;
 - c. Financial Planning;

- d. Planning for Infrastructure, Features, and Landscape.

CITY RESPONSIBILITY

The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts and to review and approve any work performed by the Contractor.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

Evaluate Respondents	<u>December 2017</u>
Award Contract	<u>January 2018</u>
Final Draft of Plan Completed	<u>October 2018</u>

The Contractor will not exceed the timelines established for the completion of this project.

**ATTACHMENT A - AGREEMENT
FOR GREENWOOD CEMETERY MASTER PLAN**

This AGREEMENT, made this _____ day of _____, 2017, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and _____, having its principal office at _____ (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to develop a strategic master plan for Greenwood Cemetery, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to develop a strategic master plan for Greenwood Cemetery.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to develop a strategic master plan for Greenwood Cemetery and the Contractor's cost proposal dated _____, 2017 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.
2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed _____, as set forth in the Contractor's _____, 2017 cost proposal.
3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.
4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
5. The Contractor and the City agree that the Contractor is acting as an independent contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and

neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement. The Contractor agrees that it will require all subcontractors to sign a Non-Disclosure Agreement satisfactory to the City Attorney.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to

employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

- A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

- E. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.
- F. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham, at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
 - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- G. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.
- H. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of

its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

City of Birmingham
Attn: Cherilynn Mynsberge
151 Martin Street
Birmingham, MI 48009
248-530-1802

CONTRACTOR

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

CONTRACTOR

By:_____

Its:

CITY OF BIRMINGHAM

By:_____

Mark Nickita

Its: Mayor

By:_____

J. Cherilynn Mynsberge

Its: City Clerk

Approved:

J. Cherilynn Mynsberge, City Clerk
(Approved as to substance)

Mark Gerber, Director of Finance
(Approved as to financial obligation)

Timothy J. Currier, City Attorney
(Approved as to form)

Joseph A. Valentine City Manager
(Approved as to substance)

**ATTACHMENT B - BIDDER'S AGREEMENT
GREENWOOD CEMETERY MASTER PLAN**

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

**PREPARED BY
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

ATTACHMENT C - COST PROPOSAL
GREENWOOD CEMETERY MASTER PLAN

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

TOTAL AMOUNT	\$
Additional Meeting Charge	\$ per meeting
Additional Services Recommended (if any):	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour

Firm Name_____

Authorized signature_____ Date_____

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION
FORM**

GREENWOOD CEMETERY MASTER PLAN

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

**PREPARED BY
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

TAXPAYER I.D.#



MEMORANDUM

City Clerk's Office

DATE: April 3, 2018
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Proposed Payment Plan Policy for Cemetery Plots

In August 2017 the Board began discussions about amending the Operational Procedures, Conditions and Regulations to include a payment plan policy for purchase of cemetery plots. On January 12, 2018 the Board voted "to forward to the City Attorney for review as to form and content and for comments on appropriate next steps the proposed Payment Plan Policy for Cemetery Plots as an addition to the Greenwood Cemetery Operational Procedures, Conditions and Regulations". City Attorney Currier reviewed the proposed policy and made the following comments in his letter to City Clerk Mynsberge dated March 1, 2018:

"The Payment Plan appears to be complete with one exception, that being the third paragraph which states, "A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid." That is clear. The second sentence states, "If plots are not paid in full but interment is needed, an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time." There appears to be some explanation necessary. The second sentence appears to apply to someone who has purchased multiple plots, and they are applying the purchase price for all the plots to one that requires interment, but it is not clear. If the total amount being paid on multiple plots does not equal the amount necessary to pay for a single plot, is interment still going to be allowed? This needs further explanation and definement in the Payment Plan Policy. It appears to be inconsistent with the first sentence.

Further the Payment Plan Policy is a requirement of the City of Birmingham. The contractor in this regard, is required to follow all of the policies of the City of Birmingham that are established by the City Commission. Therefore, no reopening of the contract with the consultant is necessary in this regard."

A suggested clarification to address City Attorney Currier's comments is attached.

If the Board reaches a consensus on revisions to the proposed policy which provide the explanation and definement suggested by the City Attorney, a resolution to recommend to the City Commission adoption of the proposed Payment Plan Policy would be in order.

ATTACHMENTS:

City Attorney's letter dated March 1, 2018
Red-lined version of revisions made on January 12, 2018
Clean version of revisions made on January 12, 2018
Suggested clarification to address City Attorney's comments

Beier Howlett

ATTORNEYS AND COUNSELORS

TIMOTHY J. CURRIER
tcurrier@bhlaw.us.com
Telephone (248) 645-9400
Fax (248) 645-9344

March 1, 2018

Ms. Cherilynn Mynsberge, City Clerk
City of Birmingham
151 Martin Street, P.O. Box 3001
Birmingham, MI 48012-3001

**Re: Greenwood Cemetery Advisory Board
Lot Sales – Payment Plan Policy**

Dear Ms. Mynsberge:

I have been requested to review the proposed Lot Sales – Payment Plan Policy that is approved by the Greenwood Cemetery Advisory Board on January 12, 2018. I understand the Payment Plan Policy reads as follows:

“A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid. If plots are not paid in full but interment is needed, an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time.

If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. Monthly payments may continue on the other plots included in the purchase agreement for the term of the agreement.

For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time the full purchase price has been received by Contractor or upon the expiration date of the purchase agreement, whichever occurs first.”

Beier Howlett

Ms. Cherilynn Mynsberge, City Clerk
March 1, 2018
Page 2

The Payment Plan appears to be complete with one exception, that being the third paragraph which states, "A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid." That is clear. The second sentence states, "If plots are not paid in full but interment is needed, an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time." There appears to be some explanation necessary. The second sentence appears to apply to someone who has purchased multiple plots, and they are applying the purchase price for all the plots to one that requires interment, but it is not clear. If the total amount being paid on multiple plots does not equal the amount necessary to pay for a single plot, is interment still going to be allowed? This needs further explanation and definement in the Payment Plan Policy. It appears to be inconsistent with the first sentence.

Further, the Payment Plan Policy is a requirement of the City of Birmingham. The contractor in this regard, is required to follow all of the policies of the City of Birmingham that are established by the City Commission. Therefore, no reopening of the contract with the consultant is necessary in this regard.

If you have any further questions, please do not hesitate to contact me.

Very truly yours,

BEIER HOWLETT, P.C.



Timothy J. Currier

TJC/jc

IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid. If plots are not paid in full but interment is needed, ~~the farthest plot on the end~~ an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time.

If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. Monthly payments may continue on the other plots included in the purchase agreement for the term of the agreement.

For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract ~~in full~~ on or before the final payment due date will result in forfeiture of the ~~property~~ unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time the full purchase price has been received by Contractor or upon the expiration date of the purchase agreement, whichever occurs first.

~~Plot sales completed by Contractor and revenues receipted to the Greenwood Cemetery Perpetual Care Fund are subject to inclusion in the City of Birmingham's annual audit.~~

IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid. If plots are not paid in full but interment is needed, an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time.

If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. Monthly payments may continue on the other plots included in the purchase agreement for the term of the agreement.

For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time the full purchase price has been received by Contractor or upon the expiration date of the purchase agreement, whichever occurs first.

Suggested clarification to address City Attorney's comments

IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price to be paid over a period of time.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for a period not to exceed 24 months. Such payment agreements shall be interest free.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid. ~~If plots are not paid in full but interment is needed, an end plot will be utilized first and others located adjacent subsequently as needed, unless all plots are paid in full at that time.~~

If multiple plots are included in a purchase agreement, the balance due on any one or more of the plots needed for interment must be fully paid before interment can take place. Monthly payments may continue on the other plots included in the purchase agreement for the term of the agreement. In the case that only a portion of the plots included in a purchase agreement are paid in full so that interment can take place, an end plot will be utilized first and others located adjacent subsequently as needed.

For purchase agreements initiated in 2018 and subsequently, failure to pay the entire contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time the full purchase price has been received by Contractor or upon the expiration date of the purchase agreement, whichever occurs first.



MEMORANDUM

City Clerk's Office

DATE: February 28, 2018

TO: Greenwood Cemetery Advisory Board

FROM: J. Cherilynn Mynsberge, City Clerk

SUBJECT: Contractor Report - Fourth Quarter 2017

The attached report incorporates the Board's request, made at its July, 2017 meeting, to show sales numbers for every section in which plots remain available. With exception of Section F-North and the newly identified plots in Sections B, C, D, K, L, and O, all other sections are sold out. Sold out sections include Sections G & E along the road.

The report also, at the Board's request, lists plots currently under contract in Sections B and C. Information is current through February, 2017.

HISTORIC GREENWOOD CEMETERY 2017 FOURTH QUARTER REPORT

MONTHLY BURIAL SERVICES

MONTH	CREMATION BURIAL	FULL CASKETED BURIAL	DISINTERMENT
OCTOBER	4	0	0
NOVEMBER	3	0	0
DECEMBER	0	0	0

CEMETERY MAINTENANCE

Seeding is completed. Bushes and landscaping were pruned and maintained. Lawn care completed weekly. Fall leaf clean-up was performed several times. Water is shut off. All memorials as ordered have been properly installed. We've determined that the roads on the east side of the property having been coning for some time now and are poor condition.

CUSTOMER SERVICE, RECORD KEEPING AND LONG TERM CARE

At the end of the quarter all of the records are up to date. No lot owner requests are outstanding and no transfers are pending. We continue to meet with families several times a week at the cemetery.

GRAVE SALES

11 plot sales in the fourth quarter.

JANUARY – MARCH (FIRST QUARTER)

2017	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	0	1	0	2	\$4,500.00	\$1,500.00
Non-Resident	1	1	2	12	\$27,000.00	\$9,000.00
TOTAL	1	2	2	14	\$31,500.00	\$10,500

APRIL – JUNE (SECOND QUARTER)

2017	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	2	1	1	8	\$18,000.00	\$6,000.00
Non-Resident	2	2	1	9	\$20,250.00	\$6,750.00
TOTAL	4	3	2	17	\$38,250.00	\$12,750

JULY – SEPTEMBER (THIRD QUARTER)

2017	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	1	0	0	1	\$2,250.00	\$750.00
Non-Resident	2	1	0	4	\$9,000.00	\$3,000.00
TOTAL	3	1	0	5	\$11,250.00	\$3,750.00

OCTOBER – DECEMBER (FOURTH QUARTER)

2017	Purchased one grave	Purchased two graves	Purchased three or more graves	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	1	2		5		
Non-Resident	1	1	1	6		
TOTAL				11	\$24,750.00	\$8,250.00

2017 CUMULATIVE SALES TOTALS

Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to the City	25% of sale paid to the Contractor
Resident	2	8	1		11	\$24,750.00	\$8,250.00
Non-Resident	12	9	4		25	\$56,250.00	\$18,750.00
TOTAL	14	17	5	11	47	\$105,750.00	\$35,250.00

NEWLY IDENTIFIED GRAVE SPACES**

TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	First Quarter 2017	Second Quarter 2017	Third Quarter 2017	Fourth Quarter 2017	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
B	33	60	14	14	2	6	129*	279
C	11	24	0	1	2	2	40*	32
D	6	0	0	0	0	0	6	6
K	14	5	0	0	0	0	19	0
L	8	4	0	0	0	0	12	4
O	6	0	0	0	0	0	6	4
TOTAL	78	93	14	15	4	8	212	325

*Per City Commission request, once 200 graves are sold in Sections B & C, the GCAB must review those Sections prior to additional graves being sold. No more than 240 graves can be sold in those two sections prior to GCAB review. **Total to date: 212**

**Only flush memorials are allowed in the newly identified grave spaces.

AREAS ALONG THE ROAD (SECTIONS E & G)

TOTAL NUMBER OF GRAVES SOLD PER SECTION

Section	2015 Total	2016 Total	First Quarter 2017	Second Quarter 2017	Third Quarter 2017	Fourth Quarter 2017	TOTAL Number of Graves Sold To Date	Number of Graves Remaining
E	11	0	0	0	0	0	11	0
G	14	1	0	0	0	3	18	0
TOTAL	25	1	0	0	0	3	29	0

**REMAINING SECTIONS WITH AVAILABLE LOTS
TOTAL NUMBER OF GRAVES SOLD PER SECTION**

Section	2015 Total	2016 Total	First Quarter 2017	Second Quarter 2017	Third Quarter 2017	Fourth Quarter 2017	TOTAL Number of Graves Sold in 2017	Number of Graves Remaining
F North			0	2	1		3	tbd
TOTAL			0	2	1		3	tbd

PLOTS UNDER CONTRACT (PAYMENT PLAN) IN SECTIONS B & C

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	10-A	3, 4	11/16/2015	36 months	2
C	17-C	4, 5, 6	10/21/2015	36 months	3
C	18-A	9, 10, 11, 12	02/16/2017	Unknown at this time	4
TOTAL:					9

This concluded the 15th quarter (46 months) as the operator of Historic Greenwood Cemetery.